

## Art Grant Selection Committee Member

**Department/Team: ARtery**  
**Updated: 20-April-17**

### **Role Summary/Purpose:**

The Art Grant Selection Committee meets three times a year to;

- Determine the budget breakdown for large and small grant allocations based on the overall Artery budget (as assigned by the Burning Seed Town Council)
- Review all [applications](#) submitted to the [Artery Department](#) using a consensus decision process and following current Artery policies determines the recipients of Artery Grants; Large (\$1,001 - \$5,000) and Small (under \$1,000)
- Review all applications for the [Temple](#) and using a consensus decision process to determine the final three applications to move from the E.O.I. stage to the second round of applications.

### **Major team projects for 2017:**

- New Project: Temple Shortlist to 3 finalists from E.O.I. applications
- Select new AGSC members using new process
- Refine selection and internal survey processes
- Make recommendations for adjustments to overall Artery policies for 2018

### **Working Relationships:**

The AGSC informs the Artery team of their decisions but are not responsible for contacting or liaising with the artists, that is handled by the Artist Liaison.

### **Time/Dates Required:**

#### **May-July: 10-18 hours total**

*-3 x preparation for grant meetings: 1-4 hours to review each segment (40+ applications and fill out the AGSC ranking survey for large and small grants)*

*-3 x phone meetings to review grants: 1-3 hours long*

**On site:** no on site duties

#### **1. Temple Decision** (select final 3):

apps close: 14-May

review: as they come in ~1-2 hours

meet: 15-17 May ~1 hour

#### **3. Large Grants Decision:**

apps close: 28-May

review: 29-May to 5-June ~2-4 hours

meet: 5-7 June ~3-4 hours

#### **3. Small Grants Decision:**

apps close: 11-Jun

review: 12-18 Jun ~2-4 hours

meet: 24-26 Jun ~2-3 hours

**Duties/Responsibilities:**

- Review art grant submissions
- Participate in AGSC meetings, typically one per grant cycle (small, large and temple) where the following decisions are made
  - Determine overall amount of money allocated for large grants vs. small grants based on current available budget
  - Review all applications and rank them using the survey tool to pre-select our top projects to discuss
  - Select projects to be given grant money and specific amounts to be designated per project as based on Artery Policy (see <http://www.burningseed.com/art/artery-policy-2016/>)
  - Make recommendations regarding projects for Artery Grant Administration team to follow up with artists
  - Determine the final three Temple submissions from the E.O.I. phase one that will advance to the second round of application ensuring that all three are viable in terms of budget, crew and feasibility
  - Maintain privacy regarding applications including but not limited to budgets submitted, grant amounts awarded and discussions between committee members
- Assist in the selection of new AGSC members based on applications received from current team leads/Burning Seed Town Council and Community Members

**Necessary Qualities, Knowledge and Experience:**

- Keen interest in the art of Burning Seed
- Previous attendee of at least 1 Burning Seed event
- Able to assess overall viability of projects in terms of production, budget and strength of concept
- Able to work using a consensus decision making process with other committee members
- Thoroughness, competence and the ability to work well with others are all assets for this role
- Able to maintain confidentiality

**Desirable Qualities, Knowledge and Experience:**

- Previous experience working on an art grant committee
- Previous high-level team experience at Burning Seed or another art based festival/organisation
- Previous experience as an artist or project manager for build projects
- Understanding of budgeting and inter-related finances
- Attended Burning Man or other regional events

**Notes**

- The committee should include a minimum of 5 and a maximum of 9 members who are either on the ARTery team or active at a team lead or council level within the Burning Seed organisation or an invested Community Member with the relevant experience

- The ARTery team lead and 2-I-C participate as two members of the AGSC
- Previous ARTery team members, may sit on the committee for one year post resignation from the team or longer if they are active in the council or another team within the Burning Seed organisation
- The team shall work using a consensus process to make decisions however if consensus cannot be reached on a particular application a vote shall take place which is why an odd number of team members is desirable.
- All Committee Members must follow the [Artery Policies](#) regarding decision making and abstain from conversations and decisions regarding projects that they are involved with or that have been submitted by a family member or partner.