



DC COMMISSION ON THE ARTS & HUMANITIES

# ADVISORY PANELIST NOMINATION

## Panelist Nomination Process

The DC Commission on the Arts and Humanities (DCCAH) is strongly committed to creating a diverse and welcoming environment for potential Advisory Review Panels that includes people from multicultural backgrounds. The DCCAH also strives to enlist persons of diverse artistic and administrative backgrounds in a continuing effort to reflect the rich cultural history of the District of Columbia.

All citizens of the District of Columbia are encouraged to assist DCCAH's grant programs by recommending potential Advisory Panelists. Individuals may also self-nominate. Advisory Panel nomination forms are sent each year to the community at large and are posted year round on the Commission's website at <http://dcarts.dc.gov>.

## Role of Advisory Panelists

A separate Advisory Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Panelists conduct personal review of grant applications for three to four weeks in advance of panel meetings. Panelists then come together for one to two days as a group to review work samples and discuss the applications. An Arts Commissioner presides over each Panel meeting but does not participate in discussion or scoring. After thorough review and discussion of the applications, panelists individually score each applicant according to the unique evaluation criteria established for the particular grant program. Applicants are then ranked in order of their scores and the Panel votes to establish the minimum score that is required to merit funding. The Panel finalizes their funding recommendation based on the established ranking and the total amount of funding available for the program. Full or partial funding may be recommended. The Panel also discusses policy recommendations to improve the application and review process. A member of the group is identified to serve as the Panel Representative to present funding and policy recommendations to the Commission Board for final review and approval.

## Eligibility

Advisory Panelists must live in the Washington Metropolitan area and be knowledgeable about the arts in the District of Columbia. Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination. Advisory Panelists **must be able to devote approximately 6 - 7 hours of preparation time** to read grant applications plus and **an additional 1 - 2 full days to participate in the panel meetings**. Panel meetings are held on weekdays during regular business hours. Individuals may not serve as panelists for any grant program under which they have submitted a pending application or under which an organization they work for has submitted a pending application.

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## **Conflicts of Interest**

All Advisory Panelists must declare all conflicts of interest prior to the Advisory Panel meeting and complete a Conflict of Interest Form during the actual meeting. An appearance of a conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the applicants selected for grants or subgrants. If you have any questions regarding this matter, please do not hesitate to contact the Director of Grants and Legislative Affairs, Moshe Adams, at (202) 724-5613 or by email at [moshe.adams@dc.gov](mailto:moshe.adams@dc.gov).

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## **Terms of Service**

Panelists are appointed for a one-year term per grant program. A panelist may be reappointed for up to three years, for a maximum of four consecutive years of service. The rotation of advisory panel members ensures that each year will bring varying perspectives to the grants review process.

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## **About the Commission**

The DC Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards. The DC Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

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## **Accessibility Services**

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's American Disabilities Act (ADA) Coordinator, Carolyn Parker, at (202) 724-5613 or (202) 724-4493 TDD to request assistance. A large print version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks' notice.

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## **Access and Equal Opportunity**

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the DC Human Rights Act of 1977.



# ADVISORY PANELIST NOMINATION



Nominees are encouraged to live within the Washington, DC Metropolitan area and have a minimum two year history of involvement in the District of Columbia arts community. **Individuals are encouraged to self-nominate.**

## Nominee Information:

Nominee's Name: \_\_\_\_\_

Address #1: \_\_\_\_\_

Address #2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone/day: \_\_\_\_\_ Email: \_\_\_\_\_

Area of Expertise: \_\_\_\_\_

## Nominator's Information:

Your Name: \_\_\_\_\_

Telephone/day: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE EMAIL 1) THIS FORM, ALONG WITH  
2) THE CURRENT RESUME OF THE PERSON NOMINATED TO:**

**STEVEN.MAZZOLA@DC.GOV**

Please put "**Panel Selection Committee**" in the subject line of the email. Please ensure your email, phone and address are at the top of your resume.

You may also fax this form to (202) 727-4135 or mail it to:

**DC Commission on the Arts and Humanities**  
200 I Street, SE, Suite 1400 Washington, DC 20003  
Attn: Panel Selection Committee