



2016 GRANTS REVIEW COMMITTEE TERMS OF REFERENCE

THE GRANTS REVIEW COMMITTEE IS COMMISSIONED BY AND RESPONSIBLE TO THE BOARD OF DIRECTORS OF THE OAKVILLE ARTS COUNCIL. IT IS RESPONSIBLE FOR MAKING RECOMMENDATIONS ON THE DISTRIBUTION OF TOWN OF OAKVILLE GRANTS TO CULTURAL ORGANIZATIONS.

APPOINTMENT AND COMPOSITION

- The Grants Review Committee shall be comprised of four to a maximum of seven members, and the composition of the committee will change each year with a minimum of one new member.
- Grants Review Committee members can serve to a maximum of six years.
- The Chair of the Grants Review Committee shall be a current member of the Oakville Arts Council Board of Directors and be appointed by and report to the Oakville Arts Council Board of Directors concerning the Cultural Grants program.
- A staff representative of the Oakville Arts Council and the Town of Oakville shall serve as resources to the Committee and shall be non-voting members.
- Nominations for the remaining positions on the Grants Review Committee shall be sought from the community-at-large, with a demonstrated knowledge of arts and culture in Oakville.
- Grant Review Committee members must be arm's length from any applicant organization. The term "at arm's length" describes a relationship where persons act independently of each other or who are not related to any organization that is applying (as board members or others that may directly gain from the grant). Members of an organization may apply to participate on the Cultural Grants Review Committee but must recuse themselves during the adjudication process of their specific organization.
- Each year, the Oakville Arts Council Board of Directors or Executive will appoint the Grants Review Committee and approve the administrative process.

COMMITTEE RESPONSIBILITIES

- To receive applications for cultural grants on behalf of the Town of Oakville.
- To review all applications for conformity with the established Cultural Grants criteria.
- To request clarification or additional information necessary to enable a complete review.
- To debate and establish grant levels for all applications.
- To offer constructive comment concerning the grant applications to assist the Town of Oakville Budget Committee in appreciating the rationale for the recommendation of the allocations and to assist future applicants.
- To reconvene to hear appeals, if necessary, as directed by the Budget Committee or Council.
- To reconvene as necessary and as directed to review grants applications.
- The Grants Review Committee will review applications for grants to cultural organizations, excluding: The Oakville Centre for the Performing Arts, Oakville Museum, Oakville Galleries, The Oakville Historical Society and the Oakville Arts Council.

CONFLICT OF INTEREST

Grants Review Committee members must declare any conflicts of interest prior to the grants review assessment meeting.