

## **Grants Committee**



**Reports to:** GVIAS Board of Directors

### **Liaises with:**

- BitF Production
- Dustcovery Production
- Recharge Production
- Communications Committee
- Culture Committee
- Tech Committee

### **General Description**

The Grants Committee exists to create and manage the grants process and allotted funds for all GVIAS events. This committee is dedicated to encourage art that fosters the ideals of the Burning Man community and add to the collective, participatory spirit in the community and at GVIAS events.

### **Organizational Goals & Responsibilities**

- Write and maintain the process for art grants
- Present all process changes to BoD before roll out to community
- Ensuring coordination of grants and placement applications
- Management of grants application forms
- Management and administration of grants for all GVIAS events
- Management and regular review of grants contracts
- Communication of all policies and expectations to grants applicants and recipients
- Drafting of all communications content for grants to community

### **Expectations**

- Coordinate closing deadlines with placement deadlines
- Clear communication with grants applicants and recipients
- Working with GVIAS Treasurer and Finance Committee to administer payment of all grants
- Working with the Communications Committee with respect to required posts to social media and website
- Regularly report to and correspond with BoD throughout the year (committee recommendations and processes, issues, ect)
- Keep regular and accurate minutes of any committee meetings of the whole
- Use G-Suite and Drive to store all materials to ensure continuity of knowledge
- Report to the BoD and community annually at the AGM
- Follow the Code of Conduct in all interactions
- Follow all applicable BoD approved policies

### **Commitment**

*Year round. Appointment is one or two years in length*

*Multiple Terms: yes*

- Half-hour per week with increase to one per week in the lead up to an event
- Monthly meetings from March to August

***Role Requirements***

- Interest in helping great art come to our events
- Good verbal and written communication
- Ability to work in a team
- Previous experience creating art in some capacity