

**New Mexico Arts
Grant Review
Panelist Orientation
February 25 & 27, 2025**



Agenda

- Introductions/Overview
- Grant Review
- Panelist Tutorial
- Questions & Discussion

Feel free to ask questions in the chat as we go.

About

We are the state arts agency and a division of the Department of Cultural Affairs. Our primary function is to provide financial support and technical assistance or arts services and programs to nonprofits statewide and to administer the 1% public art program for the State of New Mexico.

Mission & Vision

- Public support for the arts to ensure the arts are central to the lives of New Mexicans.
- A New Mexico with vibrant communities, meaningful quality of life, and a robust economy.

Programs

Programs



Artist-in-Residence



Arts & Cultural Districts



Arts & the Military



Folk Arts



Governor's Arts Awards



Grants



Poetry Out Loud



Public Art

Who

- Tax-exempt nonprofit organizations
- Units of government, schools, colleges, universities, and Indian tribal government entities in NM are eligible to apply.
- Organizations using a Fiscal Agent

Funding Priorities

- Funding is not needs-based but considers the priorities set by the legislature including one-third of funding to organizations based in rural communities.
- All applications are rated using published criteria and applicants need to score a 65 and above to be eligible for funding.

What

- Funding supports for arts activities including exhibitions, publications, screenings, lectures, or performances, arts education, arts advocacy etc.
- FY26 funded activities should have a public presentation component that takes place during the state fiscal year July 1, 2025, to June 30, 2026.

Life Cycle of a Grant Application

September

Guidelines & Application Available

Posted on our website

October

Advance Review

Submitted online no later than October 18, 2024, 11:59 PM MT.

December

Final Application

Submitted online no later December 13, 2024, 11:59 PM MT .

Jan/Feb

Staff Review

Staff review applications for eligibility

March/April

Panel Review

Application review panels, comprised of peer 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 is determined by amount requested, panel score, and total funding available. 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 agreements are prepared for funded organizations.

Panelist Responsibilities

- Participate in a panel orientation session.
- Understand the guidelines for the assigned category.
- Score applications using the criteria stated for your category and appropriate scoring guide.
- Evaluations are limited to the content of the application.
- Not allow prior knowledge or outside information about applicants influence your review.
- Be objective and fair to each applicant.

Panelist Responsibilities

- Declare all real or perceived conflicts of interest to the staff and online.
- Avoid discussing applications with organization representatives during the grants process.
- Be considerate and professional in your approach.
- Complete review and scoring of applications within the online system by March 31, 2025.

Conflict of Interest

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.

Conflict of Interest

Panelists with a conflict:

- Declare any conflicts to Program Staff.
- Refrain from discussing or scoring the application.
- Record the conflict online by checking the “yes” box on the Evaluation Form.
- Keep Program Staff informed of any changes to conflict-of-interest status.

Post Panel Process

- Panel rankings are posted on the NMA website within ten business days of the panel review period.
- Panel comments are made available at the end of the grant review period.
- Applicants can appeal panel rankings and funding recommendations.
- The Planning and Budget Committee of the Arts Commission reviews funding recommendations in May and forwards its recommendations to the full Commission in June.
- Panelist invoices are submitted when the review process is complete.

Grant Review

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**
- 3. Administrative Ability**

You will view and enter scores for the applications using the online system.

Evaluation

- The Evaluation Criteria and Scoring Guide lists sub criteria, application area, and evaluation details for each funding category.
- Evaluate each application on its' own merits, using the criteria, do not evaluate applications in comparison to each other.
- Do not bring in any outside information you have about the organization or programming.

Scoring

- Enter a numeric score for each of the three criteria. Total score up to 100 points:
 - **Up to 35 points for Artistic Quality and Creativity;**
 - **Up to 40 points Community Support, Representation and Benefit;**
 - **Up to 25 points Administrative Ability.**

**The average total score from all three panelists determines the applicant's final score.*

**An applicant's final score must be a minimum of 65 points to be eligible for funding.*

Comments

Panel Comments are shared with applicants at the end of the review process. Be constructive, considerate, fair and kind:

- If an application can be improved, let an applicant know that their application could be more clear, better organized, or provide more information, etc.
- If the application is strong, let them know that it is well-organized and addresses the criteria and offers excellent programs.
- Part of Technical Assistance. With that in mind, please write at least three (3) sentences per criterion.
- Very important if your scores are very high or low.

