

City of El Paso Museums and Cultural Affairs Department  
**REVIEW PANEL NOMINATION INSTRUCTIONS**  
Fiscal Year 2010-2011

The City of El Paso Museums and Cultural Affairs Department (MCAD) is looking for qualified individuals to serve as Review Panelists to assist the department with the Funding Program application review process. Selected panelists will serve on a review panel and review funding applications submitted to MCAD.

### **PANEL MEMBERSHIP CRITERIA**

**Knowledge:** A panel member must have a high level of knowledge in a given arts/cultural discipline or field; the MCAD welcomes members who are not arts experts, but who have served as board members and are knowledgeable in the arts and culture non-profit sector from an administrative perspective

**Understanding:** A panel member's knowledge must not only relate to an arts discipline or field, but to the diversity and cultural, ethnic, aesthetic, and artistic plurality of the El Paso region

**Experience:** A panel member must be able to demonstrate a history of involvement in the management, artistic direction, and/or participation in a professional, community or emerging arts organization

**Standards:** A panel member must be dedicated to the highest professional standards within their respective discipline or field

**Responsibility:** A panel member must be able to attend the panel orientation and scheduled review meeting, as well as perform site visits if/and as requested by the MCAD; Panel members receive copies of the funding applications in advance and are required to review them prior to the scheduled panel meeting

### **PURPOSE OF REVIEW PANEL**

- Provide a qualitative evaluation of the applications submitted to the MCAD
- Score all applications on their relative merit. Based on 100 points
- Comment on the reasonability of the funding requested in relationship to the proposed project or service
- Provide knowledgeable guidance to the MCAD in working with a given applicant in the future
- Provide advice and guidance to the MCAD staff
- Not make funding determinations or funding level recommendations – **panelists do not make funding decisions**

A variety of backgrounds and broad discipline representation must be included in the Review Panel. Selected panelists must also represent:

- Major institutions; arts/cultural organizations (both established and emerging), educational institutions, individual artists
- Appropriate geographic, ethnically diverse, disability and gender representation
- A balance of knowledgeable law and professional representation

### **HOW TO NOMINATE YOURSELF OR SOMEONE ELSE**

Nominations may be made by any interested individual or organization. Nominations must include a fully completed nomination form with all questions answered **PLUS** a copy of the nominee's resume/bio. A Nomination Form is included in this book and is also available for downloading at our website ([www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad)) under the **Cultural Funding Program** section.

An interested individual may be nominated for the following Review Panels:

**Operating Support Program (OSP):** Provides operating support to large, non-profit arts and cultural organizations providing a season of activities open to the public, active community outreach and related activities that have a cultural tourism appeal. OSP is designed to support the organizational stability of El Paso's arts and cultural assets as well as to cultivate organizational growth and professional development. This category is open to organizations with a minimum three (3) year operating history plus a three (3) year history of funding support by the MCAD. The program supports general operating expenditures, including artistic and administrative expenses. Organizations funded through OSP must provide monthly reporting on activities and programs presented by the organization, attendance, venue, and information on programs offered for free and/or cost.

**Project Support Program (PSP):** Provides project support to non-profit arts and cultural organizations and other community based organizations that are reflective of the El Paso region's rich and diverse art, culture and heritage. PSP supports programs that provide high quality arts experiences that are innovative, accessible and appealing to local residents and visitors alike. Project support funds can be used for all project-related expenses such as administration, production, artistic fees, coordination (including staffing), audience development, outreach, and marketing. Organizations funded through PSP must provide annual reporting on the program or event sponsored through PSP, including attendance, venue and cost.

**Community Arts Program (CAP):** Provides funding for non-profit arts and cultural organizations and individual artists to provide a variety of arts and cultural activities that have a focus on arts education and community arts development. The program will create a roster of arts and culture providers available to provide services throughout the city. CAP is designed to encourage creative interaction among artists, residents and neighborhoods, as well as to encourage collaboration between artists and community-based organizations/services. The program funds can be used for service-related expenses such as administration, personnel (artistic and technical), in addition to other expenses related to the service/activity the artist or organization wishes to provide. Organizations or individuals funded through CAP must provide ongoing reporting on each program or event sponsored through CAP including attendance, venue, and an evaluation of the program. Community hosts must also provide a completed evaluation of each program or event sponsored through CAP.

**Artist Incubator Program (AIP):** This program promotes awareness of the contributions that El Paso artist make in our community; this program creates opportunities for the development of new work by professional and emerging visual, literary and performing artist living in El Paso. This program will provide funding directly to individual artists; individuals funded through AIP must provide a report at the **conclusion of a program or event** sponsored through AIP that includes attendance, location and an evaluation of the program.

