

Florida Division of Cultural Affairs

2022-2023 GPS & SCP Panelist Training

July 2021

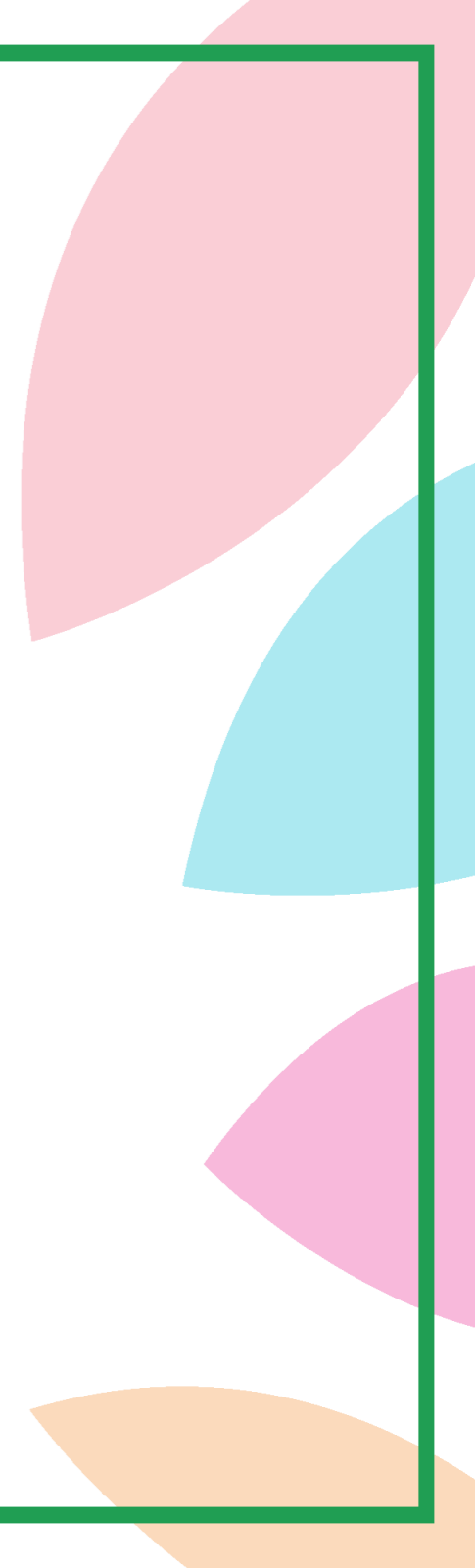
The screenshot shows the GoToWebinar Control Panel with the following sections:

- Audio:** Includes a microphone icon, radio buttons for "Telephone" and "Mic & Speakers" (selected), a "MUTED" status indicator, and a volume slider.
- Talking:** A section with a hand icon and a green indicator.
- Questions:** A large empty text area for asking questions.
- Input:** A text field with the placeholder "Type question here." and a "Send" button with a paper plane icon.
- Footer:** Displays "GrantsManagementWebinar", "Webinar ID# 137-475-603", and the GoToWebinar logo.

TYPE HERE



First and foremost:
Thank you!



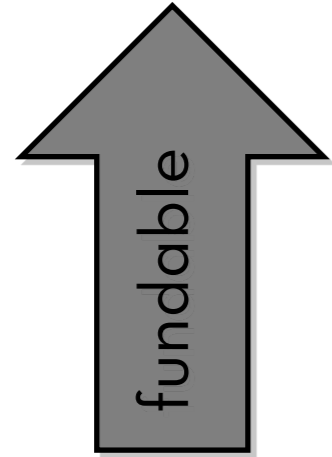
What's in Today's Presentation

- ③ Scoring in the Online Grants System
- ③ Rubrics and scoring criteria
- ③ The Panel Meeting
- ③ Your Questions

Your responsibility:

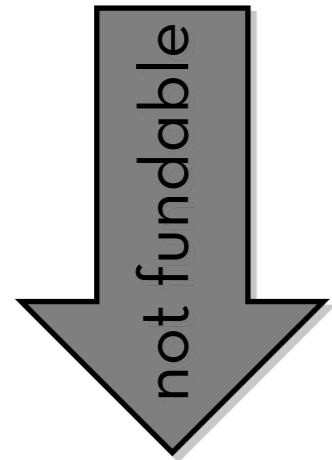
...select proposals that provide evidence of the highest quality programs for the greatest benefits of the Florida arts and cultural community.

