



Call for Panelists: Annual Funding Application Review Panels

The City annually awards funding to San Diego nonprofit organizations operating in the field of arts and culture. These funds are awarded to nonprofits through two categories, Organizational Support Program (OSP) which provides general operating support to nonprofit arts and culture organizations and Creative Communities San Diego (CCSD), which provides support for projects that promote neighborhood pride and community reinvestment, make arts and culture more accessible and encourage people of diverse backgrounds to share their heritage and culture.

Eligible funding proposals are reviewed and scored by funding application review panels composed of diverse members of the San Diego community and experienced local, national and binational arts and culture professionals.

The FY22 panel review process will take place in spring 2021. Due to Covid-19 restrictions, all panels will be conducted virtually. Candidates from San Diego and throughout North America and Baja, California, Mexico, are invited to apply. (All panels are conducted in English.) Eligible applicants will be included in a panelist pool to be recommended by the Commission in the months prior to the FY22 panel season. A small number of panelists from the approved panel pool will be confirmed by staff to serve on specific panels based on programmatic needs.

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;
- Expertise 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 event production such as festivals or parades;
- Ability to interpret and apply prescribed review criteria, and engage in dialogue about application strengths and weaknesses; and/or
- Deep knowledge of equity and inclusion principles.

Panelist Responsibilities

A panelist must be able to fulfill the following responsibilities:

- Attend a 2-hour online orientation in February 2021.
- Review proposals using established rules and criteria. Panelists receive applications in February and read them independently before meeting as a group.
- Panelists must have reliable, consistent access to the Internet. Each proposal is reviewed through a website and may contain attachments including video, audio recordings, etc.
- Each panelist must be able to attend one assigned virtual panel meeting (panel may last up to 8 hours), in March 2021. Exact dates and times are subject to change.
- Panel meetings are accessible to the public.
- Panelists receive a \$150 honorarium for a full panel day.

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 Funding Application Review 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 Funding Application Review Panelist.

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

How to Submit a Panelist Application

Complete the **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 slate and for public viewing. City staff will contact approved panelists to provide further details on panel orientation and group meeting deliberations. Approved panelists may be called upon to serve for up to three consecutive years without the need to reapply.

Questions? Contact Karla Centeno, at kcentenoagui@sandiego.gov or 619-236-6849.

Submit an Official Panelist Application

<https://forms.gle/pB8eEdkEAifgQThG6>

Due: FRIDAY, DECEMBER 18, 2020 by 5:00 P.M. PST