**Capacity Building Program (CBP):** Provides funding to develop and promote El Paso's Arts and Culture Organizations that need technical assistance in the following areas: Strategic Planning, business plan, board development, Development planning and marketing and audience development. This grant will be awarded to up-two (2) organizations, and these organizations can not reapply for a period of three years. In order to qualify for this grant the organization must have been funded twice within the past five (5) funding cycles.

## REVIEW PANEL NOMINATION FORM

Fiscal Year 2010-2011

Answer all questions. Use a clear, easy to read font of at least 12-points. **Attach a bio or resume. Hand-written forms will not be accepted.** Download form at [www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad).

Name of Nominee:		
Title/Name of Organization:		
Mailing Address:		
City:	State:	Zip Code:
Physical Address: (if different)		
City:	State:	Zip Code:
Telephone (include area code):		
Email:		
<b>Select the Review Panel(s) the Nominee is interested in serving on. Select all that apply.</b> <input type="checkbox"/> Operational Support Program (OSP) <input type="checkbox"/> Project Support Program (PSP) <input type="checkbox"/> Community Arts Program (CAP) <input type="checkbox"/> Artist Incubator Program (AIP) or <input type="checkbox"/> Capacity Building		
Use the Discipline Classification List on the following page to select the strongest two (2) areas of expertise for the Nominee. (For example, 1.A. = Dance/Ballet, etc.) 1. _____ 2. _____		
<b>Nominee Information: Completing the following information is optional; however, providing this information enables MCAD to ensure that panels are diverse and balanced.</b>		
<b>Select the Nominee's appropriate categories:</b> A. <input type="checkbox"/> Male <input type="checkbox"/> Female B. <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Latino/Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White, Non-Latino/Hispanic <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Other ethnicity		
Nominated By: (if applicable)		
Title/Organization:		
Mailing Address:		
City:	State:	Zip Code:
Telephone (include area code):		
Email:		
I have spoken with the Nominee named above, and he/she has supplied their resume/bio AND has consented to serve on a review panel, if selected.	YES	NO
Signature:	Date:	

City of El Paso Museums and Cultural Affairs Department  
**DISCIPLINE CLASSIFICATION LIST**  
 Fiscal Year 2010-2011

**Use this list to complete the Review Panel Nomination Form on the previous page.**

<p><b>1. Dance (all forms)</b>          A. Ballet          B. Ethnic/Jazz (includes folk-inspired, see #12)          C. Modern</p>	<p><b>8. Media Arts (see #14 for multi-media)</b>          A. Film          B. Audio (includes radio and sound installation)          C. Video          D. Digital, web-based</p>
<p><b>2. Music</b>          A. Band (not jazz/popular)          B. Chamber (quartets, quintets, Da Camera)          C. Choral          D. New (experimental, electronic)          E. Ethnic (includes folk-inspired, see #12)          F. Jazz          G. Popular (includes rock)          H. Solo/Recital (only solo artists)          I. Orchestra (symphonic/chamber)</p>	<p><b>9. Crafts</b>          A. Clay          B. Fiber          C. Glass          D. Leather          E. Metal          F. Paper          G. Plastic          H. Wood          I. Mixed Media</p>
<p><b>3. Opera/Musical Theatre</b>          A. Opera          B. Musical Theatre</p>	<p><b>10. Literature</b>          A. Fiction          B. Non-Fiction          C. Playwriting          D. Poetry</p>
<p><b>4. Theatre</b>          A. Mime          B. Puppet          C. Theatre for young audiences          D. Theatre in general</p>	<p><b>11. Interdisciplinary</b>          Pertaining to art forms/art works that integrate more than one arts discipline to form a single work; collaborations between/among the performing and/or visual arts (includes performance art)</p>
<p><b>5. Visual Arts</b>          A. Experimental          B. Graphics (includes press, print making, illustrations)          C. Painting (includes watercolor)          D. Sculpture</p>	<p><b>12. Folk Arts</b>          Pertaining to oral, customary, material and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups; does not include folk-inspired dance or music such as interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition</p>
<p><b>6. Design Arts</b>          A. Architecture          B. Fashion          C. Graphic          D. Industrial          E. Interior          F. Landscape architecture          G. Urban/Metropolitan</p>	<p><b>14. Multi-disciplinary</b>          Pertaining to two (2) or more arts disciplines; does not include interdisciplinary activities or events; does include all multi-media technology, websites, training,</p>
<p><b>7. Photography (includes holography)</b></p>	