



Schedule of the Public Grant Panel Review

Closed Session with Panelists & Culture Works leadership

9:45-10:30 Review of policies and procedures for the public panel review

Open Session Applicants and Public invited to join at this time

10:30-10:45 Welcome & Introductions—President & CEO, Culture Works
Welcome—Director of Engagement, Culture Works
Description of review protocol—Director of Grantmaking & Impact

Review of General Operating Support Applications

10:45-11:00 a.m. Dayton Arts Institute
11:00-11:15 Dayton Contemporary Dance Company
11:15-11:30 Dayton Performing Arts Alliance
11:30-11:45 Discover Classical / WDPR

11:45-12:00 p.m. Break

12:00-12:15 Human Race Theatre Company
12:15-12:30 K12 & TEJAS
12:30-12:45 Muse Machine
12:45-1:00 Springfield Symphony Orchestra

1:00-1:30 Lunch Break

Review of Community Arts Development Applications

1:30-1:45 The Bach Society of Dayton
1:45-2:00 The Contemporary Dayton

Closed Session with Grant Review Panelists

2:00	Closing discussion with panelists & score finalization
2:45	Adjourn

Procedures of the Public Grant Panel Review

Each application will be discussed for up to 15 minutes using the following process:

- a) The **Director of Grantmaking & Impact** will call on the application's **Primary Reviewer** who will present the points of strength and areas for improvement in the application, from their perspective, based on the scoring areas. The **Primary Reviewer's** comments can be up to 5 minutes.
- b) Following the **Primary Reviewer's** presentation, the **Director of Grantmaking & Impact** will invite **the other panelists** to add their comments, which are expected to be briefer. These additional comments should:
 1. Identify the points of strength and areas for improvement in the application that have not already been addressed by the Primary Reviewer
 2. and/or Endorse points that have already been made by the Primary Reviewer if it is felt that they are particularly important.
- c) After all panelists have had a chance to comment, the Director of Grantmaking & Impact will draw the discussion of the application to a close and give each panelist a moment to adjust their scoring, make notes, etc.

Panelists will also have an opportunity to adjust their scores during the break between the General Operating Support and Community Arts Development discussions and at the conclusion of the public portion of the meeting.

Final scores for each application must be submitted through the online grant application system, CommunityForce, by the end of the final closed session (2:00-2:45p.m.).

Following the meeting, these scores will be averaged to determine the final score for each applicant, which will be used to calculate the funding amount using the Funding Formula.

An applicant must receive an average score of at least 70/100 points to be eligible for funding. Applicants will be contacted within 5 business days of the results.