



CITY OF
BAINBRIDGE ISLAND

CULTURAL FUNDING ADVISORY TASK FORCE
MONDAY, NOVEMBER 8, 2021
APPLICATION REVIEW
ZOOM WEBINAR

THE CULTURAL FUNDING ADVISORY TASK FORCE WILL HOLD
THIS MEETING USING A VIRTUAL, ZOOM WEBINAR,
PER GOVERNOR INSLEE'S "STAY HOME, STAY HEALTHY" ORDERS

MEMBERS OF THE PUBLIC WILL BE ABLE TO CALL IN TO THE ZOOM MEETING|

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/98514729554](https://bainbridgewa.zoom.us/j/98514729554)

TELEPHONE: 1-253-215-8782

WEBINAR ID: 985 1472 9554

AGENDA

MEMBERS: THANGAM CHANDRASEKARAN TERRY DOUGLASS-RESNIK
PETER DENIS DAVID REYNOLDS-GOOCH
SAL DEROSALIA HOLLY FRANCISCO-MAYNES

LIAISONS: COUNCILMEMBER BRENDA FANTROY-JOHNSON
COUNCILMEMBER LESLIE SCHNEIDER

ALSO ATTENDING: BRITTANY KIRK, BRITTANY KIRK NONPROFIT CONSULTING

MEETING GOALS

- CFATF MEMBERS AGREE ON APPROACH TO INITIAL PROPOSAL REVIEW
- CFATF MEMBERS CONDUCT INITIAL REVIEW OF PROPOSALS AND IDENTIFY ADDITIONAL INFORMATION NEEDED OR SPECIFIC QUESTIONS TO ASK ORGANIZATIONS

CALL TO ORDER / AGENDA APPROVAL / CONFLICT OF INTEREST DISCLOSURE / APPROVE
NOVEMBER 1, 2021 MEETING MINUTES

RECAP OF COMMITTEE APPROACH TO INITIAL PROPOSAL REVIEW

INITIAL DISCUSSION OF PROPOSALS AND QUESTIONS FOR APPLICANTS

NEXT MEETING DATES AND TOPICS

- 11/18 5-8 PM - PRESENTATIONS
- 11/22 5-8 PM - PRESENTATIONS CONTINUED AS NEEDED
- 11/29 5-7:30 PM - DELIBERATIONS

ADJOURNMENT



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CULTURAL FUNDING ADVISORY TASK FORCE
MONDAY, NOVEMBER 1, 2021
ORIENTATION MEETING
ZOOM WEBINAR

MEETING MINUTES

IN ATTENDANCE

- THANGAM CHANDRASEKARAN
- TERRY DOUGLASS-RESNIK
- PETER DENIS
- DAVID REYNOLDS-GOOCH
- SAL DEROSALIA
- HOLLY FRANCISCO-MAYNES
- COUNCILMEMBER BRENDA FANTROY-JOHNSON
- COUNCILMEMBER LESLIE SCHNEIDER
- BRITTANY KIRK, BRITTANY KIRK NONPROFIT CONSULTING

CALL TO ORDER / APPROVE AGENDA

INTRODUCTIONS / CONFLICT OF INTEREST DISCLOSURE

REVIEW 2022-23 CULTURAL FUNDING GRANT REVIEW PROCESS

- DEFINED WHAT SUCCESS WOULD LOOK LIKE:
 - WE HAVE CRITICALLY AND THOUGHTFULLY CONSIDERED EACH APPLICATION.
 - WE HAVE ASKED THOUGHTFUL QUESTIONS AND LEARNED MORE ABOUT CULTURAL CAUSES ON BAINBRIDGE ISLAND.
 - WE HAVE DISCHARGED OUR OFFICIAL TASK FORCE DUTIES.
 - WE HAVE WORKED TOGETHER COLLEGIALLY AND COOPERATIVELY.
- DETERMINED GROUND RULES:
 - SHOW UP! BE PRESENT.
 - COME PREPARED. READ EVERYTHING, INCLUDING THE RFP, INSTRUCTIONS, PROPOSALS, ETC.
 - BE THOUGHTFUL.
 - BE RESPECTFUL OF FELLOW COMMITTEE MEMBERS AND APPLICANTS.
 - ALLOW EVERYONE TO SPEAK UNINTERRUPTED. HEAR FROM PEOPLE WHO SAY LESS.
 - WORK TOWARD CONSENSUS.
- DETERMINED MEETING TIMES:
 - 11/8 5-7:30 PM (APPLICANT REVIEW)
 - 11/18 5-8 PM PRESENTATIONS
 - 11/22 5-8 PM (PRESENTATIONS- HOLDING TIME IN CASE IT IS NEEDED)
 - 11/29 5-7PM (DELIBERATIONS)



