

# Attachment A: Instruments

## Instrument 1. Review Panelist Survey

The National Endowment for the Arts (NEA) is conducting an evaluation of ArtsHERE to better understand the project activities supported through this program and how grantees approached the work. The evaluation will result in a summary of lessons learned that will be shared with other arts funders, organizations, and cultural practitioners seeking to do similar work. Additionally, the evaluation will inform the implementation of the ArtsHERE program.

The purpose of this voluntary survey is to hear from you about your perspectives, understanding, and experience with the ArtsHERE panel review process. The information and feedback you provide will generate information and learning that can be used by ArtsHERE funders (Regional Arts Organizations and the NEA) to assess progress toward the program's goals and inform the replication and scale-up of effective ArtsHERE practices and components.

These data will be made available to the program Evaluator and will not be shared with the NEA, South Arts, and RAOs except as described below. Information collected for evaluation purposes, including individual information deemed sensitive in nature, is considered confidential and will remain anonymous and private to the extent permitted by law. When results of the ArtsHERE evaluation are shared with the public via reports, presentations, and other materials, these results will only be shared in aggregate form (percentages, means, summaries) to protect the identity of participants. Any subject-identifiable information (including names, contact information, etc.) will not be released without a participant's explicit permission. The Evaluator may ask to identify a participant to attribute direct quotes or case studies to it in reports, presentations, or other materials, and the participant may choose to remain anonymous.

Your responses in this survey will not impact your current or future awards from the NEA or its partners. You will not receive any compensation for responding to the survey. You may decline to answer any question you wish. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this survey is OMB No. 3135-XXXX, which expires XX/XX/XXX.

We realize how limited your time is; the survey should take an average of 20 minutes to complete.

If you have any questions, please contact Dr. Patricia Moore Shaffer, lead for the evaluation, at [shafferp@arts.gov](mailto:shafferp@arts.gov).

**Instructions:** Please complete the following information about your experience as an ArtsHERE panel reviewer.

### Demographics/Panelist Backgrounds

**1. Did you participate as a volunteer screener conducting independent review of Part 1 applications for ArtsHERE (i.e. Statement of Interest)?**

Yes

No

**2. For which Regional Arts Organization did you serve as an ArtsHERE peer panel reviewer? Please select from the drop-down list.**

- Arts Midwest
- Mid-America Arts Alliance
- Mid Atlantic Arts
- New England Foundation for the Arts
- South Arts
- Western States Arts Federation

**3. Have you or an organization you represent been awarded a grant from an ArtsHERE funder (Regional Arts Organizations and/or the National Endowment for the Arts) in the past 5 to 10 years?**

- Yes
- No

**4. What sector(s) do you most closely associate your background and experience with? Please select all that are relevant.**

- Arts and cultural sector
- Child development
- Child welfare system
- Community center or multi-use nonresidential facility where people meet for social, educational, and/or recreational activities.
- Education
- Economic/business development
- Faith-based organizations
- Family services
- Health
- Housing
- Military support
- Rehabilitation, treatment, and recovery services/programs (substance abuse)
- Re-entry programs/Justice (juvenile, adult)
- Senior services
- Youth services
- Other (please describe):

a. Please select the category that best describes your affiliation: Please select all that are relevant.

- Government
- Non-profit with 501(c)(3) status
- Federally recognized tribe
- Non-federally recognized tribe with 501(c)(3)

- For-profit organization
- Self-employed
- Other, please specify: (open comment box)

**5. Is this your first time serving on a review panel for a program of any ArtsHERE funders (Regional Arts Organizations and/or the National Endowment for the Arts)?**

- Yes
- No
  - a. If no, please estimate of the number of ArtsHERE funder review panels you have served on in the past:
    - 1-3 other panels
    - 4 or more
  - b. [if relevant] To what extent, if any, has your experience on the ArtsHERE review panel differed from your prior experience(s)?

**Perspectives on the ArtsHERE Panel Review Process**

**6. Panelist Orientation Process. Please provide your perspectives on the panel review process. Indicate your level of agreement with the following statements.**

<b>Statement:</b>	<b>Strongly agree</b>	<b>Agree</b>	<b>Neither Agree nor Disagree</b>	<b>Disagree</b>	<b>Strongly disagree</b>
The orientation clearly communicated panel expectations.					
I was adequately oriented to the goals of ArtsHERE.					
The panelist training handbook provided helpful information on the review process and was easy to use.					
The GO Smart Grants Management System training prepared me to effectively use the platform to access the necessary documentation for my reviews.					
My questions about ArtsHERE and the panel process were adequately addressed.					
After the orientation, I felt confident in my understanding of how to apply criteria to applications.					
After the orientation I had a clear understanding of the scoring rubric.					

6a. Please provide any additional feedback you have on the orientation provided to you.

**7. Satisfaction. Please rate your level of satisfaction with the following indicators of your experience as a panelist.**

<b>Indicator:</b>	<b>Very satisfied</b>	<b>Satisfied</b>	<b>Neutral</b>	<b>Unsatisfied</b>	<b>Very Unsatisfied</b>
Pacing and flow of panel review process					
Number of applications you were assigned to review					
Robustness and relevance of material received to review and score applications					
Quality of ArtsHERE applications					
Stipend amount relevant to time and effort needed to complete reviews					
Quality of reviews by other panelists					
RAO facilitation of the panel discussions					
Overall level of reviewer participation in the panel discussions					
Extent to which my perspectives were valued					
Processes for addressing differences in opinions among panelists					
Level of consensus among panelists					
Fairness of final panel ratings					
Overall review process					

[if respondent indicated neutral to very unsatisfied in the table above, they will receive the following prompt(s)]: **Please briefly expand on your rating of [statement].**

**Overall Reflections (narrative responses)**

- 8. What worked well with the panel review process?**
- 9. Please provide suggestions for improving the panel review process.**

**Additional Feedback**

- 10. Is there anything else you would like to share about your experience as a panelist for ArtsHERE?**

