All About Screening

Funding Arts Network depends on the screening committees for advising the membership of the pros and cons of each application. A major part of the work is done in February and March, and it involves meeting with your committee, being trained on how the process works, doing research and meeting with the organizations you have been assigned to. These interviews are done by two screeners who will be working together. Over the past four years, we have introduced SmarterSelect, an online application and evaluation platform, for the filing of applications and the submission of the screeners' evaluations. Each year the applicant and evaluation questions are updated to improve the process. Fear not – we will teach you how to use SmarterSelect!

The screening process is a lot of fun, a wonderful opportunity to learn about the arts organizations in our community, and a great way to get to know other FAN members.

Steps for Screeners

1. All screeners complete a Conflict-of-Interest form disclosing any involvement with arts organizations which might create a conflict of interest. On this form you will have the option to select your 1st and 2nd choice of disciplines to serve on, or to serve where needed. The COI form will be available on the FAN website in the members section under resources.

2. The Grant Screening Captains will let you know which discipline you are on and who your partner will be. We will do our best to give you your first choice. You need not have prior knowledge of a discipline to do the screening!

3. Your first meeting will be the Screener Kick-off Meeting where you'll learn the basics of this season's screening process.

4. At the meeting or shortly thereafter you will be taught the ins and outs of SmarterSelect. SS is the software that FAN uses for Organizations to apply for a Grant or an Award and which you will use to read about your Organization and its proposed Program and write you evaluation of that Program.

5. After the Kick-off Meeting you should immediately connect with the Organizations contact person, shown in the email your Captains have sent to you. This should be done at the first meeting while you are together. The person or persons you want to meet with are those that will have the most information on the PROGRAM that they are requesting funds for. This is probably not the person who wrote the application, but rather those who are involved with producing, directing or choreographing.

6. You will be given a date range during which you must conduct your interviews, so it is important to plan these as soon as possible. This year we have tried to give you more time to do your site visits but getting your appointments set up as soon as possible is advised.

7. You and your partner will have already been trained to read the applications on SmarterSelect and fill out the evaluation form after your interview. If you and your screening partner agree on the evaluation, both of you will fill out only one evaluation for the organization. If each of you has a different opinion, then each may complete a separate evaluation.

8. After the interview and evaluations are finished, you all the evaluations in your Discipline so you can be familiar with the summaries in advance. Then you will meet with your Discipline Team to present and review that Discipline's Programs. By the end of the meeting your team will have ranked each Program in order of quality. Some Programs may be eliminated at this time if they do not meet FAN's quality standards.

9. Next, all of applications are made available for every screener to read on SmarterSelect.

10. Finally, all the screeners get together for the Final All-Screener Meeting. One screener from each pair has a limited time to read their evaluation to all the screeners. At the end of this meeting, all screeners vote to determine which Programs FAN will fund in the coming year. The number of Programs to be funded will be based on the money available from membership fees. This list is sent to the Board of Directors for approval.

11. The Board of Directors meets to review the programs recommended by the Screening Committee. The list approved by the Board will be sent to the membership.

12. A ballot and a booklet describing the applicants approved for funding will be emailed to all members or posted on the fundingartsnetwork.org website. The membership then votes for the Community Impact Awardees.

13. Grantees and Awardees are announced at the Annual Meeting event in April or May.