

TEACHING ART TOGETHER-SPRING (TATS) FY 2021 Grant Process Schedule

Application Deadline: October 21, 2020

Panel Date: December 11, 2020

DATE	PROCESS	STAFF
ASAP	Arrange for panel Note Taker	Samuel
Oct. 2	<ol style="list-style-type: none"> 1. Pull Masterfile and email to Program Manager 2. Create folders/labels for applications 	Jessica
Oct. 2-9	<ol style="list-style-type: none"> 1. Complete technical review of applications 2. Applicant notifications regarding missing materials and necessary application revisions (put a copy in file – letter/email) 	Samuel
Oct. 10	E-mail the following documents to Program Manager for revisions or approval: <ol style="list-style-type: none"> 1. Reader list with blank columns for primary readers/ secondary readers 2. Panel List 3. Draft Agendas (Public and Panelist) 4. Draft Panel Notification Letter (to applicants) 5. Panel Book Cover Letter(s) 	Jessica
Oct. 15	Email the following revised or approved documents to Grants Manager: <ol style="list-style-type: none"> 1. Reader list with reader assignments 2. Panel List 3. Panel Notification letter 4. Agendas (public and panelist) 5. Panel Book Cover Letters 	Samuel
Oct. 17	Prepare the following materials for Panel Books: <ol style="list-style-type: none"> 1. Agenda 2. Panel list 3. Format and Procedures 4. Copy of Guidelines 5. Reader list 6. Panel Assessment Scoring Sheets in GO Smart 7. Panelist Info sheet 8. Panelist Eval form (for Chair) 9. Cover Letter to Panelist and Chair 6. Reimbursement/Honorarium forms 	Jessica
Oct. 22	Panel Book and scoresheets sent to panelists and chair	Jessica
Oct. 24	Contact panelists to assure they were able to access panel materials	Samuel
Nov. 4	Panel Notification letter and Public Agenda sent to applicants	Samuel
Nov. 5	Email to Program Manager for revisions or approval: Award letters and Denial letters to applicants	Jessica
Nov. 7	Email the following revised or approved documents to Grants Manager: Award and Denial letters	Samuel
Nov. 8	Pre-scores are due from panelists	Jessica
Nov. 12	Prepare the following materials for panel meeting: <ol style="list-style-type: none"> 1. Flash drive scoring spreadsheet with final scores 	Jessica
Nov. 13	Panel Review (Conference room) Time TBD	Samuel, Chris, Jessica, Notetaker

Nov. 13	Final scores are entered into Scoring Spreadsheet during panel Final scores are ranked, printed out and distributed/mailed	Jessica
Nov. 14	Email the following to Samuel to prepare the KAC Board Books: Program Overview/ Panel Recommendations	Jessica
Nov. 14	Enter Panel Recommendations (accepted/denied) into Panel Comments and email Panel Comments/Scores to Program Manager	Jessica
Nov. 14	Download Panel Comments from recorder onto the server	Jessica
Nov. 18	Prepare Program Overview for the KAC Board Book & give to Grants Manager	Samuel
Nov. 19	Prepare Panel Recommendations for the KAC Board Book: 1. App# 2. Applicant (sort by) 3. County Average- Panel Accepted or Denied	Jessica
Nov. 19	Prepare the following (mail merges) to be distributed after the Board Meeting: 1. Award Letter & GAF Terms of Residency and Mailing Labels	Jessica
Nov. 21	Chris signs all program letters and returns to Grants Manager	Chris
Nov. 22	KAC BOARD MEETING - Panel Recommendations awarded/denied	KAC STAFF
Nov. 25	Add the following sheets to the Master Spreadsheet (Divide into these): 4. Awarded and Denied	Jessica
Nov. 25	2. Awarded and Denied letters are mailed. Notify Chris, Tom and Samuel	Jessica
Nov. 25	3. Submit press release request	Samuel
Dec. 2	Prepare and e-mail spreadsheet listing for Web site to Web Manager: 1. Approved applicants 2. County Program Title	Samuel
Dec. 3	Update Database Admin/Change status from Funded or Panel Declined Enter Approved grant amounts for Funded	Jessica
Jul 30, 2021	Public Value Report (final report) deadline	FDR deadline