Call for Panelists

Funding Application Review Panels

For Those Interested in Serving as a Panel Reviewer for FY26 Funding Applications

Introduction

The City of San Diego annually awards funding for general operating support and project-specific support to San Diego nonprofit organizations operating in the field of arts and culture. These funds, awarded to nonprofits through multiple application processes, generate meaningful impacts in communities and expand access to arts and culture in every City Council district.
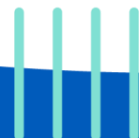
Eligible funding proposals are reviewed and scored by funding application review panels composed of diverse members of the San Diego community as well as experienced local, national, and binational arts and culture professionals.

The FY26 panel review process will take place in Spring 2025. Panels will be conducted virtually. Candidates from San Diego and throughout North America (US and Canada) and Baja California (Mexico) are invited to apply; all panels are conducted in English. Eligible applicants will be included in a panelist pool, and a selected number of panelists from the approved panel pool will be confirmed to serve and assigned to specific panels based on programmatic needs.

Panelist Profile/ Qualifications

Examples of qualifications we seek in panelists include, but are not limited to, the following:
- Knowledge of and familiarity with best practices in the nonprofit arts and culture sector at a local, national, and/or international level
- Expertise in an artistic discipline (theatre, visual arts, music, etc.) as a creator, educator, administrator, or board member
- Experience in the nonprofit sector (board governance, finance, fundraising, marketing, development, strategic planning, operations, etc.)
- Experience with event production, such as festivals or parades
- Knowledge in the field of diversity, equity, and inclusion

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Panelist Responsibilities

A panelist must be able to fulfill the following responsibilities:

- Attend a 2-hour online orientation.
- Apply prescribed review criteria to score proposals, providing comments as required by the review process and meeting reviewing process deadlines.
- Have reliable, consistent internet access. Each proposal is reviewed through an online platform and may contain attachments, including digital documents, video, or audio recordings.
- Attend assigned virtual panel meeting(s) in March 2025 and discuss each reviewed application's strengths and weaknesses with other panelists.

Eligibility

Panelists must exercise integrity and fairness and adhere to the code of ethics and conflict of interest requirements that guide all work following the City's Ethics Ordinance.

Instructions for identifying and disclosing conflicts of interest are included in the application form.

How to Become a Panelist

Please submit the Panelist Application Form through the link below to be considered for this opportunity. Approved panelists may be called upon to serve for up to three consecutive years without the need to reapply.

Honorarium

Panelists who complete all required training and their assigned panel(s) as well as provide all required documentation, are eligible to receive $150 for a half-day panel and $300 for a full-day panel.

Application

Apply here via the City of San Diego Call for Panelist: https://sandiegoarts.fluxx.io/
Click register and Select Panel Evaluator if you would like to apply to be an evaluator of funding applications.

Submission Deadline

December 31, 2024, at 11:59 p.m. Pacific Time

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