

10:00 - 10:40 AM SMALL GROUP Q+A PREP

PURPOSE:

- Set ground rules
- Narrow down panelist questions to 2 per proposal
- Practice delivering succinct, courteous questions

MATERIALS:

- Group overviews: members, facilitator, proposals for each group
- Panelist agendas
- Sign-in sheet
- Nametags
- [Q+A Worksheet](#)
- Pen and paper for facilitators
- Extra pen and paper for panelists

10:00 AM - 10:10 AM INTRODUCTION + OVERVIEW

Christina Nieves

- Confirm everyone is sitting at the correct table, has a facilitator and a Q+A worksheet
- Review primary showcase objective: answer the questions you have about proposals that will help you make a final decision on whether or not to recommend them for funding.
- Review the agenda:
 - Arlen is going to give a quick introduction to health in action, the panelists, and the applicants
 - Each applicant is going to have exactly 7 minutes to interact with panelists in a formal presentation:
 - 2 minutes for a brief project pitch
 - 5 minutes for questions from the group reviewing them
 - You can ask up to two questions as a group, but will be cut off at 5 minutes
 - After the first 6 groups have presented we will take a break, assuming we are on schedule. Ask panelists to assist with starting promptly at 11:55.
 - Following the formal Q+A, we will have 30 minutes of open networking. Panelists should save all extra questions for this time, during which they can:
 - Follow up on questions that require more clarification
 - Ask questions of applicants they are not responsible for reviewing
 - Read over applications
 - Confer with your small group
 - Take a break, get some fresh air, etc.
 - Panelists will stop networking at 1 PM to debrief and clarify next steps.
 - If panelists want extra help with reading and reviewing applications, they can stay late and/or set up a time to check in with Caitlin later.
- Ask for any questions about the agenda
- Present ground rules:

- **Be brief** - time spent asking questions will take away from time spent on responses. No rebuttals, and no follow up questions. If a question is answered, thank applicants for their response. If a question is NOT answered, thank them for their response, and ask them to speak more later.
- **Stay focused** - questions should be a single sentence. They should not have multiple parts. There should be no preamble. Questions should be limited to the project proposal, and should be necessary for filling out the scorecard and making a final decision. If panelists have more general questions about how the project will work, save those for the networking session. If panelists have questions about the program overall, unrelated to this proposal, ask the representative for their contact information and follow up with them later.
- **Be positive** - every application has already been assessed to meet the minimum requirements. It should be assumed that applicants have the answers to your questions, even if it is not apparent in their applications. Allow mistakes, style errors, etc. Organizations have different levels of familiarity and expertise with grant writing, public speaking, etc.
- **Be courteous** - Applicants should leave today's session feeling understood and supported. We want this to be a positive learning experience, and we want them to come back next year with strong applications! Facilitators are going to help groups with softening language if they feel it is needed.
- Ask applicants if they have other ground rule suggestions. Ask applicants if they agree with these ground rules.
- Introduce Maria and Omari as facilitators, get to work!

10:10 AM - 10:45 AM Q+A WORKSHEET

Christina Nieves, Caitlin Falvey, Arlen Zamula, Maria Ma, Omari Rose

- If panelists missed the introduction, ask them to read through the agenda and the ground rules, take out their key questions, and join the conversation when they are ready. Do not wait for late panelists to start refining questions.
- Repeat steps 1-3 for each proposal. Move on to step 4 if time allows.
- Step 1: List all questions for each application
 - This should be round - robin style. Ask group members to be brief. If anyone does not speak, **prompt: X, do you have any questions that have not already been mentioned?**
 - Facilitator should write down all questions with the blank notebook provided. Read questions back to everyone. **Prompt: Did I get those right? Did I miss any questions?**
- Step 2: Select the two most important questions
 - Write the two questions on the Q+A worksheet.
 - If panelists struggle to narrow down, assist by combining similar questions, encouraging them to look at their rubrics, and asking them which application sections (summary, budget, etc.) are the most important to them.
 - If panelists really cannot narrow down, allow them a 3rd question that they can ask if there is time, or at the networking session.
 - If panelists still cannot narrow down, move on to the next organization, and come back if there is time. Whoever is asking those questions may have to make a game time decision.

- Step 3: Select a person to read questions to each applicant.
 - Write this person's name on the Q+A worksheet as "speaker"
 - The same panelist can read all questions, or a different panelist can question each group. It depends on what the group wants.
- Step 4: Practice reading questions.
 - Read all final questions back to the group. Highlight ones that you think need changing/softening.
 - Refer to the project, not the person (e.g. "How will your project accomplish its goals" vs "How will you accomplish your goals")
 - If information seems to be missing, frame the question with language like "can you expand upon..." or "can you give more detail about..."
 - Give some, take some: if there is a more critical and important question, add some positive scaffolding (e.g. "We see you have done a lot of great work in the Upper East side. How do you plan to reach people in East Harlem?")
 - Ask each speaker to read their questions through once.
 - Ask panelists for other wording if needed

10:45 AM - 1:00 PM REGULAR AGENDA

10:45 - 10:50 AM - TRANSITION

Christina Nieves, Maria Ma, Omari Rose

- Encourage panelists to move into MPR-A quickly - Arlen will begin speaking at 10:50
- Christina will take a seat at the back aisle to run mics to panelists
- Maria will sit in the back middle to take notes, a computer will be available for her
- Omari will sit with his group

1:00 - 1:30 PM SMALL GROUP DEBRIEF

PURPOSE:

- Set small groups up for 10/5 conversations by restating questions and responses, highlighting any difference of opinion between panelists
- Capture and share notes/ outcomes

MATERIALS

- Completed Q+A worksheets
- Notepads and pens

1:00 - 1:30 PM SMALL GROUP DEBRIEF

Christina Nieves, Caitlin Falvey, Arlen Zamula, Maria Ma, Omari Rose

- Collect Q+A worksheets back from panelists
- For each question:
 - Read the question back to the panelists
 - Ask: was the question answered?
 - Ask: did you like the answer?

- Ask: did anyone get additional information during the networking session?
 - Take notes on the notepads provided
- Encourage panelists to write notes in their notebooks or scorecards. Encourage them NOT to make a final decision or grade at this time.
- Take a picture of your notes and Q+A worksheets and send to Caitlin.

1:30 PM CLOSE + NEXT STEPS

Caitlin Falvey

- Facilitators can leave!
- Process review: where we are, what needs to happen before Oct. 3rd, what will happen on Oct. 5th
 - Walk through rubric - look at each section and scores in detail
 - Funding project not organization reminder
- Open Q+A