Minimum Fundable Score



80

minimum fundable score



79 and below

not eligible for funding

Review and Scoring of GPS and SCP Applications

A decorative graphic on the right side of the slide consists of several overlapping, semi-transparent leaf shapes in various colors: light pink, light blue, light purple, light green, and light orange. The leaves are arranged in a vertical, slightly overlapping pattern, with the top-most leaf being light pink and the bottom-most being light orange.

Application Review

Staff Review

- ☺ Reviewed for basic eligibility
- ☺ No subjective evaluations or comments

Panelist Review

- ☺ Evaluate applications; submit scores and comments 7 days before meeting
- ☺ Scores finalized during panel meeting. Comments locked 1 day after.
- ☺ Comments and scores provided to applicants after panel meeting

General Overview

- 🌀 Scoring is handled online
- 🌀 You will receive a PANELIST NOTEBOOK
 - 🍃 Agenda
 - 🍃 Instructions
 - 🍃 Scoring rubric
 - 🍃 Deadlines
 - 🍃 Panelist biographies

Reviewing Grants Online

Login using your username and password at <http://dosgrants.com>

Or

Click 'Register as a new user' to create an account:



FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

DOS GRANTS Home Grants Panels Search Help

Log In

Username: Password:

[Forgot your password?](#) [Register as a new user](#)

Florida Department of State Grants System

Welcome to DOS Grants, the Florida Department of State's online Grants system



Upcoming Events



- My Panels
- Past Panels
- Upcoming Panels



You are currently viewing the Staging Environment. Any changes you make will not be saved permanently. Visit the Grants systems at <https://www.dosgrants.com> to apply for Grants.

My Dashboard

My Current Applications

Application N...	Project Title	Program	Organization Name	Project Number	Status	Actions
------------------	---------------	---------	-------------------	----------------	--------	---------

Associated Organizations

Test Organization CO



You are currently viewing the Staging Environment. Any changes you make will not be saved permanently. Visit the Grants systems at <https://www.dosgrants.com> to apply for Grants.

My Panels

Export to Excel Export to Pdf

Show 50 entries

Search:

Panel Name	Date	Time	Meeting Type	Chair	Actions
2023 Museum GPS Level 1 & SCP	08/25/2021	09:00 AM	Webinar		View Review Applications

Showing 1 to 1 of 1 entries

Previous

1

Next

2023 Museum GPS Level 1 & SCP

Type: Webinar
Scheduled: 8/25/2021 9:00:00 AM
Name: 2023 Museum GPS Level 1 & SCP
Fiscal Year: 2023
Publish Level: Information
Application List
Panelists
Staff Member: Stage, Sarah

Chair:
Location: Webinar
Access: Scoring Open
Panel Search (Enter panel name or fiscal year)

Public Panel Meeting Information

Applications Review

Materials

Panelists (8)

Lipsev Scott, Terri

County:

Bio:

Bio

Blake, Sharon

Meyers, Ruth

Wells, Martha

Daws, Russell

Piotrowski, WD

Wolfe Bell, Erin

Bob, Chris

Application List

Export to Excel

Export to Pdf

Filter:

