



**Cultural Division**

100 S. Andrews Avenue, 6<sup>th</sup> Floor • Fort Lauderdale, Florida 33301 • TEL 954-357-7457 • FAX 954-357-5769

**Community Arts Education Partnerships FY20 Grant Panel Review Meeting**

Tuesday, November 19, 2019, 2:30 pm  
Broward County Governmental Center, Room 301  
115 S. Andrews Ave. Fort Lauderdale, FL 33301

**I. Panelists**

**A. Broward Cultural Council Members**

- Jodi Jeffreys-Tanner, Chair
- Greg Reed
- Amy Ostrau

**B. Community Representatives**

- Pam Dearden

**II. Welcome and Introductions Jodi Jeffreys-Tanner, Chair**

**III. Conflict of Interest**

**IV. Scoring of Applications**

**V. Appeals**

- A. Applicants have two opportunities (oral and written) to appeal the Review Panel's recommendation regarding their grant applications. Each applicant must substantiate at least one of the following reasons for any appeal:
1. The Review Panel failed to follow published procedures for applications and review.
  2. The Review Panel acted in an unfair manner, or,
  3. The Review Panel's decision was based on insufficient information through no fault of the applicant.

B. Oral Appeals at the Panel Review Meeting

1. After all applications have been scored by the panel, the Chair announces a break while scores are computed and ranked. If an applicant receives a score of less than 75, Chair inquires if the applicant wants to present an oral appeal based on any of the three reasons for appeals.
2. Speaking time is limited to three minutes per organization. The representative of the organization making the appeal must state on which of the three reasons the appeal is based. Upon conclusion of the oral appeal, Chair asks if any panelist wants to alter a score for the applicant making an oral appeal. Panelists must state the name of the applicant and a revised score at this time.
3. Revised scores for the appealing applicant are re-averaged and all scores are ranked. Panel makes funding motions and votes on them.

C. Written Appeals

1. Written appeals are to be addressed to the Chair, Broward Cultural Council, 100 Andrews Avenue, Fort Lauderdale, FL 33301-1829 and submitted within 14 days of the date of the grant review panel meeting.
2. Written appeals must state the reason for the appeal.
3. Staff will prepare a fact sheet concerning the application and scoring by the panel.
4. The appeals are then forwarded to the BCC for consideration in a grant appeals workshop. The appeals workshop occurs at the next BCC meeting.
  - a. If Panel failed to follow published procedures for application and review
  - b. If Panel acted in an unfair manner
  - c. If Panel's decision was based on insufficient information through no fault of the applicant

**DEADLINE FOR WRITTEN APPEALS IS:**  
Monday, December 9, 2019, 5:00 pm

**VI. Motion(s) for Funding**

**VII. Meeting Adjournment**