

New Mexico Arts

New Mexico Arts is the state arts agency and a division of the Department of Cultural Affairs. The division provides financial support and technical assistance for arts services and programs to nonprofit organizations statewide and administers the 1% public art program for the state of New Mexico.

New Mexico Arts Commission

The New Mexico Arts Commission is the advisory body for New Mexico Arts. The Commission has 15 members appointed by the governor. Commissioners serve three-year terms. The commission approves the panelist roster and during the Planning and Budget Committee uses the panel scores to make recommendations regarding arts services contract awards for the full commission's approval. Panel scores are not binding upon the Planning and Budget Committee, New Mexico Arts Commission, and Director of New Mexico Arts; however, they carry the weight of expert advice.

Grants Process

Please see the Lifecycle of a Grant Application.

Panel Review Process

Peer panels evaluate and score eligible applications online based on panel evaluation criteria for each funding category, including 1) Artistic Quality & Creativity, 2) Community Support, Representation, and Benefit, and 3) Administrative Ability. Please see the Evaluation Criteria and Scoring Guide for each application category. Panelists are artists, arts professionals, community members, and others actively involved and/or trained in the arts and must declare conflicts of interest prior to their review. Panels are not responsible for funding decisions.

1. Panelist Responsibilities

- Read and be familiar with the Funding Guidelines.
- Participate in a panel orientation session.
- Evaluate based only on the material presented in the application and the guidelines provided by New Mexico Arts.
- Score each proposal based on the application review criteria, provided by New Mexico Arts.
- Be fair and objective to each applicant; evaluate each application based solely on what is presented in the application, avoid comparing applications, avoid any bias to a specific area of the state.
- Identify all real or perceived conflicts of interest to the staff and in the online system.
- Do not discuss applications with applicant representatives or other persons throughout the grants process unless and until authorized by New Mexico Arts staff. Failure to follow this requirement may disqualify the reviewer.

- Do not allow prior knowledge or outside information about any organization or individual to influence decisions made about a specific application; perform your review based upon the content of the application.
- Maintain a professional and courteous manner regarding proposals submitted, with applicant organizations, and with New Mexico Arts staff.

2. Conflict of Interest

The Panelist Conflict of Interest Policy is based on Governmental Conduct Act, Section 10-16-1 through 10-16-18, NMSA 1978, and the New Mexico Arts Commission Bylaws & Rules of Procedure (rev 11-17-03), Article V. Panelists must read and understand the policy and declare any conflicts of interest prior to reviewing and scoring applications. If panelists discover a real or perceived conflict of interest with an applicant or have questions regarding a possible conflict of interest, they must contact their Program Coordinator immediately.

A direct conflict of interest exists if:

- You are an applicant or member of an applicant’s immediate family.
- You are employed by the organization and/or receive compensation from the organization.
- You have a financial interest in the organization.
- You serve on the board of the organization.

*If you are a dues-paying “member” or “donor,” there is no direct conflict.

The conflict of interest must be reported on the score card for the organization on the online system. New Mexico Arts can assist you in this process.

See full Conflict of Interest Policy.

3. Panelist Orientation

New Mexico Arts will offer two Panelist Orientation webinars via Zoom to discuss the grant guidelines, evaluation criteria, using the online system used for review and scoring, and answer any questions. Panelists are only expected to attend one session.

4. Online System

Panelists review and score applications using our online grants management system. Instructions for signing in and scoring applications are provided in the panelist orientation and can be found in the panelist tutorial.

5. Required Documents

Panelist Biography

Please complete the Panelist Biography Form and return it via email to New Mexico Arts staff.

Panelist Agreement

Upon agreeing to serve as a panelist, please read, sign, and return the Panelist Agreement to New Mexico Arts. The agreement outlines our mutual responsibilities. Panelist Agreements may be mailed or emailed. An official, time-stamped digital or electronic signature is acceptable, as is a scanned copy of an ink signature.

