

Citizens Invited to Apply for Appointment to Arts and Culture Grant Juries

The City of Greater Sudbury recognizes the value that arts and culture contributes to the community with investments through the Arts & Culture Grant Program. The Greater Sudbury Development Corporation (GSDC) is seeking 12 citizens for appointment to its two Arts & Culture Grant Juries to enhance the GSDC's decision-making process through community engagement.

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Jury Objectives

Working with the Business Development Officer for Arts & Culture, both sets of jurors will have the role of reviewing and evaluating applications submitted annually to the City of Greater Sudbury Arts & Culture Grant Program. The juries will recommend a fair allocation of the available funds based on the assessment criteria laid out in the [Arts & Culture Grant Policy](#) and alignment with the *Greater Sudbury Cultural Plan*. Jurors should have regard for the City's commitment to supporting the growth of the local arts and culture sector. The GSDC Board will receive the juries' recommendations to determine and finalize funding allocations.

Jury Composition

Jurors will be selected with consideration to fair representation of cultural/artistic disciplines, gender, generations, and cultural diversity. Nominees must be residents of the City of Greater Sudbury and at least 18 years old. Appointments to the juries are unpaid volunteer positions.

The **Operating Jury** will evaluate applications to the Operating Grant Stream based on three criteria: artistic/cultural merit, community impact/benefits and organizational/financial health. In addition to representation from the GSDC Board, the jury will be composed of **two professional artists, two administrators from arts and culture organizations and one community member at large**.

The **Project Jury** will evaluate applications to the Project Grant Stream for special or one-time activities. In addition to representation from the GSDC Board, the jury will be composed of **two professional artists, two administrators from arts and culture organizations and three community members at large**.

Nomination Process

Written or e-mail letters and résumés may be addressed to Emily Trottier, Business Development Officer and e-mailed to emily.trottier@greatersudbury.ca. All letters should clearly indicate your reasons for wishing to serve on the jury, which of the two juries you wish you serve, and a list all direct affiliations with local arts and culture initiatives.

Deadline for Applications

March 21, 2016 at 8:30 am.

Mandate & Responsibilities

The Jury will oversee the evaluation process for the grant allocation recommendations that are submitted by arts and culture organizations on an annual basis. Members of the Jury will agree to undertake the following responsibilities:

- Read materials prior to meetings and participate actively in deliberations and discussions.
- Evaluate applications based on the assessment criteria laid out in the Arts & Culture Grant Policy, and submit responses/scores to staff as required.
- Recommend a fair allocation of the available funds.
- Seek to fully understand the future potential scenarios for the community and the implications, both positive and negative and have regard for the City's commitment to supporting the growth of the local arts and culture sector.
- Endeavour to think broadly as a community member, setting aside personal interests.
- Seek consensus through a respectful exchange of ideas.

Operating Procedures

- The Jury term will expire on July 30, 2016 unless extended by resolution of the GSDC Board.
- Vacancies that arise during the Jury's term will be filled by the GSDC Board at its discretion.
- It is expected that the Jury will meet regularly at Tom Davies Square during the deliberation period. **Operating Jury meetings will take place on Mondays and Project Jury meetings will take place on Wednesdays, subject to change.** Circumstances may require special meetings or jury consultation via email; these will occur with approval on a case-by-case basis.
- Notice of meetings will be provided by staff in a timely manner. Agendas and minutes will be circulated one week prior to each meeting.
- Quorum for the Jury will consist of five members.
- Funding for grant administration will be provided by the City of Greater Sudbury and the GSDC.
- The jury will abide by the GSDC Conflict of Interest Policy, for example in cases where a juror has a pecuniary interest in an applicant organization, this may render him/her ineligible to sit on the jury for that grant stream.
- All information in the application packages and meeting discussions are confidential and members of the Jury will abide by instructions on confidentiality as requested.
- The jury is required to provide funding allocation recommendations, which are to be part of a final report to the GSDC Board for approval no later than June 2016.

Time Commitment

The juries will meet regularly at Tom Davies Square to assess grant proposals beginning in March 2016 until all funding allocation recommendations have been made by June 2016. These recommendations will be reviewed and finalized by the GSDC Board of Directors.

Information

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