



## Community Investment Guidelines for Assessment

*Addendum to "Overview of Assessor Roles and Responsibilities"  
(previously published to calgaryartsdevelopment.com in Fall 2008)*

The information in this document is regarding the assessment process of Calgary Arts Development's Operating Grant Program. Information about Grant Guidelines and Assessment Criteria are available at calgaryartsdevelopment.com. This document should be read in sequence with the "Overview of Assessor Roles and Responsibilities".

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### **A. Purpose**

Calgary Arts Development Grants Assessors make recommendations for the disbursement of operating and other granting funds to Calgary Arts Development staff, who in turn provide these recommendations to the Calgary Arts Development Board of Directors. In making recommendations, assessors follow an assessment process that considers established criteria for each assessed grant program.

### **B. Responsibilities**

- Make recommendations to Calgary Arts Development Board for the allocation of grants
- Participate in the Calgary Arts Development Assessors Learning Program
- Attend arts events in Calgary
- Act as an advocate for supporting the arts in Calgary
- Encourage participation from their respective communities in Calgary's arts sector

### **C. Appointment and Term**

Grant Assessors should have an exemplary track record of professional, business and/or community-minded ethics and a strong commitment to the continued growth and vitality of the arts in Calgary. Assessors will be appointed by staff based on a public nomination process

with due regard for candidates qualifications in-line with qualifications outlines herein and potential conflict of interest. Terms a minimum of one to a maximum of three consecutive years.

#### **D. Time Commitment – Revised**

Assessors will meet for mutual learning sessions and assessment meetings as well as attend arts activities of the organizations they will be assessing. Time commitment for assessors is as follows (subject to change):

- *November 2008 to February 2009: Meetings once per month for mutual learning sessions in preparation for 2009 granting process in addition to attending arts events 2-4 times per month.*
- *March 2009 to April 2009: review of operating grant applicant materials - up to 20 hours*  
Assessors will be expected to carefully read all the applications, noting their questions and comments, within their assigned area (approx. 10-40 applications within each area). If able, assessors may be asked to participate in more than one granting stream.
- *March 2009 – May 2009: Assessment Meetings – 15 - 30 hours over 2 to 4 days*  
Assessors will meet to discuss applications based on the criteria of the program and arrive at recommendations for investment. Large organizations will make verbal presentations to assessors in advance of assessment meetings. *This has changed compared to the previous announcement that ALL applicants will make verbal presentations. Given the demands of the new program, we will only host verbal presentations from large organizations. This may change in 2010.*

Assessors will be asked to participate for a term no shorter than one year and no longer than three years.

#### **E. Lines of Accountability / Communication**

Grants Assessors will report through Calgary Arts Development staff. All deliberations of Assessors, and all corporate records, material and information obtained by a member and not generally available to the public shall be considered confidential. Assessors shall maintain the confidentiality of their deliberations, adhering to Assessors Guidelines, and shall safeguard such records and information from improper access.

#### **F. Conflict of Interest**

Assessors will follow Calgary Arts Development's Policy on Conflict of Interest and Code of Conduct (excerpt from the Calgary Arts Development Governance Manual below) in the selection and appointment of assessors. All Assessors are required to sign a statement fully disclosing any actual or perceived conflict with any grant applicant to which they have been appointed as an assessor. Assessors with a perceived or real conflict with any applicant will be removed from the assessment process for said applicant.

*Upon consideration of any proposed activity with the potential to benefit an organization or initiative with which the director or volunteer committee member shall participate in the decision making process where there is a potential or actual conflict of interest. The individual so affiliated shall leave the room during discussion and shall not vote or use personal influence in the decision-making process.*

## **G. Assessor Confidentiality**

### *Protecting the Anonymity of Assessors During the Granting Cycle*

Calgary Arts Development requests that individuals engaged as assessors maintain their own anonymity and the anonymity of other assessors in order to prevent the possibility of assessors receiving pressure from grant applicants and the community that could affect granting assessments.

### *Disclosure of Assessor Names by Calgary Arts Development*

At least 30 days from the completion of the granting cycle Calgary Arts Development will release the names of that cycle's assessors. In the case where assessors are engaged in streams that contain a verbal presentation from applicants, assessors will be introduced to the granting applicants at the time of the presentation, prior to the completion of the granting cycle.

### *Protecting the Confidentiality of Granting Applicants and Applicant Information*

All deliberations of Assessor, all granting corporate records, and material submitted by granting applicants as part of the grant application that is not generally available to the public shall be considered confidential. All Assessors are required to safeguard such records and information from improper access and to sign and adhere to an agreement of confidentiality prior to accessing any confidential information.

## **H. Assessor Honorariums**

In bringing in professional peers as well as community members, Calgary Arts Development will be paying honorariums for the first time in 2009. This decision has been made to recognize the professionalism of the volunteers in dedicating their time and expertise to the investment process. Food and parking costs are also covered for assessment meetings.

## **I. Assessor Recruitment**

See "Overview of Assessor Roles and Responsibilities" for description of role, full list of required skills, and summary of the learning model designed to prepare assessors for the granting process in 2009. Calgary Arts Development will accept nominations of assessors year-round. Please see [http://www.calgaryartsdevelopment.com/assessor\\_form](http://www.calgaryartsdevelopment.com/assessor_form) for on-line nomination form.

Excerpt from Recruitment Materials:

*"It is important to be aware that this is a new program with significant differences from other funders and past local practices. The intent of this new role is to assist Calgary Arts Development in making wise investments in the arts using a mutual learning community approach. The learning component is intended to challenge assumptions and deepen knowledge of artistic and public impact of the art that are the main criteria in our Community Investment programs in 2009. Discussions will be contextualized by an exploration of the value of arts and culture in our lives and our city. "*

Any questions? Please don't hesitate to contact Calgary Arts Development at 403-264-5330.