



## **Artist-at-Large Advisors Terms of Reference**

All eligible applications to the Region of Waterloo Arts Fund are considered and evaluated by peer review, using a two stage process. Only those applicants from Stage 1 who meet the grant criteria are invited to complete and submit the more detailed Stage 2 application form.

### **Background**

For the first decade of the Arts Fund, the 14 members of the Board of Directors evaluated both Stage 1 and Stage 2 applications. Following an internal review of all the Board's policies and procedures, and an external Review Panel's recommendations, changes in the evaluation process are being implemented. It should be noted that the Review Panel did not find any issues with the Board's adherence to its conflict of interest policy.

In 2014, the Board undertook a pilot project, inviting a Peer Assessment Panel to evaluate Stage 2 applications and make recommendations to the Board for funding. There were both benefits and challenges in this process, and in 2015, the Board undertook further modifications to its review process by enlisting the expertise of artist peers from throughout the community as Artist-at-Large Advisors. The initiative continues to be a well-received program by both participants and Board members.

### **Artist-at-Large Advisors**

As a result of the successful pilot program, the Board continues to recruit individuals to be part of a volunteer peer group of Artist-at-Large Advisors, to expand the reach into the arts community and to ensure that there is sufficient expertise available for the Board to knowledgeably evaluate the merit of applications. Artist-at-Large Advisors are invited on an as-needed basis to augment and fill gaps in disciplines, and participate along with the Board in the peer review of both Stage 1 and Stage 2 applications but only during those specific applications which match their discipline expertise.

Artist-at-Large Advisors sign an agreement of confidentiality, will not have voting privileges nor will they have direct responsibility for the approvals of the grant applications. The Board, which will continue to be responsible for policy, governance and operational functions, will make final granting decisions based upon the Board's and Advisors' recommendations.

## **The Role of Artist-at-Large Advisors**

### **Conflict of Interest:**

Artist-at-Large Advisors will receive a Conflict of Interest policy statement to sign, and will declare any such conflicts as soon as they become known. An Advisor must not have a personal or organizational application in the round under consideration, nor within the subset of applications assigned for review and, if there is an indirect conflict of interest, will leave the room during evaluation of any such application.

### **Time Commitment:**

Artist-at-Large Advisors will be expected to carefully review each Stage 1 application within their discipline, and subsequent Stage 2 application, including all supporting materials, links, documents, and budgets, and contribute to the discussion during evaluation.

Artist-at-Large Advisors will participate in no more than one application review per year.

Artist-at-Large Advisors must attend both reviews; date and location information will be provided once an Advisor is confirmed.

### **Confidentiality:**

Artist-at-Large Advisors will be entrusted with confidential information and must be prepared to make recommendations for grants based upon the merits of each application. Advisors will not disclose their participation in an evaluation round until after the Board has made its final granting decisions and a media advisory announcing the approved grants has been released to the local press.

## **Artist-at-Large Advisors Pool**

Beyond the 2015 pilot of the program, the Arts Fund board agreed to retain the program and its procedures. The goal is to establish a Pool to include a sufficiently large number of practitioners in order to ensure a wide array of expertise from all arts disciplines for careful and fair evaluation of all applications.

There is no guarantee to members of the Pool of a request to serve. Artist-at-Large Advisors may withdraw their name by contacting the Arts Fund.

## **Criteria**

The Board welcomes Artist-at-Large Advisors to participate based on the following criteria:

- is willing to serve as a volunteer, without remuneration
- lives and/or works in the Region of Waterloo
- is a qualified artist, artistic director, producer, or curator
- engages in artistic practice in the Region of Waterloo
- has extensive knowledge of own discipline
- has broader arts community knowledge beyond own discipline

- able to treat colleagues in a respectful and collegial manner
- demonstrates arts involvement and is willing to contribute to the Arts Fund mission
- has experience in grant writing
- has submitted the required Contact Information and Credentials Form

### **Effect of Serving as an Artist-at-Large Advisor**

The Board recognizes and appreciates the importance of an Advisor's contribution of time and expertise. By participating in the evaluation process, peer Advisors will develop a deeper understanding of decision making, and will be able to put that knowledge to use within the arts community to improve the quality of both his/her own applications as well as mentoring others.

Advisors are also investing in the community by strengthening the integrity of the Arts Fund and its ability to 'Make Art Happen'.

To serve as an Artist-at-Large Advisor, please submit a Contact Information and Credentials Form with supporting documents.

Mail, email, deliver or courier to:

Region of Waterloo Arts Fund  
c/o Regional Clerk's Office  
Council and Administrative Services  
Regional Administration Building, 2nd Floor  
150 Frederick Street, Kitchener, ON, N2G 4J3

For further information you may contact the Arts Fund at 519-575-4450 or [info@artsfund.ca](mailto:info@artsfund.ca).



## Artist-at-Large Advisor Contact Information and Credentials Form

I have read the Terms of Reference for Artist-at-Large Advisors and would like to serve the Region of Waterloo Arts Fund as an occasional peer Advisor.

Name:	
Mailing Address:	
Courier Address (if different):	
City/Town:	Postal Code:
Telephone(s):	Email:

<p>Primary Discipline: check one</p> <ul style="list-style-type: none"><li><input type="checkbox"/> theatre / dance</li><li><input type="checkbox"/> music</li><li><input type="checkbox"/> visual arts</li><li><input type="checkbox"/> literary arts</li><li><input type="checkbox"/> film / video / media arts</li></ul>	<p>Secondary Discipline(s): please list</p>
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<p>Arts Affiliation(s): please list</p>
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<p>Nominated by: (encouraged)</p>
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- Please indicate:
- Brief CV, bio, or other credentials attached
  - I have received grant money from: Arts Fund, Ontario Arts Council, or other (please indicate)

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I understand that my name will be listed on the Arts Fund website as an Artist-at-Large Advisor.

Name (Printed)	Signature	Dated
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<p>For Office Use:</p>
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