

Art Grants Committee

Short description:

Art Grants Committee

The Art Grants Committee is responsible for distributing grant funds to artists to help with the financial costs of creating interactive art for GVIAS events. Primary responsibilities include communicating with artists, reviewing applications to determine how the available funds will be allocated, sending and receiving contracts, reviewing receipts, and sending funds to artists.

Skills/Experience

- Good verbal and written communication skills;
- Organized and good with time management.

Commitment: Year-round

Duration: 1 to 2 years

Monthly:

- A minimum of 5 meetings per year (2 - 6 hours in length)
- During the grant application and adjudication periods up to 1 - 2 hours per week

Multiple Terms: Yes

Confidentiality agreement and the [Code of Conduct](#) apply.

Detailed description:

Art Grants Committee

Reports to: GVIAS Board of Directors

Liaises with:

- BitF Production Team
- Dustcovery Production
- Recharge Production
- Leadership Committee

Role

The Art Grants Committee is charged with the distribution of grant funds to artists for the purpose of helping with the financial costs of creating interactive art for GVIAS events. Primary responsibilities include communicating with artists, reviewing applications to determine how the available funds will be allocated, sending and receiving contracts, reviewing receipts, and sending funds to artists.

Organizational Goals & Responsibilities

- Create and execute an annual, calendarized grant dispersal program reflective of event timing;
- A transparent application, adjudication and award process;
- Promote and fund the creation of public, interactive art;
- Annual Grant process review and evaluation to feed into the forthcoming year;
- Annual Grants Committee retreat.

Expectations

- Timely communication with the Communications Committee, and thus the community, regarding the grants application calendar and evaluation criteria;
- Ensure awardees complete all required forms and contracts, and submit receipts;
- Keep regular and accurate minutes of all committee meetings;
- File all documentation in an organized and secure manner on the Committee's Google Drive;
- Timely communication with applicants;
- Tracking, verifying and filing all applications, contracts and receipts;
- Coordinate dispersal of grant payments;
- Report to the GVIAS BoD and community annually at the AGM;
- Follow the Code of Conduct in all interactions;
- Follow all applicable GVIAS approved policies;
- Attend meetings.

Commitment: Year-round

Term: One or two years

Monthly:

- A minimum of 5 meetings per year (2 - 6 hours in length)
- During the grant application and adjudication periods up to 1 - 2 hours per week

Multiple Terms: yes

Role Requirements

- Good verbal and written communication skills;

- Organized and good with time management.

Chair

- Chair meetings, create and manage agendas;
- Table meeting motions;
- Present at AGM and Town Hall;
- Create annual report;
- Review applications and oversee application management;
- Communicate with artists regarding failure to return contracts or receipts, and non-compliance;
- Accountable for budget;
- Follow AGC code of conduct.

Co-chair

- Support the Chair & fill in as needed for Chair and/or Secretary;
- Review assigned applications prior to jurying meeting;
- Communicate with artists regarding failure to return contracts or receipts and non-compliance;
- Attend meetings;
- Follow AGC code of conduct.

Secretary

- Minute-taker;
- Work with Chair to prepare and distribute meeting minutes;
- Maintain Google Drive folder;
- Review assigned applications prior to jurying meeting;
- Follow AGC code of conduct.

Artist Liaison

- Liaise with artists;
- Review applications for completeness as they are submitted;
- Send out and review contracts;
- Accountable for ensuring all contracts are properly filed on the AGC Google Drive;
- Accountable for ensuring receipts and email communications are reviewed;
- Attend meetings;
- Review assigned applications prior to jurying meeting.

Committee members must have at least one year experience as a member at large before being voted into other Committee roles. -This

Original info from Grants

Art Grants Committee

Reports to: GVIAS Board of Directors

Liases with:

- BitF Production Team
- Dustcovery Production
- Recharge Production
- Leadership Committee

General Description

The Art Grants Committee is charged with the distribution of grant funds to artists for the purpose of helping with the financial costs of creating interactive art for GVIAS events. Primary responsibilities include communicating with artists, reviewing applications to determine how the available funds will be allocated, sending and receiving contracts, reviewing receipts, and sending funds to artists.

Organizational Goals & Responsibilities

- Opening online application process in January
- Communicate with GVIAS community that grant applications are open
- Attend meetings to adjudicate art applications
 - Frequency - up to 3 times between March and July
- Communicate with applicants about the grant amount allocated and criteria and expectations required to receive the funds
- Send and receive contracts from artists
- Issue initial portion of grant funds allocated
- Receive and organize receipts from artists
- Verify receipts and issue final payments
- Attend a decompression meeting to determine successes and changes needed for following year
- Participation in an organizational retreat in the late fall/early winter

Expectations

- Timely communication with any members of the Art Grants Committee as needed
- Management of application forms and confidential information collected
- Keep regular and accurate minutes of any committee meetings
- Use Google folder to keep all documentation organized and secure
- Report to the GVIAS Board and community annually at the AGM
- Follow the Code of Conduct in all interactions
- Follow all applicable GVIAS approved policies
- Attend meetings

Commitment

Year round. Appointment is one or two years in length

Multiple Terms: yes

- A minimum of 5 meetings per year (2 - 6 hours in length)
- During the grant application and adjudication periods up to 1 - 2 hours per week

Role Requirements

- Good verbal and written communication skills
- Organized and good with time management

Chair

- Chair and attend meetings
- Table meeting motions
- Create meeting agendas
- Provide presentation at AGM and Town Hall
- Create annual report
- Create subgroups and assign applications
- Review all assigned applications prior to jurying meeting
- Communicate with artists regarding failure to return contracts or receipts, and non-compliance
- Manage budget
- Follow AGC code of conduct

Co-chair

- Support the Chair covers for Chair and/or Secretary
- Review all assigned applications prior to jurying meeting
- Communicate with artists regarding failure to return contracts or receipts and non-compliance
- Attend meetings
- Follow AGC code of conduct

Secretary

- Take meeting minutes and attend meetings
- Summarize action items and send to AGC members (work with Chair)
- Update and clean up folder system
- Review all assigned applications prior to jurying meeting
- Follow AGC code of conduct

Artist Liaison

- Communicate with artists
- Read all applications before meeting to ensure they are complete
- Send contracts
- Oversee and delegate the review and moving of contracts to Google Drive
- Oversee and delegate the review of receipts and email communication
- Attend meetings

- Review all assigned applications prior to jurying meeting
- Follow AGC code of conduct

Communications

- Create and send community announcements for grant round opening and deadlines
- Attend meetings
- Review and ensure emails are responded to by the appropriate committee member
- Review all assigned applications prior to jurying meeting
- Follow AGC code of conduct

Systems

- Create and manage website forms
- Attend meetings
- Review all assigned applications prior to jurying meeting
- Follow AGC code of conduct

Member(s) at Large

- Represent the Art Grants Committee as a first point of contact at BITF, Recharge, and other GVIAS events
- Participate in the jurying of art grants and allocation of funds
- Move contracts to Google Drive
- Help organize and lead the art walk at BITF
- Help with receipt review if needed
- Follow AGC code of conduct