The Center researches technology that can assist arts organizations and artists. Services and initiatives consist of consulting, e-grants, artist’s rosters, job listings, showcases, Web help for nonprofit organizations, and so on.

CueRate provides an online panel review process that is currently used by Mid Atlantic Arts Foundation, among others. Mid Atlantic manages fellowship applications for several states. Typically there is a 20-30% increase in applications after they are available online; PA saw a 20% increase in applications.

Artists apply online. All images and form information is received by CueRate that is later reviewed by staff. During the panel meeting one person has the moderator computer, panelists also have computers, and images are projected onto a large screen. Panelists click on a score that is averaged by the system.

It contains a merge function so multiple work samples from different artists can be viewed at the same time. It averages scores, and then ranks them. After the panel determines the cut off score, it eliminates those who did not score high enough, and moves on to the next round.

Size requirements must be met or images won’t be accepted. (1240x1240), at least one side needs to be 1240, 72 dpi. If an image isn’t square, it will automatically be matted with black. For a good quality projected image 72 dpi has high resolution and no higher is necessary. For print you will need 300 dpi.

Consistency of image projection is the key so use high resolution, high quality projectors.

The CueRate form is simple to use. The user can set up a panel process that can be adapted to agency’s procedures, as well as a nomination process where letters of reference and nominations can be accepted.

Strengths:
Flexible, faster, and easier for staff and panelists to use.

Requires more technical assistance from staff at first but application site has a “bug” button that will refer questions to CueRate instead of the agency staff.

Tips:
- Don’t try to do it both ways, make the transition immediately but do workshops and announcements ahead of time.
- Provide numerous workshops so applicants know how the process works and are aware of the change.
Average start up cost is about $5,000 to $10,000 for equipment: High-resolution projector - $2,000; good quality laptops with large screens $15 to $2,000. Set up is about $1500 and fee is based on a sliding scale.

For signatures – PCA uses a consent form. Applicants download a PDF form that states that the images are accurate, then prints, signs, and mails it in. You could use the terms and conditions as well. TIP: Auto transfer the confirmation number onto the PDF so it matches the application.

Note: Brad’s presentation is appended to the end of this document.

December 8, 2007

Facilitator: Barbara Robinson, ID

Attendees:
Cathy Welborn, VA – 804.225.3132 – catherine.welborn@arts.virginia.gov
Sonia Rae, VT – 802.828.5425 – srae@vermontartscouncil.org
Mike Shay, WY – 307.777.5234 - mshay@state.wy.us
Jeff Pettus, NC – 919.807.6513 – jeff.pettus@ncmail.net
Christine DiChiera, RI – 401.222.3881 – cristina@arts.ri.gov
Yvonne Stahr, NH – 603.271.0791 – Yvonne.m.stahr@dcr.nh.gov
Kelly Bennett, MA – 617.727.3668 – Kelly.bennett@state.ma.us
Vallorie Henderson, KY – 502.564.8110 – vallorie.henderson@ky.gov
Kathleen Masterson, NY – 212.741.2622 – kmasterson@nysca.org

The group discussed the various issues and challenges of working with individual artist programs. Staff who work with individuals do an variety of jobs. Some serve all discipline areas, others are specific. In addition to artists, some serve organizations, manage public at projects, or work with other agencies

The group discussed fellowships, including the merits of the awards and the various monetary amounts that ranged from $1,500 to $10,000.

Participants discussed the inherent value of artist’s work and that it is the work itself. Artists shouldn’t have to justify what they do in terms of community outreach, “public value,” etc.

Some of the other ways that were discussed in which artists might find a niche outside traditional boundaries included:

- Health care facilities - installing artwork and working directly with patients on visual and performing art projects.
- Funding diverse professional development opportunities for artists, such as international trade shows, conference and workshops, as well as projects they devise.
- For a short time, New Hampshire will get a percent of lottery ticket proceeds that could add up to $100,000.
- Finding ways to convene artists at events that are “for artists by artists,” providing an opportunity to talk about “real life challenges”.
- An annual “Artist Weekend” that focuses on business of art, that moves around the state, and for which scholarships are available.
- Partnering with Small Business Development Centers.
- Recommended national speakers: Bruce Baker, Alyson Stanfield.

Several participants in this group said they found it exceedingly valuable to be able to get together and compare programs, ask questions, get good ideas, and meet their peers.
CueRate Walk-Thru
Artist Application Process
Artists enter their information and upload images through eGRANT.
Panel Set up
Administrators create a panel (title, number of rounds, and category) and select or add new panelists.
Applicants are added to the panel process by selecting all applicants or specific applicants from a list.
For each round, questions are either created or selected from a list of previously used panel questions.
Answer choices, scores and weighting are added for each question, and administrators select what artist info (statement, resume, etc.) panelists will see.
Onsite Panel Review
Prior to the Start of Round 1

Moderator

Panelists
Moderator Selects the 1st Artist
Panelists Examine Images within the Current Set

Moderator

Panelists
Panelists have tabbed access to artist info and can make notes about each applicant from their individual work stations so they can review applications at their own pace.
The projected images are displayed four at a time, allowing panelists to view larger, clearer representations of an artist’s work.
Moderator Moves to the 2\textsuperscript{nd} Set of Images
Voting is Now Active

Moderator

Panelists
First Panelist Has Voted
After All Panelist Vote, the Next Artist’s 1st Image Set Appears

Moderator

Panelists
After All Artists have been Rated by All Panelists

Moderator

Panelists
Moderator Reviews Scores

Candidate Selection

<table>
<thead>
<tr>
<th>Rank</th>
<th>Name</th>
<th>Score</th>
<th>Image</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5772</td>
<td>8</td>
<td>Yes</td>
<td>Cut off</td>
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<td>5771</td>
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</tr>
<tr>
<td>3</td>
<td>5773</td>
<td>2</td>
<td>Yes</td>
<td>Cut off</td>
</tr>
</tbody>
</table>

Panelists

Thank you for rating this candidate.

Thank you for rating this candidate.
Moderator Selects a Cut-Off Point Among the Applicants

Moderator Panelists

Candidate Selection

Note: Cut off includes the applicant.
You have selected the top 2 to move to the next round.
Please confirm your selection.

Confirm  Cancel

Score 1  5772  Image 8
2  5771  Image  5

Thank you for rating this candidate.
Once Confirmed, the Next Round Starts Automatically
Post Round and Post Panel

- Data export
- Reports
- Panelist packets