Review Order #	Application #	Title	Program	Applicant	Request Amount
1	23.c.ps.170.512	2022-2023 Exhibition and Program Schedule	General Program Support	Matheson History Museum	\$40,000
2	23.c.ps.170.445	2022-23 Conservancy General Operating Request	General Program Support	Conservancy of Southwest Florida, Inc.	\$150,000
3	23.c.ps.170.540	2022-23 General Program Support	General Program Support	Coral Gables Museum, Corp.	\$93,617
4	23.c.ps.170.655	Ann Norton Sculpture Gardens: Celebrating a Legacy General Program Support 2023	General Program Support	Ann Norton Sculpture Gardens	\$113,000
5	23.c.ps.170.236	Bok Tower Gardens Programming FY23	General Program Support	Bok Tower Gardens, Inc.	\$150,000
6	23.c.ps.170.563	Cade Museum FY2023 Support	General Program Support	Cade Creativity Labs, Inc.	\$147,926
7	23.c.ps.170.255	Cornell Fine Arts Museum General Program Support 2022-23	General Program Support	Rollins College	\$93,073
8	23.c.ps.170.688	Deerfield Beach Historical Society General Program Support 2022	General Program Support	Deerfield Beach Historical Society Inc	\$26,236

Showing 1 to 8 of 8 entries

2023 Museum GPS Level 1 & SCP

Type: Webinar
Scheduled: 8/25/2021 9:00:00 AM
Name: 2023 Museum GPS Level 1 & SCP
Fiscal Year: 2023
Publish Level: Information
Application List
Panelists
Staff Member: Stage, Sarah

Chair:
Location: Webinar
Access: Scoring Open
Panel Search (Enter panel name or fiscal year)

[Public Panel Meeting Information](#)

[Applications Review](#)

Assigned Applications for Bob Chris

[View All Scores and Comments](#)

[Export to Excel](#)

[Export to Pdf](#)

Filter:

Review Order #	Geographic Location of County	Application Number	Applicant	Title	Score	Status	Actions
	Alachua	23.c.ps.170.512	Matheson History Museum	2022-2023 Exhibition and Program Schedule	0	Progress	Review Application
	Collier	23.c.ps.170.445	Conservancy of Southwest Florida, Inc.	2022-23 Conservancy General Operating Request	0	New	Review Application
	Miami-Dade	23.c.ps.170.540	Coral Gables Museum, Corp.	2022-23 General Program Support	0	New	Review Application

2023 Museum GPS Level 1 & SCP

Type:

Webinar

Scheduled:

8/25/2021 9:00:00 AM

Name:

2023 Museum GPS Level 1 & SCP

Fiscal Year:

2023

Publish Level:

Information
Application List
Panelists

Staff Member:

Stage, Sarah


Chair:

Location:

Webinar

Access:

Scoring Open

Panel Search  (Enter panel name or fiscal year)

Public Panel Meeting Information

Applications Review

Please enter the scores below




Quality of Offerings







Impact







Track Record







Total 0







Comment







Format **B** *I* U   







     







     


     

 Save  Cancel  Go Back

Please check this box to certify that you have independently evaluated the application in compliance with the Standards of Conduct for Public Officers and Employees of Agencies as set forth in section 112.313 Florida Statutes, and voting conflict of interest laws as set forth in sections 112.3143 and 286.012 Florida Statutes.

 Submit

General Program Support - 23.c.ps.170.512

 Print Application

A. Cover Page Page 1 of 12

Guidelines

Please read the current Guidelines prior to starting the application: [2022-2023 General Program Support Grant Guidelines](#)

Application Type

Proposal Type: Discipline-Based

Funding Category: Level 1

Discipline: Museum

Proposal Title: 2022-2023 Exhibition and Program Schedule

B. Contacts (Applicant Information) Page 2 of 12

Applicant Information

a. Organization Name: [Matheson History Museum](#)

b. DBA:

c. FEID: 59-2885199

2023 Museum GPS Level 1 & SCP

Type: Webinar	Scheduled: 8/25/2021 9:00:00 AM	Name: 2023 Museum GPS Level 1 & SCP	Fiscal Year: 2023	Publish Level: Information Application List Panelists	Staff Member: Stage, Sarah
Chair:	Location: Webinar	Access: Scoring Open	Panel Search (Enter panel name or fiscal year) <input type="text"/>		

[Public Panel Meeting Information](#)

[Applications Review](#)

Panelist Review Form

Panelist: Bob, Chris

I have a conflict of interest with this application.