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-
- DETERMINED THAT WE WILL ALLOW APPLICANTS TO PREPARE SLIDES FOR THEIR PRESENTATIONS, BUT THAT THEY MUST SEND SLIDES AHEAD OF TIME (BY 11/12)

 - DETERMINED SOME ASPECTS OF SCORING METHODS:
 - BY THE NEXT MEETING (11/8), EACH MEMBER IS TO HAVE REVIEWED APPLICATIONS AND SORTED INTO FOUR CATEGORIES: GOOD IDEA/GOOD PROPOSAL, GOOD IDEA/BAD PROPOSAL, BAD IDEA/GOOD PROPOSAL, BAD IDEA/BAD PROPOSAL.
 - BY 11/25, TASK FORCE MEMBERS WILL EITHER A) COMPLETE MATHEMATICAL SCORING FOR ALL 21 APPLICATIONS; OR B) COMPLETE MATHEMATICAL SCORING FOR A SMALLER SET OF APPLICATIONS ASSIGNED TO THEM. THIS IS TO BE DETERMINED AT 11/8 MEETING.
 - BETWEEN 11/25 AND 11/29, BRITTANY WILL AGGREGATE SCORES FOR TASK FORCE USE IN DELIBERATION SESSION.

ADJOURNMENT

REVIEWER OVERVIEW AND INSTRUCTIONS

Why Use a Community Review Panel?

The objectives of community review panels are:

- 1) to gain a wide variety of perspectives and experiences that can inform the grant making process and, in this case, allow the City to benefit from the community's own extensive knowledge about our cultural sector, and tap the enthusiasm and experience of local leaders;
- 2) make the award process transparent, fair, and as free from influence and bias as possible; and
- 3) to create a mechanism for direct input from community members in the stewardship of public funds. The City of Bainbridge Island (COBI) recognizes the critical role committee members serve in this capacity and is appreciative of their commitment to upholding a fair and diligent review process.

Overall Expectations

Reviewers are expected to:

- Follow open meeting and public record rules (*COBI advises that you limit the amount of information you create related to this process as this information becomes public record.*)
- Remember that this is sensitive information
- Thoroughly understand the evaluation criteria in the Request for Proposals (RFP) and match those criteria to an applicant's proposal
- Understand the Cultural and Economic Elements of the City's Comprehensive Plan (located on COBI website)
- Report any conflict of interest to COBI and refrain from evaluating proposals with which you have a conflict
- Refer to the City Funded Cultural Activities page of the COBI website for all reference materials cited (RFP, proposals, etc.)

URL: <http://www.bainbridgewa.gov/948/City-Funded-Cultural-Activities>

Committee-Determined Ground Rules

- Show up! Be present.
- Come prepared. Read everything, including the RFP, instructions, proposals, etc.
- Be thoughtful.
- Be respectful of fellow committee members and applicants.
- Allow everyone to speak uninterrupted. Hear from people who say less.
- Work toward consensus.

Review Process

The review of Cultural Fund proposals will be a blend of self-directed work and committee work. Committee members are expected to review proposals independently and to come together as a committee to discuss

how to prioritize those proposals. The steps outlined below are intended to help committee members develop and conduct an efficient and effective review process.

The proposal is intended to give reviewers all of the relevant information needed to help them make an informed decision. Reviewers will have a chance to ask additional questions of the applicants if they feel they need to do so before the final funding decisions are made.

See below for recommended steps in reviewing each proposal and the process for discussing a proposal's merits.

Attachment

- Scoring Sheet – a tool to refer to or use as a guide in your individual review of applications.

STEP ONE – Orientation – Monday, November 1 6:00PM TO 7:00PM

STEP TWO - Understand Funding Program and RFP

- Read the 2022 - 23 Cultural Funding Request for Proposal (provided on website)
 - Specifically, please become familiar with:
 - Cultural Element and Economic Element
 - General guidelines
 - Applicant and proposal eligibility criteria
 - Evaluation criteria
 - Application requirements
- Review and understand the relative emphasis of the evaluation criteria
- Read and understand the Proposal Narrative instructions.
- Please make sure to set aside enough time to review each of your proposals thoroughly. This is NOT a quick process.