Examples



Organization has a history of contributing to the arts and the community. Applicant needs to describe the duties of the positions, address impact on arts workforce, and significance of positions to the organization's mission and core work more thoroughly. Seems like a strong program.



Donations and partnerships displayed clear community support. Accessibility is proven by the fee structure, location of events, and consideration of different disabilities. Pictures of the elderly dancing in wheelchairs demonstrate an intentional inclusion of seldom served populations. However, I would've liked to see a more ethnically diverse group for participation.



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Artistic Quality (35 Points)

Sub-criteria	Area of the application	Evaluation Details
Artistic samples	Printed Materials, Digital Images, Audio Samples, Video Samples	Artistic samples clearly show evidence of high-quality artistic accomplishment and skill, and high-quality audience experience; samples directly support the applicant's proposed project.
Fulfillment of the organization's mission	Addressed in narrative	Programs are clearly aligned with the organization's mission.
Contribution to the arts	Addressed in narrative	Programs contribute to the arts through an on-going combination of artistic skill development, presentation or introduction of new artistic genres, re-visioning of the artistic canon, and artist capacity building; programs play a leading role in the development or the presentation of the arts in their genre. Contribution evaluation methods are clear.
Creativity in proposed program's concept, design, and execution	Addressed in narrative	Programs are consistently conceived, designed, and executed in creative ways.
Innovative presentation/production of original works of art or existing works of art	Addressed in narrative	Art works (original and/or existing visual arts, theater productions, music, dance) are consistently original and innovative.

Community Support (40 Points)

Sub-criteria	Area of the application	Evaluation Details
Contribution to the enrichment and education of the community it serves	Addressed in narrative	Programs and activities regularly contribute to the wider community through the presentation and development of the community's arts and culture sector; the organization plays a leading role in the environment of the community; the organization regularly partners with local businesses, schools, or governmental agencies. Contribution evaluation methods are clear.
New Mexico artists	Addressed in narrative	Staff and contractors are New Mexico residents; New Mexico works are the basis for the project or program.
Ease of access	Addressed in narrative	Program is highly accessible due to location, low cost, and/or ability to serve those with special needs; facilities are ADA-accessible.
Geographic location and reach	Addressed in narrative	Program reaches significant numbers of the population in the surrounding area; or program reaches a population outside of its primary programming area or New Mexicans across the state.
Community support	Budget, Financial Narrative	Community support is clearly evidenced through a high level of donated or in-kind services and volunteers; project or organization is financially supported by the community or local government.
Reaching populations historically underserved by the arts	Addressed in narrative	Clearly defined plan and evidence of reaching populations historically underserved by the arts due ethnicity, economics, age, geography or disability.

Administrative Ability (25 Points)

Sub-criteria	Area of the application	Evaluation Details
Financial information	Budget, Financial Narrative, Attached Income & Expense Statement	Proposed project budget is clearly feasible and shows a diversity of non-New Mexico Arts funding; required cash match is easily met; organization is financially stable or has articulated plans for stability; income and expense statement is detailed adequately for the size of the organization; major swings in income or expenses are clearly explained.
Accuracy	All areas	Application is accurate throughout (without typos, misspellings, or mathematical errors); applicant has followed all directions per the guidelines.
Key personnel	Key Artistic, Administrative, and Technical Personnel	Key personnel are highly qualified and/or experienced; qualifications or experience is directly related to the project; number of personnel is clearly adequate to carry out the project.
Board or advisory committee	Attached Board List	The board or advisory committee of the applicant organization, including board composition (professions, skills, experience, is ethnically diverse and/or representative of the community) is appropriate for size and mission of organization.

Scoring Guide

Scoring Guide	Overall Score
Excellent	90-100
Good	80-89
Average	70-79
Poor	65-69
Not recommended for funding	64 and below

Please ensure that low scores reflect applications that do not address the criteria or supply needed information.