Please enter the scores below

Quality of Offerings

Impact

Track Record

Total 0

Comment

Format **B** **I** **U**

I. Attachments and Support Materials Page 9 of 12

Complete the support materials list using the following definitions.

- **Title:** A few brief but descriptive words. Example: "Support Letter from John Doe".
- **Description:** (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DCA credit statement and/or logo.
- **File:** The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

Content Type	Format/extension	Maximum size
Images	.jpg, .gif, .png, or .tiff	5 MB
documents	.pdf, .txt, .doc, or .docx	10 MB
audio	.mp3	10 MB
video	.mp4, .mov, or .wmv	200 MB

MacOS productivity files such as Pages, Keynote, and Numbers are not acceptable formats. Please save files into .pdf format before submission.

1. Required Attachment List

Please upload your required attachments in the spaces provided.

Substitute W-9 Form

File Name	File Size	Uploaded On	View (opens in new window)
2021 Substitute W9 form.pdf	33 [KB]	5/18/2021 5:38:43 PM	View file

2. Support materials (required)

2. Support materials (required)

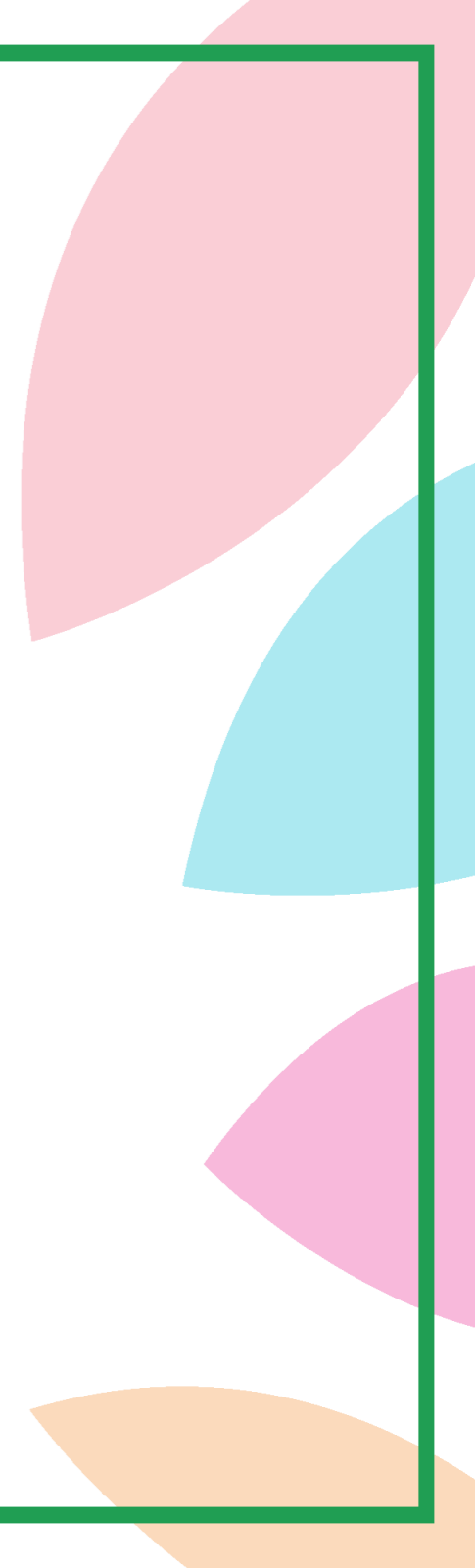
File	Title	Description	Size	Type	View (opens in new window)
Sinfonia Audio Excerpt.mp3	Sinfonia Audio Excerpt	Excerpt from the "Suite from the Firebird" Igor Stravinsky	10673 [KB]		View file
Sinfonia Audio Excerpt.mp3	Sinfonia Audio Excerpt	Excerpt from the "Suite from the Firebird" Igor Stravinsky	10673 [KB]		View file
Sinfonia Gulf Coast URL links to Season Program & LINK UP Video.pdf	Sinfonia Gulf Coast URL Links	Links to Sinfonia season program and LINK UP 2020 Performance Video	61 [KB]		View file



