



## *An Invitation to Join the Screening Committee*

Dear FAN Member:

Joining the Screening Committee is a wonderful way to be involved in FAN's most important activity in support of the arts: selecting the grantee programs for the coming performance season.

The screening process takes place between January and March, 2010. Members of the Screening Committee work in teams reviewing applications, making site visits and making recommendations to the full Screening Committee. The screening process is both interesting and rewarding. Screeners have a unique opportunity to find out what is happening behind the scenes in the arts community, to learn about the FAN application process, and to work with other FAN members. We hope you will join us!

The Conflict of Interest Policy applies to all members of the Screening Committee. Please read it before you fill out any forms. The policy is there to protect the process and ensure fairness.

Members of the Screening Committee need to be available to attend the initial screening meeting on Wednesday, January 13<sup>th</sup> and the final screening meeting on Wednesday, March 3<sup>rd</sup> as well as at least one team meeting between January 13<sup>th</sup> and February 12<sup>th</sup>. During that four week period each team sets the date(s) for its own team meeting(s) and prior to the team meeting you will make a site visit. Therefore, you will have a minimum of four required dates, three of which take place from Jan. 13 to Feb. 12.

If you can commit to the required dates and would like to be part of the Screening Committee, please fill out the Screening Sign up/Conflict of Interest Form and the Screening Committee Contact Form and mail or fax them to Wendy Lapidus, 4801 Pine Drive, Miami, FL 33143, fax 305-663-6672.

Thank you. I look forward to receiving your information.

Sincerely,

**Wendy**

Wendy Lapidus

V.P. Grants 2009-2011

305-663-7366

[VPGrants@fundingartsnetwork.org](mailto:VPGrants@fundingartsnetwork.org)



## **FAN SCREENING COMMITTEE CONFLICT OF INTEREST POLICY**

Members of the Funding Arts Network who are Executive Directors or other paid staff of applicants, or who serve on the board of an applicant organization

- may not serve on the Screening Team which will consider that organization's application for a FAN grant.
- may not participate in the discussion of that organization at the review by the full Screening Committee.
- may serve on any other Screening Team for which there are no conflicts of interest.
- may participate in the discussion of any organization for which there is no conflict at the review by the full Screening Committee.

Members of the Funding Arts Network who contribute \$1,000 or more to an applicant organization, receive (or are related to someone who receives) remuneration for services from an applicant organization during the current or preceding year

- may serve on the Screening Team which will consider that organization's application for a FAN grant.
- may not review the organization's application for the Screening Team or participate in the discussion of that organization by the Screening Team or by the full Screening Committee.
- may participate in the discussion of any organization for which there is no conflict at the review by the Screening Team and by the full Screening Committee.

Members of the Funding Arts Network who are visual or performing artists (or related to visual or performing artists) who will benefit from a grant to a particular organization,

- may not serve on the Screening Team which will review that organization's application for a FAN grant.
- may not participate in the discussion of that organization at the review by the full Screening Committee.
- may serve on any other Screening Team for which there are no conflicts of interest.
- may participate in the discussion of any organization for which there is no conflict at the review by the full Screening Committee



**FAN SCREENING COMMITTEE**

**SCREENING SIGN UP / CONFLICT OF INTEREST FORM**

**I.** Please list below any visual or performing arts organization (conflicted organization) in which you serve as A) Executive Director or other paid staff; B) Board member; or C) from whose grant you would benefit as an artist or as the relative of an artist.

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Position \_\_\_\_\_

**Pursuant to our policy you may not serve on the Screening Team which will review the conflicted organization's application. You may serve on any other Screening Team.**

**II.** Please list the visual and performing arts organizations: A) you contribute to with a gift of \$1000 or more (in funds or in-kind services); or B) you receive or a relative receives remuneration from for goods or services provided. Continue on the back if more space is needed.

1. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 6. \_\_\_\_\_

3. \_\_\_\_\_ 7. \_\_\_\_\_

4. \_\_\_\_\_ 8. \_\_\_\_\_

**Pursuant to our policy you may serve on the Screening Team which will consider the conflicted organization's grant application, but you may not review it for the team or participate in the discussion of the conflicted organization's application.**

To sign-up for a screening team that presents no conflict, based upon your responses to **I.** and **II.** above, please indicate your 1<sup>st</sup> and 2<sup>nd</sup> choice.

DANCE \_\_\_ MUSIC \_\_\_ THEATER \_\_\_ VISUAL ARTS \_\_\_ COMMUNITY ARTS GROUP \_\_\_  
(Every effort will be made to accommodate your choice.)

Your Name \_\_\_\_\_  
(please print)

Email \_\_\_\_\_ Phone \_\_\_\_\_

I have no conflict of interest that prohibits my participation on the Screening Teams which I selected as my 1<sup>st</sup> or 2<sup>nd</sup> choice.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**FAN SCREENING COMMITTEE  
CONTACT INFORMATION**

**Yes, I have read and signed my Screening Committee Sign Up and Conflict of Interest form.**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**APT. / SUITE:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**STATE / ZIP CODE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**CELL PHONE / OTHER:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

Please fax both your Contact Information and your Screening Committee Sign Up /Conflict of Interest Form to: Wendy Lapidus 305-663-6672.



## FAN SCREENING TIMELINE

Friday, September 4, 2009	Grand Application and information booklet released
Friday, November 20, 2009	Grant Application Deadline
Wednesday, January 6, 2010	1st Captains Meeting
Wednesday, January 13, 2010	1st Screening Committee Meeting New screeners arrive one hour earlier
Friday, January 15, 2010	Optional Screening meeting for screeners not able to attend other meeting
Saturday, January 16 - Friday, February 12, 2010	Screeners evaluate grants, make site visits, and screening teams meet. Dates vary by screeners and teams.
Friday, February 12, 2010	Grant Priority Sheets faxed to Wendy Lapidus
Wednesday, February 17, 2010	2nd Captains Meeting
Wednesday, March 3, 2010	Final Screening Committee Meeting
Wednesday, March 10, 2010	Board approval
Friday, March 19, 2010	Ballots mailed
Thursday, April 1, 2010	Ballots Due
Tuesday, May 11, 2008	Annual Award Luncheon