



Lackawanna
County

Commissioners

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www.LackawannaCounty.org

Lackawanna County Arts and Culture Department Instructional Guide — REVIEWER

2022 Community Project Grant

Individuals, Non-profit organizations, and Municipalities

Application are to be completed on-line at

lackawanna.smapply.org

Grant program funding projects providing
positive arts experiences including

- ◇ Virtual Projects
- ◇ Real-World Projects that follow CDC, state and county health guidelines
- ◇ Beautification / Public Art Projects,
- ◇ projects that promote resources health and safety in a creative way (signage, barriers, stickers, etc.).

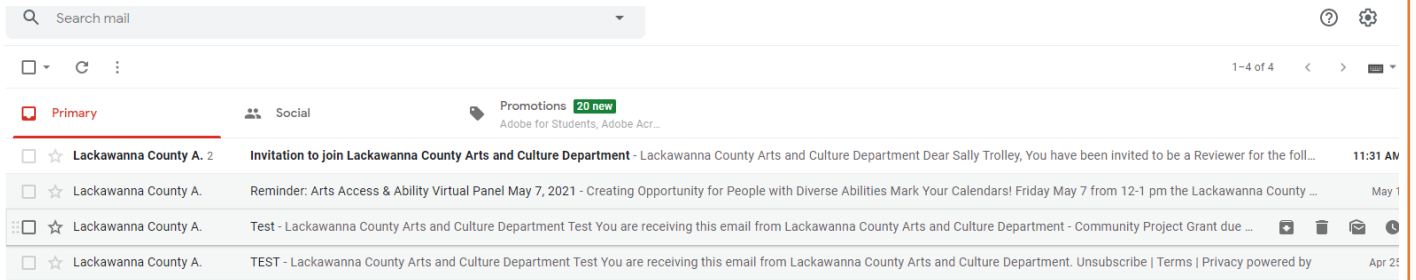
Additional information: Lackawannacounty.org

Instructional Guides available at : [Arts and Culture](#)

Additional information
arts-culture@lackawannacounty.com
or
570.963.6590 x3176

Reviewer Step 1

Reviewers will be sent an email—an inviting email to participate as a grant reviewer



Reviewer Step 2

Click **Join Now**

Lackawanna County Arts and Culture Department

Dear Sally Trolley,

You have been invited to be a Reviewer for the following site, **Lackawanna County Arts and Culture Department**. Please click on the link to complete the registration process.

Thank you,
Maureen McGuigan

Message from administrator:
Thank you for your willingness to participate and to serve as a reviewer of the 2021 Covid-19 Creative Community Grants



If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://lackawanna.emaapply.org/acc/1/e57ca678-383f-4e9c-a77c-1054931142d7/>

Reviewer Step 3

Complete registration to become a reviewer

The screenshot shows the registration page on the Apply website. At the top, it says "You've been invited to be a Reviewer on this site" and "Register for your account below". There are three social media login options: Facebook, Twitter, and Google. Below these is a "Register with" section with "OR" in the middle. The registration form includes fields for "First name" (Sally), "Last name" (Trolley), "Email" (artsengage300+SallyTrolley@gmail.com), "Password", and "Confirm password". Below the password fields, there is a checkbox for "I'm not a robot" with a green checkmark and a reCAPTCHA logo. At the bottom, there is a blue "CREATE ACCOUNT" button. A blue arrow points from the "CREATE ACCOUNT" button to a yellow "Click" label.

Reviewer Step 4

Click **START** to begin the review.

Review Dashboard

SAMPLE

Covid-19 Creative Community Grant
Name of Grant to be reviewed will appear here

Review Round 0/1
Reviews completed

START

Click

Reviewer Step 5

Place a check in the box Infront of the application wanting to open

Lackawanna County Arts and Culture Department

Covid-19 Creative Community Grant

Review Round

Continue reviewing

Actions 1 selected

<input checked="" type="checkbox"/>	ID	Full Name	Last Submitted	Labels
<input checked="" type="checkbox"/>	2021-000000000004	Ted Smith	May 14 2021 12:28 PM (EDT)	Individual Artist

Showing 1 - 1 of 10 per page Page 1

START

Click

Reviewer Step 6

Click the circle below your selection

Lackawanna County Arts & Culture Covid-19 Creative Community Grant Panelist Review Form