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Criteria



How to Score Applications

- ☺ Quality of Offerings - up to 35 points
- ☺ Impact - up to 35 points
- ☺ Track Record - up to 30 points

Total = up to 100 points

Using the Rubric

Look down each column and across each row

<i>Quality of Offerings (Up to 35 Points)</i>			
Excellent <i>32 – 35 points</i>	Good <i>28 – 31 points</i>	Fair <i>21 – 27 points</i>	Weak <i>0 – 20 points</i>
Mission statement clearly describes organization and programs/activities fully support the mission	Mission statement describes organization and programs/activities fully support the mission	Mission statement describes organization and programs/activities do not fully support the mission	Mission statement does not clearly describe organization and programs/activities do not fully support the mission
Identifies clear goals and fully measurable objectives and activities	Identifies clear goals and measurable objectives and activities	Identifies goals and limited measurable objectives and activities	Does not identify goals and very minimal objectives and activities
Clearly describes exemplary proposed programming/project and their relevance to the intended participants, audiences and communities	Clearly describes proposed programming/project and their relevance to the intended participants, audiences and communities	Describes proposed programming/project and their relevance to the intended participants, audiences and communities	Proposed programming/project and their relevance to the intended participants, audiences and communities are unclear
Evaluation methods are well-defined, clear, and fully measureable, and are employed to help the organization achieve its mission and proposed programming/project	Measureable evaluation methods help the organization achieve its mission and proposed programming/project	Evaluation methods are not fully measureable and only minimally help the organization achieve its mission and proposed programming/project	Evaluation methods are not clear and/or measureable and do not help the organization achieve its mission and proposed programming/project
Extensive and clearly describes partnerships/collaborations	Clearly describes partnerships/collaborations	Limited partnerships/collaborations	Minimal and unclear partnerships/collaborations
Required Attachments and Support Materials clearly demonstrate exemplary programming	Required Attachments and Support Materials clearly demonstrate programming	Required Attachments and Support Materials demonstrate programming	Required Attachments and Support Materials are unclear
Score:			

Quality of Offerings

- ① Applicant mission statement
- ① Proposal description
 - ① Clear Goals, measurable objectives
 - ① Relevance to intended audience
 - ① Evaluation Methods
 - ① Partnerships / collaborations (if applicable)
- ① Support materials/work samples

