



PANELIST NOMINATION GUIDELINES

The Connecticut Commission on Culture & Tourism (CCT) regularly engages individuals in the arts field to serve on advisory panels. Panelists' responsibilities include reviewing grant applications, conducting site visits, and advising on the selection of artwork for state-owned public buildings.

Advisory panels are composed of professional artists, educators, arts administrators, community leaders, and others actively involved in the arts. Panelists receive a modest honorarium which covers travel expenses.

PANELIST PROFILE

CCT recruits panelists from many sources including arts board members, arts organizations, and the general public. Individuals may nominate themselves, or others, who fit the profile below.

Panelist nominees should live in Connecticut or a nearby state (MA, VT, NH, RI, NJ, NY) and have experience in one or more of these areas:

- An arts discipline
- Aesthetic decision making
- Financial or organizational management of non-profit organizations
- Public art
- Arts education
- Community-based art

Panelists must have significant knowledge and professional qualifications in the arts and the ability to work well in a group. In addition, panelists must be willing to commit time and energy to the review process and exhibit sensitivity in making constructive critical judgments. CCT also considers availability, apparent conflicts of interest, gender, geographic representation, and cultural background when appointing panelists.

RESPONSIBILITIES

Panelist responsibilities include:

- Provide a qualitative evaluation of the applications/proposals submitted to CCT
- Rank applications relative to others being reviewed
- Provide constructive advice that can be relayed to applicants
- Provide guidance to CCT board and staff regarding proposals.

Note: panelists do not make funding decisions.

A panelist's time commitment will vary depending on which panel he or she serves. Panel meetings take place at the CCT office in Hartford and last from several hours to one or two full days. Most grant review panels involve a significant amount of time reading orientation materials and grant applications prior to the meeting, and some involve site visits or interviews with applicants requiring a longer time commitment.

The Art in Public Spaces Program convenes a professional arts panel for each state building project. These panels generally meet two to three times over the course of six months and typically do not involve preparation time outside the meetings. One of the meetings may take place at the building site.

SUBMITTING A NOMINATION

Persons interested in nominating themselves or someone else may submit a nomination form and resumé at any time. Nominees will be added to CCT's database of panelist candidates. Although we are not able to appoint every qualified nominee, we will give careful consideration to all. Selected nominees will be contacted by phone, mail or e-mail.



PANELIST NOMINATION FORM

Use this form to nominate yourself or another person as a CCT arts panelist.

NOMINEE INFORMATION

Name _____

Mailing Address _____

City/State/Zip _____

Daytime Phone _____ Other Phone _____

E-mail _____ Gender: Male Female

Cultural/Personal Characteristics (optional): American Indian/Alaskan Native Asian White

Black/African American Hispanic/Latino Native Hawaiian/Pacific Islander Multi-Racial

NOMINEE QUALIFICATIONS

Has the nominee ever served on a grants panel or arts review committee? Yes No

For which organization(s)? _____

Subject or Grant category _____ Year(s) _____

Nominee's Area of Expertise (check all that apply):

- | | | |
|-----------------------------------|---------------------------|-------------------------|
| Arts in Education | Organizational Management | Architecture/Public Art |
| Arts Presenting | Folk/Traditional Arts | Film/Media |
| Dance/Choreography | Music, performance | Poetry |
| Music, composition | Fiction | Theatre |
| Playwriting | | Community Arts |
| Visual Arts (specify media _____) | | |

Nominee's Experience

- | | | |
|--------------------------------------|---------------------------------------|------------------------|
| Educator/Administrator: K-12 | Educator/Administrator: Postsecondary | |
| Artist: Avocational | Artist: Professional | Nonprofit Board Member |
| Nonprofit Professional Administrator | Nonprofit Professional Artistic Staff | Nonprofit Volunteer |

Narrative

In the space below, briefly explain the qualifications of the nominee. If necessary, attach a separate sheet.

NOMINATOR INFORMATION

Please complete this section ONLY if you are nominating someone other than yourself.

Name _____

Mailing Address _____

City/State/Zip _____

Daytime Phone _____ Other Phone _____

E-mail _____

Signature _____ Date _____

SUBMISSION

Nominations without the required information/resumé will not be considered.

Please mail completed form and resumé (required) to:

Kathleen DeMeo
Arts Panel Nomination
Connecticut Commission on Culture & Tourism
One Constitution Plaza, Second Floor
Hartford, CT 06103