



## Call for Commission Advisory Panelists Nominees

The City of San Diego Commission for Arts and Culture (Commission) welcomes nominations from individuals to serve as Commission Advisory Panelists (CAPs), who can add to the diversity, quality, and rigor of the Commission's panels that review applications for funding.

### Role of Commission Advisory Panelists

Panelists play a vital role in the Commission's application review process. Each year, more than 40 community members from throughout the San Diego community volunteer their time and expertise to help evaluate funding applications as part of the distribution of City Transient Occupancy Tax (TOT) Arts, Culture, and Community Festivals (ACCF) funds. Through a fair and transparent process, funds are awarded to nonprofit organizations for two competitive programs: the Organizational Support Program (OSP), and Creative Communities San Diego (CCSD).

- The Organizational Support Program (OSP), provides general operating support with an emphasis on the delivery of programs and services that impact San Diego's quality of life and tourism.
- The Creative Communities San Diego (CCSD) Program, provides sponsorship for projects such as community-based festivals, parades, and celebrations with an emphasis on projects that promote neighborhood pride and community reinvestment; make arts and culture activities more available and accessible in San Diego neighborhoods; and encourage people of diverse backgrounds to share their heritage and culture.

For more information about the Commission's funding programs, please visit:

[www.VibrantCultureVibrantCity.com](http://www.VibrantCultureVibrantCity.com)

## Panelist Nominations

Panelists are appointed by the Commission after having been selected from a pool of nominees to help achieve a balanced representation of diverse communities, sectors, expertise, and professional backgrounds.

To submit a nomination, complete the **Commission Advisory Panelist Application** in the link below and include a brief bio. Your bio should be suitable for posting on the panel nominee slate and public viewing (250 words or less).

**Submit an Official Commission Advisory Panelist Application will serve as your official nomination:**

<https://goo.gl/forms/LH96yGRnF9VSX60i2>

**Due: THURSDAY, JANUARY 12, 2017 by 6:00 P.M.**

After you complete the survey, your name will be added to a proposed slate that is submitted to the full Commission, which then modifies or adopts the slate. This is scheduled to take place at the meeting of the Commission on Friday, January 27, 2017.

On Monday, January 30, 2017, Commission staff will contact approved panelists to provide further details on panel orientation and group meeting deliberations. The Commission will retain the bios for nominees whose names were not approved, for up to one year.

## Panelist Responsibilities

A panelist must be able to fulfill the following responsibilities:

1. Attend a two-hour orientation scheduled on any **one** of the following dates:
  - Thursday, February 9, 2017, from 3:00 p.m.–5:00 p.m.; or
  - Friday, February 10, 2017, from 10:00 a.m.–12:00 p.m.; or
  - Tuesday, February 14, 2017, from 2:00 p.m.–4:00 p.m.; or
  - Wednesday, February 15, 2017, from 3:00 p.m.–5:00 p.m.
2. Review each application, applying established rules and criteria. Each panelist could review up to 25-50 applications. Panelists will receive applications in early February and will have about three weeks to read the applications independently before meeting as a group.
3. Panelists must have reliable, consistent access to the Internet. Each application is reviewed through a website and may contain attachments including video, audio recordings, etc. The Commission can provide laptops on loan as needed.

4. Panelists will be assigned to serve on one panel. Each panelist must be able to attend the panel meetings in person - a maximum of up to two (2) consecutive 8-hour days (8:30am-5:30pm – sometime between March 13-24, 2017 - exact panel dates and times TBA). Panelists may continue to participate in any arts and culture activity of their choice, but they should not communicate with any representative of any applicant organization (staff, board member, volunteer, etc.) they are reviewing during the review period.

## Eligibility

The City's Ethics Ordinance incorporates state law with regard to conflicts of interest, including conflicts based on financial interests in a City contract (Cal. Gov't Code § 1090, et seq.). Under state and local conflict rules, the Commission generally may not enter into a contract with an entity if a Commissioner or Commission Advisory Panelist has a financial interest in that contract. Accordingly, paid employees and/or contractors of any organization receiving funds from the Commission within the past 5 years and/or intending to apply for funds in FY18, are precluded from serving as a Commission Advisory Panelist.

Panelists will be asked to declare all actual or apparent conflicts of interests when submitting the ***Commission Advisory Panelist Application***.

## Other Items to Note

**Format of Panel Meetings:** Panel meetings are held at sites that are accessible to the public. Typically, the meetings are held in downtown San Diego. Meals and refreshments are provided. Parking will be validated in certain locations.

**Compensation:** Commission advisory panelists (CAPs), like Commissioners, are unpaid volunteers.

**For questions, please contact:** Anjanette Maraya-Ramey, Senior Manager of Arts and Culture Funding Programs at [AMarayaRamey@sandiego.gov](mailto:AMarayaRamey@sandiego.gov) or 619-559-8798.

Thank you for your interest in serving our community!