

Queens Arts Fund  
**Evaluation and Selection Process**  
**New Work & Arts Access**

**EVALUATION CRITERIA**

Applications should accurately describe the project, target audience, and plans for community engagement. Eligible applications are scored by peer review panels based on the following evaluation criteria:

1. **Creativity and Artistic Merit** - A competitive applicant's artistic or organization mission is highly aligned with the proposed project or program's goals, and is reflected in the quality of their submitted work samples.
  2. **Clarity of Project Proposal** - A competitive application is cohesive and both the project concept and logistics are clearly described. Key participating artists and collaborators are identified and their roles are clearly defined.
  3. **Community Engagement** - A competitive application clearly identifies the project's intended Queens-based audience and provides an engaging, culturally-relevant arts or cultural experience that is reflective of the diversity of Queens. Competitive applications demonstrate evidence of long-lasting, sustainable relationships between the applicant and members of their target audience.
  4. **Project Feasibility** - A competitive application is able to clearly demonstrate its ability to successfully complete the proposed project. The timeline and budget are clear and realistic in relation to the project's scope.
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## **PANEL REVIEW TIMELINE**

### **January 2023**

NYFA staff will review all applications for eligibility and completeness following the application deadline. Ineligible or incomplete applications will be eliminated from consideration and will not be reviewed by panelists.

### **February-March 2023**

Panelists will carefully review and pre-score assigned applications based on their artistic discipline. Panelists will then participate in virtual panel review sessions to discuss each application they have reviewed as a group. This peer review process determines the distribution of grant funds to QAF applicants.

*Please note: Only the information and materials contained within the application will be considered during review. Any additional information presented after the application deadline will not be accepted or considered.*

### **March-April 2023**

Panel recommendations are presented to NYFA's Board of Directors for review, who have final approval. NYFA staff do not state opinions or make recommendations during panel deliberations.

### **April 2023**

Award notifications will be sent in April 2023. All applicants will receive a notification regardless of the outcome.

All questions should be directed to [apply@nyfa.org](mailto:apply@nyfa.org).