



## Information and Guidelines for Panelists

### Individual Artist Program (IAP) FY2017

#### Program Description

The Individual Artist Program (IAP) was created in 1999 to **provide support to artists** in all disciplines for **career development projects**. The program cycle runs from July 1 to June 30 and offers flexibility to respond to artists' needs and goals. Applicants must plan a project, or phase of a project, which can be realized within the requested budget and completed within the proposed timeline.

Funding cycles are split between Visual Arts (odd fiscal years) and Performing Arts (even fiscal years). Applications to be awarded for this year (FY2017) are in the disciplines of Crafts, Design, Media Arts, Photography and Visual Arts. Separate panels are established to judge the various disciplines. There is a Folk Arts category in each discipline in which artists can submit their application. Those applications will be evaluated by the panel in the discipline for which the artist applied.

Eligible applicants must be at least 18 years old, reside in Indiana for one year preceding the application date, and remain an Indiana resident during the grant period. Awards cannot be made if the artist is enrolled in a degree-granting program, received an IAC grant in the prior Fiscal Year, or is part of a collaboration for which another artist is applying for IAC support in the same year.

Applications are scored on the basis of **100 points** for the following criteria: **Impact – 35, Feasibility – 30, Quality, 25, Public Benefit – 10.**

Projects may include, but are not limited to:

- Supplies, rental/purchase of equipment, time for the development, completion, or presentation of a work
- Documentation of work
- Travel essential for artistic research or to present or complete work
- Advanced workshops that further career development

#### Panel Process

Panelists review/score, and comment on all grants in a given discipline **before** the public meeting where they are discussed by the panel as a whole and scored.

- Panelists will receive an application summary sheet, which provides basic information about each applicant's request.
- Panelists can view all applications and artistic support documentation online and will input their preliminary scores online via an Excel spreadsheet provided. DVD videos will be viewed when the panel meets – for these applicants, panelists will not determine a quality score as part of the preliminary review process. The majority of artists with video documentation provide YouTube links as part of the application, so those can be reviewed and scored before the panel meeting.
- The panel meets at the Indiana Government Center at 9:30 AM or 2:00 PM on a designated day the week of April 11, 2016. The meeting will conclude when all applications have been reviewed. The public meeting begins at 10:00 AM or 2:30 PM. (It is recorded; and applicants are encouraged to attend, though they are only observers and cannot speak, lobby, or offer clarification.)

- Panelists will be designated as a “first” or “second” reader for one or more applications. The day of the of the panel meeting, first readers will begin the panel discussion by reporting their assessment of the application and rationale. Second readers will supplement the first reader’s comments. Each panel member will then have the opportunity to make additional comments, all discussion being based on the criteria. Panelists will finalize their scores at the conclusion of the panel discussion.
- Panelists’ scores will be averaged after the meeting to determine an overall rating for each application.
- The panel meeting will be facilitated by an IAC Commissioner.

## General Information

- Potential panelists may be asked to provide a basic resume to ensure that each is an appropriate match for reviewing and evaluating applications in a specific discipline.
- Panelists should possess the ability to clearly articulate the strengths and weaknesses of applications based on the review criteria. They also need to be able to work effectively in a group.
- Panelists are required to attend an orientation meeting (via phone conference) before the public meeting. These orientations are scheduled well before the panel meeting to allow panelists adequate time to read all applications that will be reviewed for their discipline. There will be several opportunities, and panelists are welcome to participate in whatever one best fits their schedule. Times are the following and panelists will be sent directions for joining the meeting.
  - Tuesday, March 1, 10:00 AM—11:00AM
  - Thursday, March 3, 10:00 AM – 11:00 AM
  - Tuesday, March 8, 3:00 PM—4:00 PM
  - Wednesday, March 9, 2:00 PM—3:00 PM
  - Thursday, March 10, 10:00 AM—11:00 AM
- Panelists receive a modest \$75 stipend, mileage reimbursement (\$0.44/mile), and hotel reimbursement at the government rate of \$87.00 for panelists living more than 50 miles from the Indiana Government Center.
- Lunch will be provided for panels meeting in the morning, and substantial (mostly healthy) snacks for afternoon panels.
- Panelists complete an IRS W9 and state vendor form; a voided check or bank information signed by a representative of the institution is part of the vendor form. Some panelists may already have approved vendor forms on file with the state.
- Panelists will be informed early in the process as to the number of applications submitted in a given discipline and will be given access to those for their personal preliminary evaluation and scoring. We strongly advise panelists to **work ahead to read and evaluate these applications**. Any questions or clarifications will be part of the orientation meeting.

## A Footnote

Panelists play a critical role in the grant awards process. The contributions of time and expertise help the Indiana Arts Commission to ensure a fair, transparent and thoughtful decision-making process for awarding funds and support the state in its efforts to assist artists in their career development. Service as a panelist provides increased awareness of the state’s cultural assets and is an opportunity to network with other professionals having similar interests and fields of study.