



## Artist-at-Large Advisors Terms of Reference

### **Role:**

Artist-at-Large Advisors are invited to participate on an ‘as-needed’ basis to augment and fill gaps in disciplines and to participate, along with the Board, in the peer review of grant applications. Artist-at-Large Advisors (A@L) have the potential to expand the reach into the arts community. Through their feedback during the application review process, they offer their expertise to evaluate the merit of received applications.

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

### **Conflict of Interest:**

Artist-at-Large Advisors will receive a Conflict of Interest (COI) policy statement to sign, and will declare any such conflicts as soon as they become known. An A@L must not have a personal or organizational application in the application 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 are expected to carefully review each application within their discipline, including all supporting materials, links, documents, and budgets, and contribute to the discussion during evaluation. The advisors will participate in no more than two application review meetings per year. The meeting dates and locations are provided once an Advisor’s participation 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:**

The Arts Fund board strives to establish a “pool” of Artists-at-Large participants 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:

- willingness to serve as a volunteer, without payment
- 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

**Benefits 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, A@L 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' in Waterloo Region.

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 Artist-at-Large 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>
---	---

Arts Affiliation(s): please list
----------------------------------

Nominated by: (encouraged)
----------------------------

Please indicate:

- Brief CV, bio, or other credentials attached
- I have received grant money from: Arts Fund, Ontario Arts Council, or other (please indicate)

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

---

Name (Printed)	Signature	Date
----------------	-----------	------

For Office Use:
-----------------