Online System

How

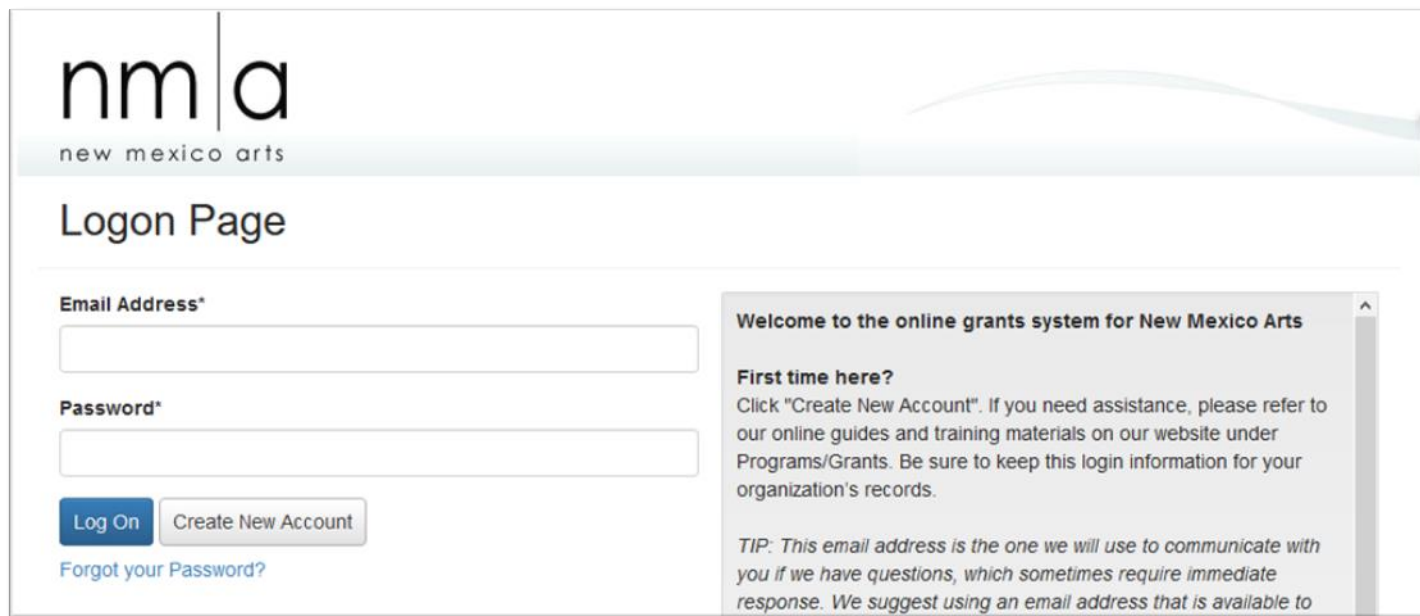
- Logon Page -
<https://www.grantinterface.com/Home/Logon?urlkey=nmarts>
- Password
- Panelist Dashboard/Your Applications to review
- Evaluation Form
- Documents and Artistic Samples
- Scoring
- Saving
- Logging Out

Access the System

- New Mexico Arts has provided you with log on information along with the link to the page.
- For panelists who are also applicants or who have served as panelists recently, your login and password will be the same for both of your roles.

Logon Page

- Access the online system via the Logon page. We suggest you bookmark the page in your browser for ease of access.



The screenshot shows the logon page for the New Mexico Arts online grants system. At the top left is the logo for 'nm|a new mexico arts'. Below the logo is the title 'Logon Page'. The main content area contains two input fields: 'Email Address*' and 'Password*'. Below these fields are two buttons: 'Log On' and 'Create New Account'. A link for 'Forgot your Password?' is located below the 'Log On' button. On the right side, there is a grey box with a scroll bar containing the following text:

Welcome to the online grants system for New Mexico Arts

First time here?
Click "Create New Account". If you need assistance, please refer to our online guides and training materials on our website under Programs/Grants. Be sure to keep this login information for your organization's records.

TIP: This email address is the one we will use to communicate with you if we have questions, which sometimes require immediate response. We suggest using an email address that is available to

Password

Panelists who are also applicants or who have an existing panelist account will not need to create a new password. You will use your existing password.

When logging in for the first time with the temporary password supplied by NM Arts, you will be prompted to enter a new password. Enter your new password and enter it again to confirm it. Finally, click the “Reset Password” button.