Quality of Offerings

<i>Quality of Offerings (Up to 35 Points)</i>			
Excellent <i>32 – 35 points</i>	Good <i>28 – 31 points</i>	Fair <i>21 – 27 points</i>	Weak <i>0 – 20 points</i>
Mission statement clearly describes organization and programs/activities fully support the mission	Mission statement describes organization and programs/activities fully support the mission	Mission statement describes organization and programs/activities do not fully support the mission	Mission statement does not clearly describe organization and programs/activities do not fully support the mission
Identifies clear goals and fully measurable objectives and activities	Identifies clear goals and measurable objectives and activities	Identifies goals and limited measurable objectives and activities	Does not identify goals and very minimal objectives and activities
Clearly describes exemplary proposed programming/project and their relevance to the intended participants, audiences and communities	Clearly describes proposed programming/project and their relevance to the intended participants, audiences and communities	Describes proposed programming/project and their relevance to the intended participants, audiences and communities	Proposed programming/project and their relevance to the intended participants, audiences and communities are unclear
Evaluation methods are well-defined, clear, and fully measurable, and are employed to help the organization achieve its mission and proposed programming/project	Measurable evaluation methods help the organization achieve its mission and proposed programming/project	Evaluation methods are not fully measurable and only minimally help the organization achieve its mission and proposed programming/project	Evaluation methods are not clear and/or measurable and do not help the organization achieve its mission and proposed programming/project
Extensive and clearly describes partnerships/collaborations	Clearly describes partnerships/collaborations	Limited partnerships/collaborations	Minimal and unclear partnerships/collaborations
Required Attachments and Support Materials clearly demonstrate exemplary programming	Required Attachments and Support Materials clearly demonstrate programming	Required Attachments and Support Materials demonstrate programming	Required Attachments and Support Materials are unclear

Score:

Impact

- ③ Vital services to community
- ③ Economic impact
- ③ Achievable plan
- ③ Educational / outreach component
- ③ Effective marketing, promotion, audience development
- ③ ADA compliance / non-discrimination / Diversity, Equity and Inclusion

Impact

<i>Impact (Up to 35 Points)</i>			
Excellent <i>32 – 35 points</i>	Good <i>28 – 31 points</i>	Fair <i>21 – 27 points</i>	Weak <i>0 – 20 points</i>
Provides vital arts and cultural services to community or service area	Provides significant arts and cultural services to community or service area	Provides arts and cultural services to community or service area	Provides minimal arts and cultural services to community or service area
Provides compelling and specific information about extensive economic impact of programs and/or projects that relate to the organization's mission	Demonstrates significant economic impact of programs/projects that relate to the organization's mission	Describes limited economic impact of projects/programs that relate to the organization's mission	Describes very minimal economic impact of programs/projects, and is not measureable
Extensive activities are proposed and are achievable within the grant period	Reasonable activities are proposed and these activities are achievable within the grant period	Limited activities are proposed and/or concerns about the achievability of the activities within the grant period	Very minimal activities are proposed and/or serious concerns about the achievability of the proposed activities during the grant period
Educational and outreach components fully serve the constituency and are appropriate for the program(s) or project(s)	Educational and outreach components serve the constituency, and are appropriate for the program(s) or project(s)	Limited educational and outreach components serve the constituency and are minimally appropriate for the program(s) or project(s)	Very minimal educational and outreach components do not serve the constituency and are not appropriate for the program(s) or project(s)
Very appropriate and effective marketing/promotion/publicity and audience development/expansion efforts	Appropriate and effective marketing/promotion/publicity and audience development/expansion efforts	Limited and minimally effective appropriate marketing/promotion/publicity and audience development/expansion efforts	Very limited and minimally effective marketing/promotion/publicity and audience development/expansion efforts
Very appropriate number of individuals benefiting from the program/project	Appropriate number of individuals benefiting from the program/project	Minimal number of individuals benefiting from the program/project	Very minimal number of individuals benefiting from the program/project
Has a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553	Has a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553	Has a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553	Does not have a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553

Track Record

- ③ Financial stability
- ③ Ongoing self-evaluation
- ③ Current compliance
 - ③ **Ignore this criteria until the panel meeting!**
 - ③ The day of the panel meeting, we will let you know who is in noncompliance and you can change your score
- ③ Are you confident in their ability to carry out this project and sustain it after the grant period?

