



LOUISIANA DIVISION OF THE ARTS **GRANTS**

Panelist Agreement

I, _____, hereby agree to serve on the Louisiana Project Grants (LPG) review panel and agree to the following requirements:

1. Be familiar with the LPG program and its goals, priorities and evaluation criteria.
2. Read and become familiar with all grant applications, support materials and samples of work.
3. Review the application at face value without the presumption of information not found in the grant application.
4. Record comments and evaluation criteria and disregard opinions irrelevant to the specific application or evaluation criteria.
5. Score each application according to the grant program goals, priorities, and criteria.
6. Panelists must acknowledge all known conflicts of interest regarding any grant application. Panelists with conflicts will not be permitted to submit scores or provide comments for that application. Potential conflict include:
 - Any member of the panelist's immediate family, including children, spouses, of all children, brothers, sisters and the parents of spouses.
 - Panelists who are officers, directors, trustees, partners, or employees of applicant organizations.
 - Panelists who have an arrangement with an applicant organization concerning prospective employment.
 - Panelists who are party to an existing contract with the applicant organization.
 - In addition, a panelist may have an apparent conflict of interest when, although no financial interest exists, a panelist's past experiences with an applicant organization may cause them to have so strong a positive or negative bias that their critical judgement may be impaired. In such cases the panelist should also refrain from scoring/providing comments.

Signature

Date