Password

Changing Your Password

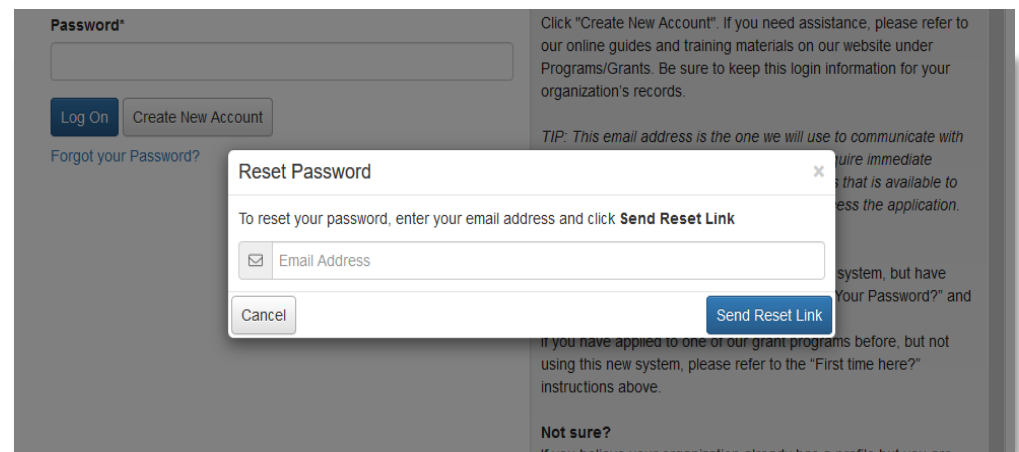
You may change your password at any time. Click on your name at the upper right-hand corner of the screen. select “Edit my Profile.” Click on “Change Password” at the bottom right-hand corner of the User Profile page. Complete the Change Password pop-up window and click “Save Password.”

Forgot Your Password

If you forget your password, click on the “Forgot Your Password” link on the Logon Page, enter your email address, and you will be sent a link to reset your password.



A pop-up window titled "Change Password" with a close button (X) in the top right corner. The text inside reads: "Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$\$%&*()_". Below this text are two input fields: "Password*" and "Confirm Password*". At the bottom of the window are two buttons: "Cancel" and "Save Password".



A screenshot of a login page with a "Forgot your Password?" link. A pop-up window titled "Reset Password" is overlaid on the page. The pop-up contains the text: "To reset your password, enter your email address and click **Send Reset Link**". Below this text is an input field with an envelope icon and the label "Email Address". At the bottom of the pop-up are two buttons: "Cancel" and "Send Reset Link".

Panelist Dashboard

- When logged in you will see the **Panelist Dashboard**.
- On the **Dashboard** you will see the list and number of applications for your review.
- Dashboard displays “Pending” in red, “Draft” in orange, and “Complete” in green

