

PANELIST FACT SHEET

What is a Grant Review Panelist?

The Delaware Division of the Arts (DDOA) invites interested community members who live or work in Delaware to review grant applications, discuss them with fellow panelists at a public meeting, and make recommendations for state funding of the arts. Recommendations made by the grant review panels are presented to the Delaware State Arts Council, an advisory board that makes final funding recommendations for approval by DDOA's Director. Panelists are selected based on experience with the arts, business/nonprofit management, and/or engagement in the community.

What are the requirements?

- Residence and/or employment in Delaware.
- Flexible-enough schedule that allows for reviewing applications on one's own time.
- Transportation to the grant review panel meeting (if in-person).
- Access to a computer over the course of several weeks.
- Ability to use an online portal (not optimized for tablet/smartphone).
- Commitment to being objective when reviewing applications.

What benefits can panelists expect from the process?

- Engaging in important decisions regarding financial support of the arts in Delaware.
- Learning about arts and community-based organizations throughout the state.
- Receiving an honorarium of \$150 to \$300 (depending on the number of applications reviewed).
- Networking with fellow panelists.
- Gaining a better understanding of successful grant-writing.

What is the timeline for Grant Review Panels?

- **Early to mid-April** (required): Attendance at a virtual orientation (1 hour).
- **Mid to late April** (required): At-home review of applications (15-25 depending on the panel), according to one's own schedule. It can take from **30 minutes to 1 hour EACH** to read, comment on, and score using established criteria (conflicts of interest for panelists who serve on boards of applicant organizations recuse themselves from reviewing those applications).
- **Early May** (required): Attend the virtual or in-person panel meeting and actively participate in discussions (min. of 4 hours, including possible travel time to Kent County).
- **Year-round** (optional): Attend DDOA-funded arts events and complete on-site evaluations.

How does one become a Grant Review Panelist?

We encourage anybody interested in serving to nominate themselves or a friend/colleague. Fill out [this form](#) or go to [smARTDE](#) anytime to click "Nominate." DDOA staff regularly invite individuals with diverse interests, skillsets, and expertise to serve on panels. Not all nominees will be selected for the current year. Do not be discouraged if you are not selected! DDOA retains all nominations for future panels as well. Much can depend on having a balanced geographic representation from all three counties.