STEP THREE – Initial Read-Through, complete by 11/8

- The proposal materials are available via the website. Please begin your review as soon as is possible.
- Complete an initial read-through of each applicant's proposal but don't sort/rate them this time.
- Use this initial read-through of the proposals to get a sense of what the proposals are about and how they are organized.
- Re-read each proposal and begin sorting using Joel Orosz's Four-Category Sorting System (see last page of this packet) to sort and rank the proposals prior to the committee discussion. What falls into the "strong" (Good Idea/Good Proposal) bucket? Use the Round 1 section of the Scoring Sheet.

STEP FOUR – Meeting 2: Initial Proposal Review – Monday, November 8 5:00PM TO 8:00PM

- In-Person Review/Discussion with Committee
 - Arrive on time, prepared and ready to discuss each proposal.
 - Make sure to bring your materials and opinions on proposal strengths and challenges, and any outstanding questions.
- Committee will discuss each proposal and prepare questions for Applicant Presentations

STEP FIVE – Meeting 3: Applicant Presentations –Thursday, November 18 5:00pm to 8:00pm and Monday, November 22 5:00pm to 8:00pm

- Committee will hear a brief 5-minute presentation on the applicant's proposal
- Committee will be allowed to ask specific questions of the applicant for 5 minutes only. Committee members will come prepared with clear and succinct questions to allow time for answers and to keep the meeting on schedule.
- Committee members will independently revise ratings as needed following the Applicant Presentations

STEP SIX – In Depth Read Through

- Committee will read each application again thoroughly and score using Round Two section of Scoring Sheet and referring to descriptions of each section in the RFP.
- Committee will email to Brittany Kirk at brittany@brittanykirk.com by 11/25.

STEP SEVEN – Meeting 4: Deliberations – Monday, November 29 5:00PM TO 7:00PM

- Committee will discuss each application
- Committee will develop funding recommendations
- Committee will agree on funding recommendations for Council approval

EVALUATION RULES AND TIPS

- Everyone evaluates proposals differently – that’s okay! Just make sure to be consistent in your approach
- Only evaluate a proposal based on the information provided – don’t assume anything
- Evaluate proposals against the criteria in the RFP– not against other proposals
- You can lower an incomplete proposal in your ranking but make sure your evaluation is primarily based on the quality of the responses. Remember that this process is brand new for the applicants!
- Proposals should make a strong case, show a compelling need and show that the proposed activities will effectively address that need
- As stated in the RFP, special consideration should be given to proposals that will:
 - Advance community objectives identified in the Cultural and/or Economic Elements of the City’s Comprehensive Plan;
 - Involve significant community participation;
 - Encourage the well-being of the Island’s significant cultural sector;
 - Strengthen organizational capacity; and
 - Foster opportunities for collaboration within the cultural sector.

Joel Orosz’s Four-Category Sorting System

1. Good idea/Good proposal
2. Good idea/Bad proposal
3. Bad idea/Good proposal
4. Bad idea/Bad proposal

1. Good Idea/Good Proposal and Bad Idea/Bad Proposal

These categories lead to easy decisions: fund in the first case, do not fund in the second case.

2. Bad Idea/Good Proposal

Making a sound decision about a bad idea/good proposal requires separating the beauty of the prose from the value of the proposal. Once this is done, the decision is quite simple: do not fund.

3. Good Idea/Bad Proposal

This is undoubtedly the most challenging. Proposals that fall into this category most commonly represent smaller, less sophisticated, and/or new organizations that have worthwhile ideas, but cannot afford to hire skilled grantwriters to present them in a compelling way. The risk that a grantmaker faces is making an

automatic assumption that second-rate writing, spelling, and grammar reflects a second-rate project. This can be the case in some instances, but not in others. The challenge, therefore, is to conduct a careful analysis and make a clear and fair distinction. And this, in fact, is only the start of the challenge. It is extremely difficult to present poorly presented proposals to a board for consideration.

Large institutions have grantwriters who know how to put a proposal on paper. Small, community-based organizations often lack these resources, yet they still might be among the best partners for a funder and ones that might be in a strong position to create a significant social return on a grantmaker's investment.

Source: "Proposals: How to Separate the Good, Bad, and the Ugly," *The Insider's Guide to Grantmaking*, Joel Orosz