Panelist Dashboard



Shared Documents

Role (Panelist) ▾

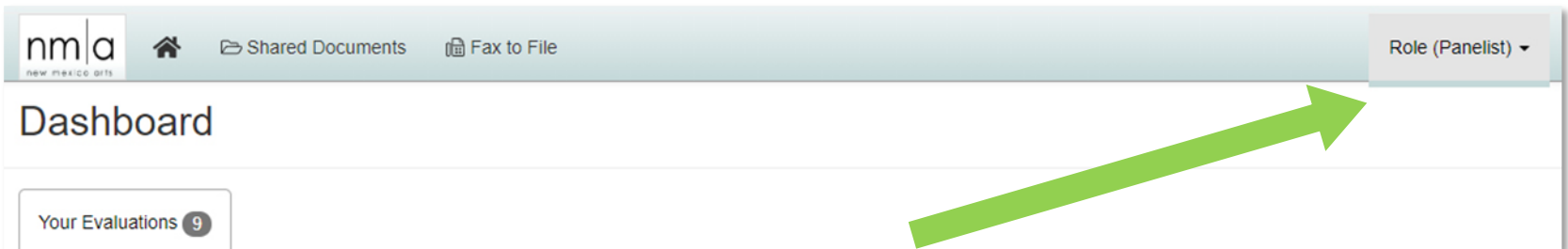
Dashboard

Your Evaluations **24**

Pending 24							
Quick Search ×							
Filter 0							
FORM	PROCESS	ORGANIZATION	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROJECT	SCORE	
FY25 Annual Cycle Panelist Evaluation Form	FY25 Annual Cycle	Casa Barelas	Jesús	Rowendolas	FY25 Casa Barelas		Start ⓘ
FY25 Annual Cycle Panelist Evaluation Form	FY25 Annual Cycle	Basement Films Inc	Bryan	Konefsky	FY25 Basement Films Inc		Start ⓘ
FY25 Annual Cycle Panelist Evaluation Form	FY25 Annual Cycle	Concordia Santa Fe, Inc.	Laura	Eberhardt	FY25 Concordia Santa Fe Inc		Start ⓘ
FY25 Annual Cycle Panelist Evaluation Form	FY25 Annual Cycle	Authentic Native Arts Association, Inc.	Sara	Chadwick	FY25 Authentic Native Arts Association Inc		Start ⓘ
FY25 Annual Cycle Panelist Evaluation Form	FY25 Annual Cycle	Duke City Repertory Theater	Amelia	Ampuero	FY25 Duke City Repertory Theater		Start ⓘ

Dual Roles




- If you are both a Panelist and an Applicant, you will be directed to the Panelist Dashboard by default when you log in.
- If, during the panel period, you need to access your Applicant Dashboard, simply click on "Role (Panelist)" on the upper right and select "Applicant". You may then view your current and past applications.



Assigned Applications

Your Applications to Review

On your **Dashboard** is the list of applications assigned for your review.

In order to view the **application** and complete the **evaluation form**, click the word next to the status buttons on the right-hand side of the list: **Start** , **Continue** , or **Update** .



- **Start/Pending:** A red exclamation indicates the evaluation has not been reviewed.



- **Continue/Draft:** An orange exclamation indicates the evaluation still has questions to be answered.



- **Update/Complete:** A green checkmark indicates the evaluation questions have all been answered. You will also see the score listed once you have completed a review.

Evaluation Form

- The **Evaluation Form** is on the left and the **Application** on the right. Change the size of the split screen by hovering your cursor over the dotted line separating the two forms until a line with two arrows on either side appears. Click and hold the line moving the cursor to the right or left to adjust the form to your desired size.
- At the top of the Evaluation page is the Applicant and Organization Contact information.
- If you'd like a pdf copy of the Evaluation Form, click on the "**Evaluation Packet**" button.
- If you'd like a pdf of the completed Application, click on the "**Application Packet**" button.
- You may collapse question groups at any time by clicking on the arrow to the left of the section title.

Evaluation Form

Contact Info Request \$ Award Details Documents 1 Comments 0 GuideStar Charity Check

Applicant:
Ms. Maud Beenhouwer
mbeenh@alma.org
505-426-1100
PO Box 410000
Albuquerque, NM 87195 USA

Organization:
ALMA
410000
505-426-1100
PO Box 410000
Albuquerque, NM 87195 USA

Your Evaluation

Evaluation Packet

- > Reference Documents & info
- > Conflict of Interest
- > Artistic Quality and Creativity

Artistic Quality and Creativity*
35 points maximum.

N/A	0	1	2	3	4	5	6	7	8	9	10	11	12
-----	---	---	---	---	---	---	---	---	---	---	----	----	----



View Application

Document Viewer Application Packet

- > Applicant Information
- > Authorizing Official Information
- > Program Description
- > Key Personnel
- > Artistic Samples

Review the **Evaluation Criteria & Scoring Guide** for your grant category by clicking on the appropriate link in the **Required Forms & Reference Documents** section of the **Evaluation Form**. Please use the specific criteria to evaluate the **Application**. You might print the **Evaluation Criteria & Scoring Guide** for easy reference.

Documents & Artistic Samples


- Use the **Document Viewer** to see a list of uploaded files for the application.
- Or click on the “eye”  icon next to each file name. This will display the list of uploaded documents, including text and images.
- Click on the document name to view the document or image within the Document Viewer.
- You can download a document by clicking on the “download”  icon next to the file.