Project Content Review

1 - Project shows low artistic/cultural/historical value. Artists and Cultural Producers involved show lack of expertise or experience. Project shows little enhancement of cultural life in Lackawanna County or provide. Project does not demonstrate creativity and innovation regarding the challenges of Covid-19.	2 - Project shows mid-level artistic/cultural/historical value. Artists and Cultural Producers involved show they have experience and expertise. Project demonstrates it will enhance cultural life for Lackawanna County. Project shows some creative and innovative response to the challenges of Covid-19.	3 - Project shows high level artistic/cultural/historical value. Artists and Cultural Producers involved have significant expertise and experience. Project demonstrates it will greatly enhance cultural life for Lackawanna County. Project shows high creativity and innovation in response to the challenges of Covid-19.
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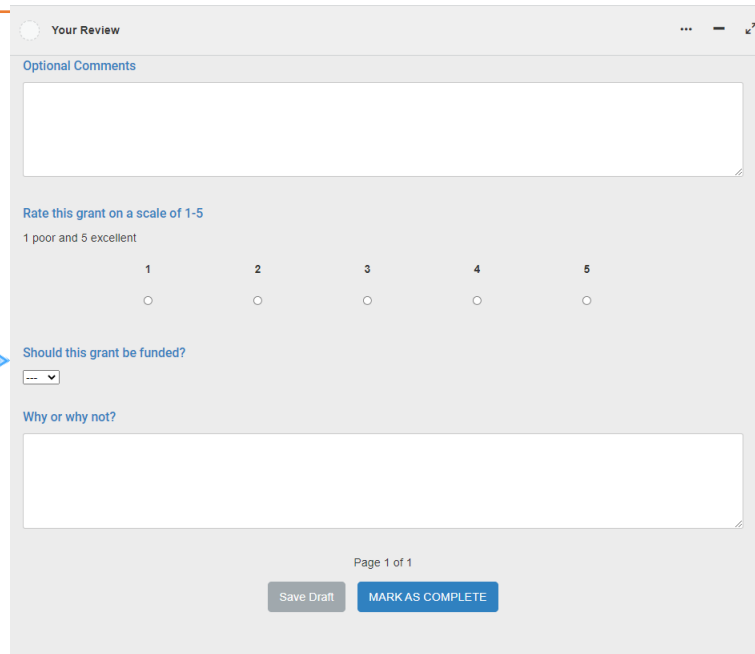
Community Benefit Review

1 - Project has low benefit to the community and or targeted groups. Project does not support/involve local artists or cultural producers. Weak marketing/outreach plan. Project does not allow for inclusion of persons with disabilities.	2 - Project has some benefit to the community and or targeted group. Project supports artists or cultural producers. Marketing/outreach plan is satisfactory. Project allows for some inclusion of persons with disabilities.	3 - Project has significant benefit to the community and or targeted group(s). Project shows high level of support/involvement of artists or cultural producers. Excellent marketing/outreach. Project is very high regarding inclusiveness of persons with disabilities.
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Reviewer Step 7

Space provided for
optional comments

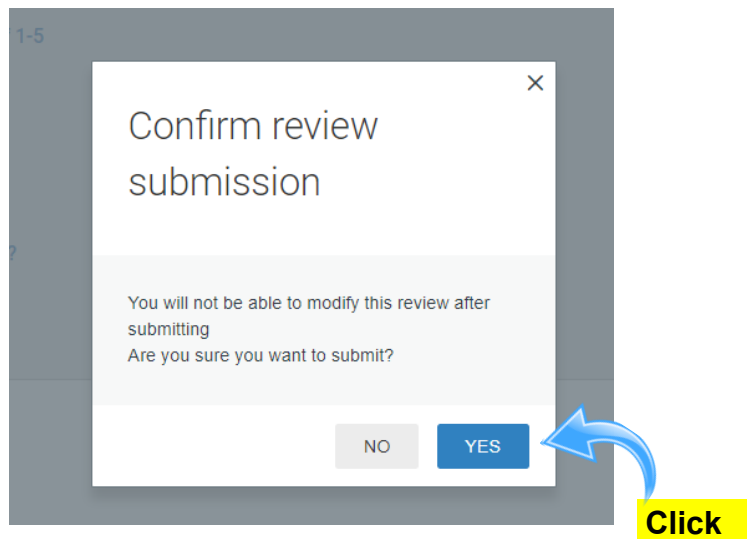
**YES OR NO
is required**



The screenshot shows a web form titled "Your Review". It includes a text area for "Optional Comments", a rating scale from 1 to 5 (1 poor and 5 excellent), a dropdown menu for "Should this grant be funded?", and a text area for "Why or why not?". At the bottom, there are "Save Draft" and "MARKAS COMPLETE" buttons. A blue arrow points from the text "YES OR NO is required" to the dropdown menu.

Reviewer Step 8

Submit review



The screenshot shows a modal dialog box titled "Confirm review submission". The text inside reads: "You will not be able to modify this review after submitting. Are you sure you want to submit?". There are two buttons: "NO" and "YES". A blue arrow points from a yellow box labeled "Click" to the "YES" button.