Open Call for Commission Advisory Panel Nominees

The City of San Diego (City) Commission for Arts and Culture (Commission) invites nominations from people in the target area of San Diego County, Orange County, Imperial County, Riverside County and the northern region of Baja California Norte (approximate distance of 100 miles from downtown San Diego) to serve as Commission Advisory Panelists. Panelists volunteer their time and expertise to review and rank proposals from nonprofits who are applying for funding from two competitive categories: Organizational Support Program (general operating support) and Creative Communities San Diego (project-specific support).

Panelist Profile/Qualifications

Prospective panelists should have two or more of the following attributes:

- Knowledge of and familiarity with San Diego's nonprofit arts and culture sector;
- Experience in an artistic discipline (theatre, visual arts, music, etc.) as a creator, educator, administrator, or board member;
- Experience in the nonprofit sector (board governance, finance, fundraising, marketing, development, strategic planning, operations);
- Experience with cultural events such as festivals or parades; and/or
- Ability to interpret and apply prescribed review criteria, and clearly articulate application strengths and weaknesses.

Panelist Responsibilities

A panelist must be able to fulfill the following responsibilities:
- Attend a 2-3-hour orientation in February 2020.
- Review proposals using established rules and criteria. Panelists receive applications in February, and read the applications independently before meeting as a group.
- 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. City staff can provide laptops on loan as needed.
- Each panelist must be able to attend one assigned panel meeting in person (8:30 am-5:30 pm), in March 2020. Exact dates and times are subject to change.

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- Panel meetings are held at sites that are accessible to the public in downtown San Diego. Meals and refreshments are provided. Parking is validated in certain locations.
- Commission Advisory Panelists, like Commissioners, are unpaid volunteers.

Eligibility

Panelists are expected to exercise integrity and fairness, and adhere to the code of ethics and conflict of interest requirements that guide all Commission work. The City's Ethics Ordinance incorporates state law regarding 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 City 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 nonprofit receiving funds from the City through the Commission within the past one (1) year and/or intending to apply for funds in this funding cycle, cannot serve as a Commission Advisory Panelist.

Instructions for identifying and disclosing conflicts of interests are included in the nomination form.

How to Submit a Panel Nomination

To submit a nomination, complete the *Commission Advisory Panelist Application* in the link below and include a brief biography (250 words or less). The biography should be suitable for posting on the panel nominee slate and for public viewing. City staff will contact approved panelists to provide further details on panel orientation and group meeting deliberations. The City will retain the applications for nominees whose names were not selected, for up to one year.

> ### Submit an Official Commission Advisory Panelist Application
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> https://forms.gle/pB8eEdkEAifgQThG6
>
> **Due: FRIDAY, JANUARY 10, 2020 by 5:00 P.M.**

Questions? Contact Leticia Gomez Franco, Interim Senior Arts and Culture Funding Manager, at GomezL@sandiego.gov or 619-236-6778.

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