

Operating Grant Program Panel Evaluation Worksheet

Panelist: _____ Applicant Name: _____

Please score the proposal in terms of how it responds to the following criteria.

Use a 1 - 10 scale as follows:

- 10 = Exceptionally responsive
- 8-9 = Very responsive
- 6-7 = Basically responsive

- 4-5 = Weakly responsive
- 1-3 = Minimally responsive

The *Notes* boxes are for notes to yourself, e.g., as useful reminders for the discussion or in reviewing your scores.

Artistic Program

Score

	<p>Given the applicant's mission, gauge:</p> <ul style="list-style-type: none"> Its ability to define and achieve appropriate artistic goals, including innovativeness and effectiveness of approach Its commitment to creativity and quality, given available resources Its development of new work, <i>if appropriate to the applicant's mission</i> 	
<p><i>Notes:</i></p>		

Operational Effectiveness

Score

	<p>Given the applicant's budget size and age, gauge:</p> <ul style="list-style-type: none"> Its management and operational soundness Its financial soundness The general state of its governance and (organizational) development Its ability to set and achieve appropriate audience & fundraising goals Its operational innovativeness and adaptability to external trends Its adherence to Expected Standards of Practice outlined in Section 2.3 of Guidelines 	
<p><i>Notes:</i></p>		

Operating Grant Program

Use a 1 - 10 scale as follows:

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- 8-9 = Very responsive
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San Jose Community Impact

Score

	<p>Given the applicant's mission and budget, gauge:</p> <ul style="list-style-type: none"> • The reach of the applicant's core programs and extent to which they engage audiences and provide opportunities for participatory involvement in the arts, including targeted engagement and lifelong arts learning opportunities (i.e., youth, seniors, etc) • The effectiveness of the applicant's audience-development activities and of its plans for reaching a broad-based audience • The applicant's programs and other activities, as well as its plans, for reaching out to economically disadvantaged communities and communities that lack (conventional) arts venues and/or (formal) arts programs • The applicant's contribution to sustaining a local community of artists 	
<p><i>Notes:</i></p>		

Economic Impact

Score

	<p>Gauge:</p> <ul style="list-style-type: none"> • The demonstrated economic benefit to San Jose through indicators such as: contribution to the San Jose brand as a cultural destination, overall attendance, percentage of attendees from outside San Jose, attraction of people and volume of activities in a specific location that result in the vibrancy of a geographic area, number of participating artists, jobs sustained • The economic impact on San José businesses (i.e., hotels, restaurants, retail, garages, etc.) • The ability to generate local tax revenue for San Jose 	
<p><i>Notes:</i></p>		

The key elements included above represent the most apparent and significant aspects of each criterion. Their inclusion does not preclude consideration of other issues that the panel believes are relevant and appropriate to each criterion. However, panelists should be clear and explicit when they wish to take additional issues into account as key elements of any of the criteria.