

Annual Funding Application Review Panels

The City of San Diego annually awards funding for general operating support and project-specific support to San Diego nonprofit organizations operating in the field of arts and culture. These funds, awarded to nonprofits through two application processes Organizational Support Program (OSP) and Creative Communities San Diego (CCSD), generate meaningful impacts in communities and expand access to arts and culture in every City Council district.

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

The FY24 panel review process will take place in spring 2023. Panels will be conducted virtually. Candidates from San Diego and throughout North America (US and Canada) and Baja California (Mexico), are invited to apply; all panels are conducted in English. Eligible applicants will be included in a panelist pool and a selected number of panelists from the approved panel pool will be confirmed to serve and assigned to specific panels based on programmatic needs.

Panelist Profile/Qualifications

Examples of qualifications we seek in panelists include, but are not limited to, the following:

- Knowledge of and familiarity with best practices in nonprofit arts and culture sector at a local, national and/or international level
- 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, etc.)
- Experience with event production such as festivals or parades
- Knowledge in the field of diversity, equity, and inclusion

Panelist Responsibilities

A panelist must be able to fulfill the following responsibilities:

- Attend a 2-hour online orientation
- Apply prescribed review criteria to score proposals, providing comments as required by the review process and meeting reviewing process deadlines
- Have reliable, consistent internet access. Each proposal is reviewed through an online platform and may contain attachments including digital documents, video, or audio recordings

- Attend assigned virtual panel meeting(s) (panel may last up to 8 hours), in March 2023 and engage in dialogue with other panelists about each reviewed application's strengths and weaknesses

Please note that panelists will receive applications in February and review them independently before meeting as a group for discussion. Exact dates and times of each panel will be provided to panelists with ample notice. Panel meetings will be accessible to the public. Panelists receive a \$300 honorarium for a full-day panel, and a \$150 honorarium for a half-day panel.

Eligibility

Panelists are expected to exercise integrity and fairness and adhere to the code of ethics and conflict of interest requirements that guide all work following the City's Ethics Ordinance. Instructions for identifying and disclosing conflicts of interests are included in the application form.

How to Become a Panelist

To be considered for this opportunity, please submit the **Panelist Application Form** through the link below. Approved panelists may be called upon to serve for up to three consecutive years without the need to reapply.

City of San Diego Call for Panelists

Submission Deadline: SUNDAY, DECEMBER 11, 2022

Questions? Contact us at arts@sandiego.gov