Documents & Artistic Samples

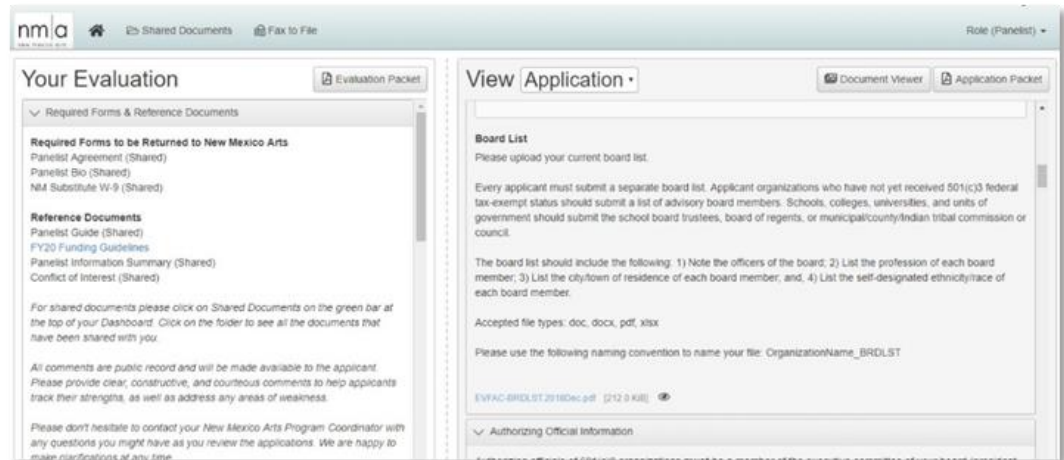
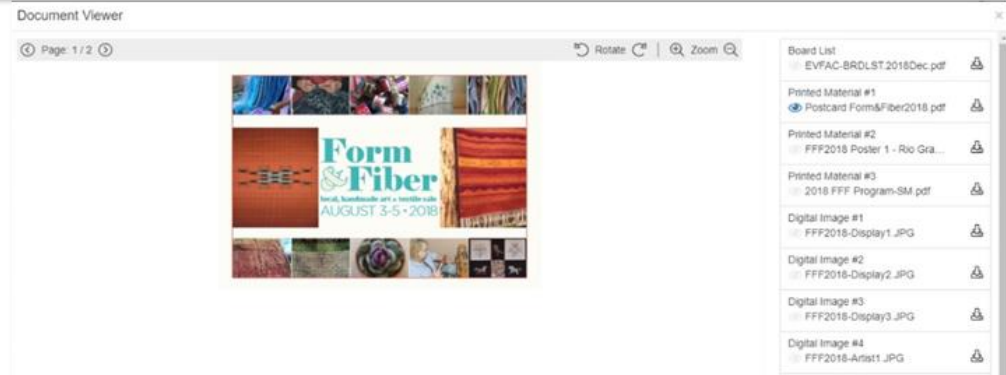
View Printed Materials and Digital Images using the Document Viewer

You can read the artistic sample descriptions in the “Artistic Samples” section of the application.

Audio and Video artistic samples are provided via links.

Read the description in the text box. Click on the web  icon to review video and audio samples.

We have checked the links, contact us if you encounter difficulties.




Documents & Artistic Samples

Printed Material/Digital Image #1

Please provide a short (250 character) description and upload your first printed material/digital image.

Color studies for one of the Valle de Oro sculptures: an exploration of color and design during the design phase of the project.

[Color studies.jpg](#) [54.6KIB] 

Audio/Video Sample #1 Short Description

¡Globalquerque! 2022 Reel

Audio/Video Sample #1 Link

Please provide a link to your first audio and/or video sample.

 <https://youtu.be/UykyMcAz1c>

Scoring

- Select a numeric score for each scoring section.
- Add comments in the text box in each section. Please note character limits.
- Add up your scores for the three sections and enter the number in the “Total Score” section.
- An* asterisk indicates a required field and must be completed to complete your **Evaluation**.

Your Evaluation Evaluation Packet

Artistic Quality and Creativity

Artistic Quality and Creativity*
35 points maximum.