New Mexico Substitute W9

Panelists are eligible for a \$350 panelist fee. To receive payment from the State of New Mexico, panelists must be on the state's vendor file. Please complete a State of New Mexico Substitute W-9 form with current address listing your current legal name that is used to file taxes with the IRS. The completed State of New Mexico Substitute W-9 may be mailed or emailed to New Mexico Arts staff. An official, time-stamped digital or electronic signature is acceptable, as is a scanned copy of an ink signature.

Upon completion panel service, an invoice will be submitted in the amount of \$350. Panelists should receive payment in one to two months. The payment will likely be reported by the State of New Mexico to the IRS.

6. Contact

Applicants may not contact commissioners or panelists during the review process or if filing an appeal. Failure to comply with this policy could lead to the appearance of a conflict-of-interest situation and may jeopardize an organization's future funding from New Mexico Arts. Please inform your Program Coordinator if you have been contacted by an applicant.

Post-Panel Process

1. Application Score Postings

Applicants and panelists can check application scores on the New Mexico Arts website within 10 days following the end of the panel evaluation period.

2. Panel Comments

Panelist comments will be made available to each applicant upon completion of the grant review process.

3. Appeals

Panelists should be aware that applicants can appeal panel rankings and funding recommendations of applications that have been reviewed by a panel and have met all eligibility requirements.

Questions

If you have any questions, please feel free to contact your New Mexico Arts at 800-879-4278 (in state) or 505-827-6490.

Panelist Policy: Conflict of Interest

All persons involved in New Mexico Arts programs, including staff, panelists, and members of the Arts Commission, must avoid any action that could be interpreted as a use of their position to further their own interests or those of an organization seeking New Mexico Arts support.

Prior to panel service, each panelist is required to declare any conflicts of interest with organizations s/he is scheduled to review. The panelist must declare a conflict with all organizations for which s/he is an officer or a member, is employed by, has a financial interest in, or for which any real or perceived conflict may arise, as defined in the Governmental Conduct Act, Section 10-16-1 through 10-16-18, NMSA 1978, and the New Mexico Arts Commission Bylaws & Rules of Procedure (rev 11-17-03), Article V.

Panelists adhere to substantially the same policies and procedures as the New Mexico Arts Commission regarding conflicts of interest. Article V. Conflict of Interest Policy of the NMAC Bylaws & Rules of Procedure, as revised 11-17-03, reads as follows:

Commission members shall not engage in any action that could be interpreted as use of a position on the Commission to further his or her own interest or the interest of any organization with which the Commissioner has an influential role. Commissioners shall be familiar with and shall abide by the Governmental Conduct Act, Section 10-16-1 through 10-16-18, NMSA 1978.

A panelist must declare any conflicts to New Mexico Arts, in writing, prior panel service and refrain from discussing or scoring any applications with which s/he has a conflict. The conflict must be recorded in the online system by checking the “yes” box declaring “I have a conflict of interest with this user” on the Evaluation Form of the organization with the conflict. A panelist must keep New Mexico Arts informed of any changes that their conflict-of-interest status with organizations under their review.

A panelist that has a past or present interest in an application which does not constitute a real conflict of interest under this statement, but which may give rise to an appearance of impropriety, must disclose such interest prior to panel service. The panelist may choose not to review and score that application. The procedure for declaring a perceived conflict of interest is the same as for a real conflict of interest.

Lifecycle of a Grant Application

September	Guidelines Available Posted on the NMA website.
October	Advance Review Deadline Submitted online by the published deadline 11:59 PM MT in October prior to the final deadline to help applicants improve applications and check for mistakes that might cause ineligibility.
December	Final Application Deadline All applications must be submitted online no later 11:59 PM MT on the published deadline in December.
Jan/Feb	Staff Review Staff review applications for eligibility and may contact an applicant for clarification and additional information.
March/April	Panel Review Application review panels, comprised of peers panelists, review and score applications based on the evaluation criteria. Scores are posted on the website at the end of the review period
May/June	Arts Commission Approval Grant awards are determined by amount requested, panel score, and total available funding. The Planning and Budget Committee of the Arts Commission reviews funding recommendations in and forwards its recommendations to the full commission for approval at the June Meeting.
June	Notification & Agreements Applicants are notified; and grant agreements are prepared for funded organizations.