

Checklist of FX procedure

Stage One	Complete
Officer's report is checked by Head of Department	
Any remedial action re. language is amended by officer	
Officer has signed electronically and dated the assessment.	
Stage Two	
Q 1.	
Specialist Advisors comments reviewed by Peer Assessors	
Peer Assessors report back to Head of Department/Chair	
Peer Assessors Email to SA asking for sign off, if amendments suggested	
Specialist Advisors agree amended text	
Q 2, 3 & 4	
Templates have been inserted and comments are made for each heading	
<i>a. Fit with FX criteria</i>	
<i>Excellent artistic vision and leadership; role within sector/support to artists</i>	
<i>Improving your engagement with the public</i>	
<i>good practice in the governance and management</i>	
<i>practical implementation of your equal opportunities policy; widening access</i>	
<i>Raising other income at least 25%</i>	
<i>b. Fit with Departmental priorities</i>	
<i>c. Fit within SAC aims</i>	
Q3	
<i>a. Application rating</i>	
comparison with Officer and Specialist Advisor comments and recommendations	
<i>b. Reasons for assessing</i>	
<i>c. Strengths of application</i>	
<i>d. Weaknesses of applications</i>	
<i>e. specific risks associated with the application</i>	
<i>f. Development areas identified</i>	
<i>g. Recommended level of support</i>	
Q4	
<i>a. where will the activity/programme take place?</i>	
<i>b. Where will the audience come from?</i>	
Assessment is signed electronically and dated by Head of Dept/Chair of meeting	