N/A	0	1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35		

Comments - Artistic Quality and Creativity

1,000 characters left of 1,000

> Community Support, Representation, and Benefit

> Administrative Ability

Total Score

Total Points Awarded*
Add up each category and enter the total points awarded here. 100 points maximum.
(The minimum score required to be considered for funding is 65.)

#

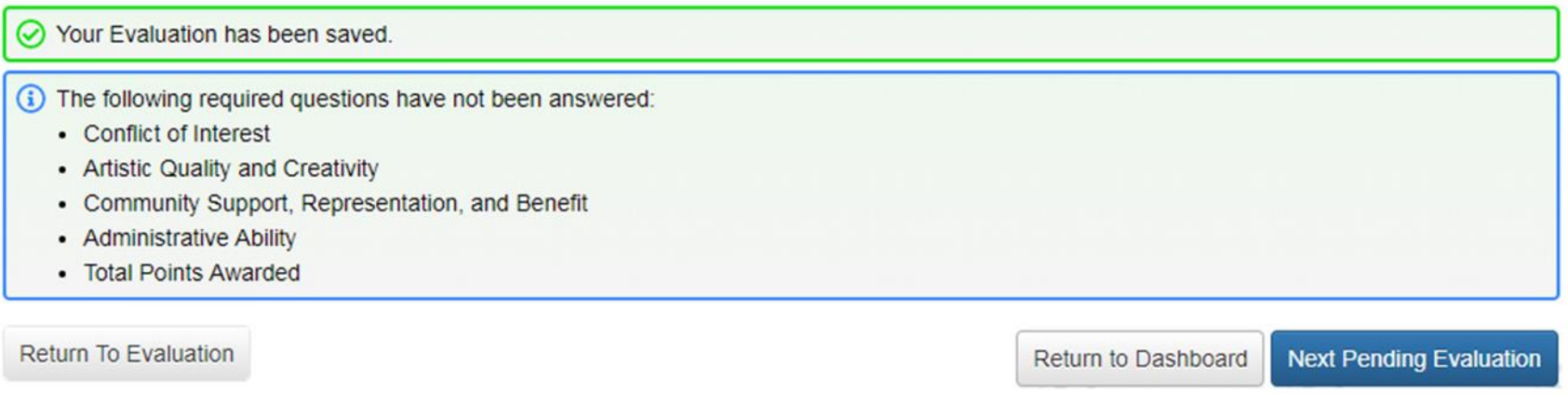
Save

Saving

- The **Evaluation** will not be complete until the “Save” button at the bottom of the evaluation is selected.
- The system will auto-save every 100 characters typed, when a radio or score button is pressed, or every time you click out of a field. A green border will appear around the form fields for a couple seconds when auto-saved is activated.
- Note there is still a “Save” button at the bottom of the form. You may save an incomplete Evaluation and return to it later.
- When you click “Save” you are taken to a Confirmation Page, which indicates your “Save” was successful.
- Comment text box responses that are longer than the set limit will be saved, but an error message will appear. The Evaluation will not be complete until the length of the response has been decreased to meet the character limits.

Saving

- When the Evaluation Form is saved by clicking on the “Save” button, the system will list any questions that have not yet been answered.
- Click the “Return to Evaluation” button to return to the saved Evaluation.
- Click the “Return to Dashboard” button to return to the Dashboard and list of Applications.
- Click the “Next Pending Evaluation” button to move to the next Evaluation.



✓ Your Evaluation has been saved.

ⓘ The following required questions have not been answered:

- Conflict of Interest
- Artistic Quality and Creativity
- Community Support, Representation, and Benefit
- Administrative Ability
- Total Points Awarded

Return To Evaluation Return to Dashboard Next Pending Evaluation

Saving

When the **Evaluation Form** is completed and saved, the system will confirm the form has been saved.

 Your Evaluation has been saved.

[Return to Dashboard](#)

[Next Pending Evaluation](#)

From the Confirmation Page, click “Return to Dashboard” to return to the Dashboard and list of Applications.

Or click the “Next Pending Evaluation” button to move to the next incomplete Evaluation.

Log Out

Log out of the system by clicking on your name in the top right-hand corner of your screen and click on **Sign Out**.



Note: The system will automatically logout after 90 minutes of inactivity. A “time out” warning message will appear at 80 minutes.

Questions & Discussion

Thank you!

