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[www.centralmnartsboard.org](http://www.centralmnartsboard.org)

August 22, 2011

The Central Minnesota Arts Board is looking for grant panelists to review grants for fiscal years 2012 and 2013. You may be asked to serve on one or more of the panels. Listed below is a synopsis of the grant panel responsibilities followed by dates and times for panel meetings. You may download the nomination form by going to the CMAB website at [www.centralmnartsboard.org](http://www.centralmnartsboard.org); click on volunteer in the left hand menu; click on Advisory Panel for additional information; and click on nomination form to register as a panel applicant.

Currently, the CMAB has five grant review panels:

- The Individual Artist Award program provides awards of \$3,000 each to up to (6) six artists located in Region 7W.
- The CMAB/McKnight Artist Career Development Scholarship Grant provides grants up to \$2,000. Up to 80% of the awarded scholarship can be used on tuition, fees and materials; 20% can be used on transportation/travel (mileage or airfare), lodging and meals.
- The CMAB/McKnight Artist Career Development Mentorship Grant provides an artist (mentee) to study with a professional artist (mentor) to expand their skills in a particular arts area for a one year grant of \$3,000 or up to two years for a maximum grant of \$5,000.
- The CMAB Student Scholarship Grant provides awards of \$2,000 to up to (6) six students attending a post secondary school following high school graduation and pursuing an arts-related major. Depended upon funding, the grant is renewable for three additional years if the student continues to pursue the arts-related major and lives within Region 7W.
- The CMAB Student Mentorship Grant provides awards of up to \$2,000 to students in grades 10 – 12 to study with a professional artist (mentor) in expanding their skills in a particular arts area for up to six months.

Appointments are approved by the CMAB Board of Directors. They wish to seek panelist from throughout the CMAB geographic region representing a balance of members with backgrounds in each of the artistic disciplines and representing artists, arts organizations, schools, and the community at large.

Panel meetings are held after the grants due date has passed and the applications have been reviewed by the CMAB office staff.

- The length of Panel meetings will depend upon the number of applications that have been received. Agendas will contain time recommendations.
- Seven (7) panel members are required for each panel.
- Lunch, snacks, and beverages are provided by the CMAB.
- Mileage is reimbursed at the current IRS rate.
- Attendance is crucial. Panelists must notify staff well in advance if unable to attend.

Panelists are responsible for understanding the goals and objectives of the grant applications.

- The position is an active, working position that supports the objectives of the CMAB.
- Panelists are responsible for reviewing and ranking all applications prior to the Panel meeting.
- Panelists are responsible for understanding the goals and objectives of the grant applications.

Panelists are responsible (continued)

- Panelists will take an active role in reviewing and making recommendations with other panel members based upon the criteria for the grant program.
- Panelists must declare any conflict of interest at the beginning of each meeting. If a conflict of interests exists, panelists are asked to leave the room during discussion and voting on any application for which a conflict of interest exists.
- The panel has only recommendation powers. The CMAB Board of Directors makes final decisions.
- Panel members will not discuss the recommendations of the panel to CMAB Board members or people connected with grant applications.

CMAB grant review panel sessions:

**INDIVIDUAL ARTIST AWARD**

Criteria: Artistic ability and quality

Application Due Date: February 1, 2012

**Panel Meeting Review Date: During the week of February 20, 2012 at 9:30 A.M. at the CMAB Office**

**ARTISTIC CAREER DEVELOPMENT-ADULT SCHOLARSHIP**

Criteria: Artistic ability and quality, artist's ability to accomplish program of study

Application Due Date, Round 1: October 5, 2011

**Panel Meeting Review Date, Round 1: During the week of October 24, 2011 at 9:30 A.M. at the CMAB Office**

Application Due Date, Round 2: April 11, 2012

**Panel Meeting Review Date, Round 2: During the week of April 30, 2012 at 9:30 A.M. at the CMAB Office**

**ARTISTIC CAREER DEVELOPMENT-ADULT MENTORSHIP**

Criteria: Artistic ability and quality, artist's ability to accomplish program of study

Application Due Date: April 11, 2012

**Panel Meeting Review Date: During the week of April 30, 2012 at 9:30 A.M. at the CMAB Office**

**HIGH SCHOOL ARTIST OPPORTUNITIES-STUDENT SCHOLARSHIP**

Criteria: Artistic ability and quality, student's ability to accomplish program of study

Application Due Date: April 11, 2012

**Panel Meeting Review Date: During the week of April 30, 2012 at 9:30 A.M. at the CMAB Office**

**HIGH SCHOOL ARTIST OPPORTUNITIES-STUDENT MENTORSHIP**

Criteria: Artistic ability and quality, student's ability to accomplish program of study

Application Due Date: April 11, 2012

**Panel Meeting Review Date: During the week of April 30, 2012 at 9:30 A.M. at the CMAB Office**

Again, you may download the nomination form by going to the CMAB website at [www.centralmnartsboard.org](http://www.centralmnartsboard.org); click on volunteer in the left hand menu; click on Advisory Panel for additional information; and click on nomination form to register as a panel applicant.

Thank you for your time.