

Fiscal Year 2019
AEEI: Arts Education Enrichment Initiative
City of San Diego Commission for Arts and Culture

Option for Applicants to Address Commission Advisory Panel in Person

Piloted for the FY19 Arts Education Enrichment Initiative, applicants are offered the option to address the Commission Advisory Panel in person at prescribed intervals during the evaluation of their proposals. This optional opportunity is offered to support the panel's understanding of the proposals they are evaluating, and applicants that choose not to address the panels in person will not be penalized.

Each applicant will be offered the opportunity to address both of the following two prompts at prescribed intervals during a panel's deliberation of their proposal.

- 1. Prompt #1 – Give your name, role and the organization you represent. What are the highlights of the programs/services described in your organization's proposal? (2 minutes maximum)**
- 2. Prompt #2 - Is there anything that you heard during the panel's discussion of your organization's proposal that is factually incorrect? If so, what did you hear that is factually incorrect and what is the correction? (2 minutes maximum)**

Panel Meeting Agenda

When the panel meets, it will discuss aloud, evaluate and score the proposals. Each proposal will be processed in the following order:

1. The panel facilitator will announce the name of the applicant whose proposal is going to be discussed.
2. The facilitator will call on the applicant to provide a two-minute response to Prompt #1: "Give your name, role and the organization you represent. What are the highlights of the programs/services described in your organization's proposal?"
3. The panel will discuss the applicant's proposal and evaluate it with the established criteria.
4. The facilitator will bring the panel discussion to a close.
5. The facilitator will call on the applicant to provide an up to two-minute response to Prompt #2: "Is there anything that you heard during the panel's discussion of your organization's proposal that is factually incorrect? If so, what did you hear that is factually incorrect and what is the correction?"
6. The facilitator will call for any additional discussion by the panel, then poll the panelists for their scores on the proposal.
7. The score will be recorded on a laptop and projected onto a publicly visible monitor in the meeting room.

Tips for Responding to Prompt #1

- The applicant's response can be oral only. No multi-media presentations or hand-outs will be permitted.

- Assume the panelists know that your organization is appreciative of the opportunity to address them so it's OK to skip a flowery opening and get to the point.
- Talk about the key things that should not be overlooked in your organization's proposal.
- Do not ramble or be repetitive.
- Do not wing it. The two-minute limit is not flexible.
- Do not expect a response from the panel. They have been trained to listen only.
- Example: *I'm Ted, the Artistic Director of ABC Dance Company and we have been serving San Diego since 2002, offering free or low-cost dance education to seniors and children in the City Heights area. We are most proud of our programs "Mindful Dance" and "Kick It up a Notch." "Mindful Dance" is for kids from 5-12, where credentialed dance teachers combine mindfulness techniques and dance education to teach kids how to be more aware of their bodies and behaviors. Our program surveys have shown that kids who take part in the program receive higher grades in school and better marks in citizenship on their report cards. Another highlight is "Kick it up a Notch," where local choreographers work with seniors from five senior living communities to create a collective dance piece and the program culminates in a performance at the Lyceum Theatre. For the performance, we partner with Elder Help San Diego to raise funds and awareness for improving the quality of life for seniors in San Diego."*

Tips for Responding to Prompt #2

- Be specific.
- Objectively address only facts. This is not an opportunity to express dissatisfaction with something you didn't like. ([General complaints, suggestions and compliments can be emailed to staff or put into our online Comment Box at any time.](#))
- These comments are matters of fact. Drama is for the stage.
- Examples: *"I heard that our organization is not serving in the Promise Zone and I want to correct it in noting we list City Heights as a main area of service in the Community Engagement section." OR "I heard 'the organization does not have education programs' and, as a correction, please see Section 2, where we describe education programs for seniors and homeless youth with our 'Cameras for All' program."*

Tips for Attending a Commission Advisory Panel Meeting

- Plan to arrive at least one hour prior to your organization's scheduled evaluation time. Allocate time for parking and arriving at the Commission's office, located at 1200 Third Avenue, Suite 924, San Diego CA 92101.
- The schedule and agenda for the Commission Advisory Panel will be posted at least 72 hours in advance of the meetings online at <https://www.sandiego.gov/arts-culture/funding>
- All panel deliberations are open to the public and may be recorded.