

**CULTURAL SERVICE GRANT PROGRAM**

**EVALUATORS: INSTRUCTIONS FOR USING THE ONLINE SYSTEM**

Log-in Instructions:

Use the link provided by the Cultural Council to access the online system. You can use your user I.D. and password to gain access to the online system from any computer or mobile device. Preferred Internet browsers are Firefox and Google Chrome. Users report difficulties when using Safari, and older versions of Internet Explorer are not supported.

* The User I.D. is your e-mail address.
* A password has already been assigned to you and will be provided to you by the Cultural Council. If you lose or forget your password, click on “forgot password” and your password will be e-mailed to you.

Your “Dashboard:”

* When you enter the online system, you will see your “dashboard” with the applications you are to evaluate. Click on the link. This will open up a summary page with a list of individual applications.
* You will see a summary of the applications that need to be reviewed, scored and commented upon.
* You will be able to tell which ones you have completed, and which ones you still need to score. Applications that need to be reviewed will show a red exclamation point by them. Once you have completed your review by completing all of the required information (marked with asterisks), the red exclamation point will change to a green check mark.
* Your scores for each application will appear on the summary page.

Recusals:

If you have a conflict of interest with an organization and need to recuse yourself, there is a place at the top of the panel evaluation form to indicate a recusal. Do not score the applications for which you are recusing yourself.

On-site Evaluations:

On-site evaluations – the list of organizational on-site assignments is provided as well as the on-site evaluation instructions/report form. Indicate if you are the on-site evaluator.

For the applicants you are assigned to visit, download the on-site evaluation report form, fill it out after completing your visit and ask your assigned organization to fact check it, and then re-upload it. To remove an uploaded file, hit the delete button. You can also replace an uploaded file by using the “choose file” button to select a different document for upload. The newly selected file will overwrite the previously selected file.

Following the deadline for submitting on-site evaluations, staff will post all of the on-site evaluations in “Shared Documents.” The link to “Shared Documents” is at the top of your dashboard screen.

Scoring Applications:

To score an application, go to the summary page and click the “Review” icon for the application you want to work on. This will open up the score form for the individual application. First you will see some basic information about the submission. Scroll down to see the scoring statements.

Scoring statements relate to the evaluation criteria for the Cultural Service Grant Program:

* + - Quality of programs
    - Exploration of innovative ideas and programming
    - Community impact
    - Need for organization in the community
    - Community outreach and service to culturally diverse populations
    - Management capability of board and staff

Five points are assigned for each of the 20 evaluative statements. Score each statement one to five, with five being the highest. Points total to a maximum of 100. When assigning points, consider your evaluation of the application and on-site evaluation in relation to the scoring statement:

5 = strongly agree

4 = agree

3 = neutral (neither consistently agree or disagree)

2 = disagree

1 = strongly disagree

The scores for each application will show up on the summary page next to the green check-mark.

There is a place to write comments for each subsection of the application. If you have scored a scoring statement at 3 or below provide an explanatory comment. There is also a place to leave general, overall comments.

Please provide comments for each application. Comments should be constructive and relevant. The purpose of the comments is to explain low scores as well as to let agencies know what they are doing particularly well.

Saving Your Work:

You do not have to complete all of your work at one time. You can save your work and continue it later. The system will time out due to inactivity, so please hit the save button at the bottom of the screen often. You can log off and come back. You can also change your scores and comments up until the deadline to complete your preliminary scoring.

Reviewing Applications:

**IMPORTANT:** To view the application, go to the top of the evaluation page and click on the “application” link. Tabs at the very top of your computer screen will allow you to move back and forth between “application view” and “evaluation.”

Additional features:

* From the dashboard:
  + At the top of your computer screen hit “search requests and decisions.” Input an applicant’s name to access that organization’s grant-related activity, including quarterly reports submitted for its 2016-2017 Cultural Service Grant award.
  + At the top of your computer screen hit “shared documents” to see process-related documents. All of the on-site evaluations will be posted to “shared documents” by staff following the on-site report deadline.
* From the summary page:
  + You can also click on the “Organization” or “Project” links to see additional information about the applicant.
* From the top of the evaluation page:
  + Click on “print questions” to print out the scoring questions.
  + You can create an evaluation packet, which creates a PDF of the work you have done (scores and comments). Click on “evaluation packet” to create the PDF to save or print.
  + Click on “application packet” to create a PDF of the application.
* From the application view page:
  + You can view the application with responses in text boxes and support materials available for download, or
  + You can create a print packet of the application, which is a PDF of the application and support materials that can be saved or printed. In the applicant view, click on “application packet” to create the PDF.
    - If a support material or the Excel budget pages is not showing up properly in the PDF, please view the downloaded material instead.

Considering the applicant’s perspective:

The applicant’s responses to questions were limited by character counts and their use of support materials was limited by megabyte totals. They were asked to provide one support material for each of the evaluation criterion. Applicants were not able to use special formatting such as charts, bold, underline or italics. They could use bullets and line breaks to create white space.