Track Record

<i>Track Record (Up to 35 Points)</i>			
Excellent <i>28 – 30 points</i>	Good <i>24 – 27 points</i>	Fair <i>19 – 23 points</i>	Weak <i>0 – 18 points</i>
Very confident in the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information	Very minimal concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information	Concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information	Multiple concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information
Organization has long standing history that evaluations are conducted and utilized to improve programming/project	Organization demonstrates that evaluations are conducted and utilized to improve programming/project	Organization has plans in place to conduct evaluations and use data to improve programming/project	No effort is made to conduct evaluations and use data to improve programming /project
Exemplary reporting history and current compliance	Very minimal concerns about the applicant's reporting history and current compliance	Concerns about the applicant's reporting history and current compliance	Multiple concerns about the applicant's reporting history and current compliance
Very confident in the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period	Very minimal concerns about the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period	Concerns about the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period	Multiple concerns about the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period

Warning!

- 🌀 Do not take points away from something that is not in the rubric!
- 🌀 Do not deduct points for spelling or grammar unless the application is unreadable.
- 🌀 If you have concerns about part of the application not covered in the rubric, leave a respectful comment!

Overall Scores

	Value	Description	Score
Eligible for Funding	Excellent	Strongly demonstrates public value of arts and culture. Merits investment of State of Florida funding.	92 - 100
	Good	Satisfactorily demonstrates public value of arts and culture. Merits investment of State of Florida funding.	80 - 91
Not Eligible for Funding	Fair	Does not sufficiently demonstrate public value of arts and culture. Does not merit investment of State of Florida funding. (Requires comments.)	61 - 79
	Weak	Makes an incomplete and/or inadequate case for the public value of arts and culture. Does not merit investment of State of Florida funding. Information is confusing, unclear, and lacks specific details. (Requires comments.)	0 - 60

Scoring an Application

Criterion	Score
Quality of Offerings	30
Impact	28
Track Record	29
TOTAL SCORE	87

Scoring an Application

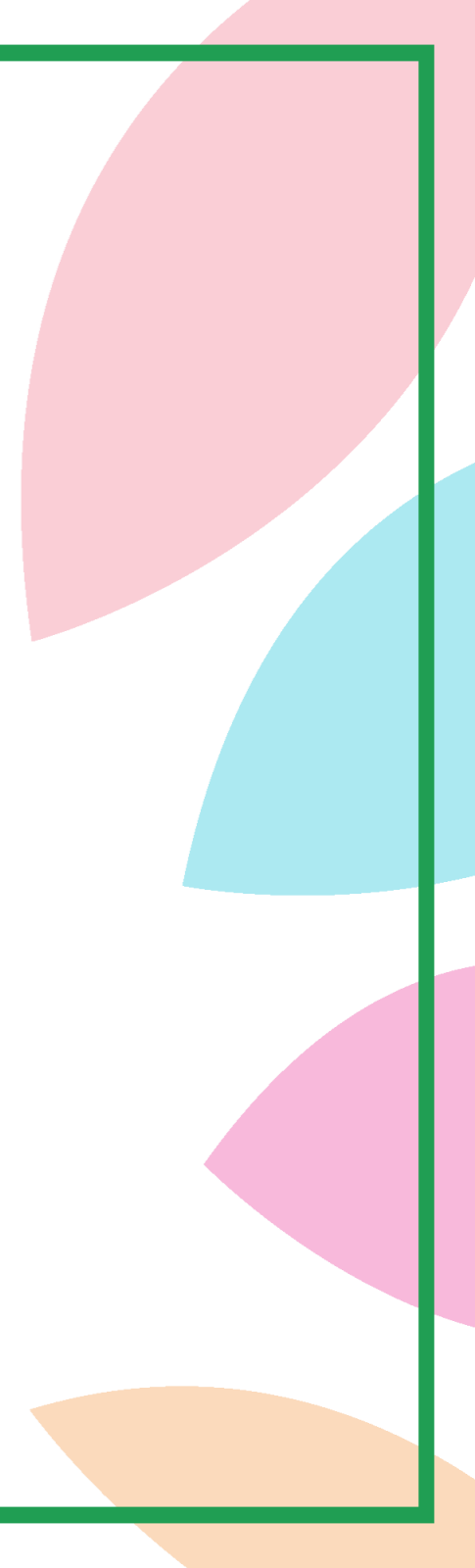
Value	Description	Score
Excellent	Strongly demonstrates public value of arts and culture. Merits investment of State of Florida funding.	92 - 100
Good	Satisfactorily demonstrates public value of arts and culture. Merits investment of State of Florida funding.	80 - 91
Fair	Does not sufficiently demonstrate public value of arts and culture. Does not merit investment of State of Florida funding.	61 - 79
Weak	Makes an incomplete and/or inadequate case for the public value of arts and culture. Does not merit investment of State of Florida funding. Information is confusing, unclear, and lacks specific details.	0 - 60



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The Panel Meeting





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Calendar

Florida Department of State Division of Cultural Affairs

Today Wednesday, August 18 ▼

2:00pm Virtual Office Hours

Wednesday, August 18

9:00am Panel Meeting: Multidisciplinary Level 1

When Wed, August 18, 9am – 1pm

Description Panel Meeting: Multidisciplinary Level 1
Wed, Aug 18, 2021 9:00 AM - 1:00 PM (EDT)

[Click here to access the meeting materials.](#)

Please join my meeting from your computer, tablet or smartphone.

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You can also dial in using your phone

United States: (214) 757-2121

Access Code: 200-149-205

Join from a video-conferencing room or system.

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: 200 149 205

Or dial directly: 200149205@67.217.95.2 or 67.217.95.2##200149205

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Panel Meeting Agenda

- 1) Call to Order from the Chair
- 2) Introduction of Panelists and Staff
- 3) Comments from the Chair
- 4) Preliminary scoring of applications
 - a) Applicants may provide a brief update on the application and respond to panelist questions. Updates should only include new proposal information.
- 5) Public comment prior to consensus on scores
 - a) During public comment, anyone (including applicants) may speak about the applications under consideration. After public comment, panelists have an opportunity to adjust their scores before the final vote to accept all scores.
- 6) Panel Recommendations
- 7) General discussion from the panel (policies and procedures)
- 8) General Comments from the public
- 9) Closing remarks from the Chair
- 10) Adjournment

Re-scoring an Application

Criterion	Score	
Quality of Offerings	30	
Impact	28	
Track Record	29	27
TOTAL SCORE	87	85

DO NOT CHANGE YOUR SCORES IN THE SYSTEM THE DAY OF THE MEETING!

Panel Meeting

- ③ You should not discuss the applications and your scores with your fellow panelists before the meeting.
- ③ While applicants can't ask you questions, you can question one another.
- ③ If something seems off, you can ask the chair for clarification.
- ③ All issues and concerns must be addressed during the meeting, not after.
- ③ At the end of the panel meeting, all scores are final.

Preparing for the Panel Meeting

- 🌀 Preliminary scores due 7 days before panel meeting
- 🌀 Prepare any questions for the applicant
- 🌀 ***Have scores and comments printed and available for the teleconference***
- 🌀 All scores 79 and below must include comments to the applicant
- 🌀 Comments to all applicants are encouraged

Grant Program Managers

Summer Callahan

Summer.Callahan@DOS.MyFlorida.com

Literature (110)
Traditional Arts (112)
Community Theatre (141)
Professional Theatre (142)
Presenter (180)

Michelle Smith Grindberg

Michelle.SmithGrindberg@DOS.MyFlorida.com

Dance (101)
Music (102)
Arts in Education (200)

Danila Coppola

Danila.Coppola@DOS.MyFlorida.com

Visual Arts (105)
Media Arts (109)
Multidisciplinary (114)
Underserved (UCCD) (400)
Local Arts Agencies (500)
State Service Organizations (600)

Sarah Stage

Sarah.Stage@DOS.MyFlorida.com

Museums (170)
Artist Projects (800)

Questions

Answers

Links for the presentation and materials will be emailed to today's participants after the session



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