

City of New Westminster

ARTS AND CULTURE ENDOWMENT COMMITTEE

Terms of Reference

Mandate:

Purpose:

The purpose of the Arts and Culture Endowment Committee is to identify and recommend to City Council for approval, appropriate arts related projects to receive funding on a yearly basis from the Gaming Endowment Fund.

Definitions:

“City” means the Corporation of the City of New Westminster.

“Arts” are defined in the City’s “Arts and Culture Policy” as:

The Visual Arts: *all visual representations of the community’s creativity, such as painting, drawing, sculpture, crafts, print making, graphics, fabric arts.*

The Literary Arts: *the written record of the community’s creativity, including creative writing, poetry, prose.*

The Performing Arts: *the public performance of the community’s creativity, including music, drama, dance, theatre, opera.*

The Media Arts: *creative expression using all available forms of technology, including photography, publishing, TV, radio, video, recording, computer arts.*

“Gaming Endowment Fund” refers to programs established by the City from gaming revenues as entered into a special account and flowing into four revenue programs, one of which is for endowment fund programs.

“Arts and Culture Endowment Committee” refers to a committee appointed by Council, which recommends to Council appropriate arts related projects to receive funding on a yearly basis from the Gaming Endowment Fund.

“Arts Council” refers to the Arts Council of New Westminster.

Principles:

The Terms of Reference for projects to receive funding from the Arts and Culture Endowment Program are based on the following principles:

- (a) supporting the City's Arts and Culture Policy
- (b) providing assistance to undertake projects and activities which would contribute to the artistic and cultural life of the City
- (c) promoting access, awareness and excellence in the arts
- (d) enhancing community partnerships to encourage the development of the arts and culture in New Westminster
- (e) facilitating a balance of opportunity for participation for residents and visitors as supporting partners
- (f) encouraging sound management and financial stability by registered non-profit societies in support of the arts

Objectives:

The Arts and Culture Endowment Committee recommends to City Council on a yearly basis, appropriate arts related projects and initiatives to receive funding from the Gaming Endowment Fund. These projects and initiatives would support the principles outlined in the City's Arts and Culture Policy and meet these objectives:

- (a) to ensure that Arts organizations in the City have a unified approach to planning and programming
- (b) to support initiatives that plan and provide for funding for Arts organizations in the City
- (c) to assist in ensuring that facilities are available for the creation, presentation and preservation of Arts events within the City.
- (d) to assist in ensuring that a wide range of arts activities are available to all residents of the City
- (e) to support the enhancement of the physical environment through public art
- (f) to promote public awareness of and participation in the Arts in New Westminster

Voting Members:

The Arts and Culture Endowment Committee shall be composed of three voting members, one of whom shall also be a member of the Arts and Culture Commission. The three voting members shall represent the broader interests of the community as opposed to a single discipline or organization.

Staff Advisors:

One non-voting staff liaison person.

Term:

Members shall be appointed by Council for a two year term. The term will be the period from February of the first year to January of the next year. In the event of a vacancy, Council may appoint a person to fill the vacant position for the remainder of the term.

When appointing members, Council would consider the interests, skills and experience necessary to carry out the Terms of Reference of the Arts and Culture Endowment Program. Although members may also be involved in specific arts and culture organizations in the City, they should serve the broader interests of the entire community. All members shall serve without remuneration.

Chair:

Council shall appoint a Chair from one of the three voting members

Quorum:

All three voting members are required for a quorum.

Rules of Procedure:

The Arts and Culture Endowment Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The "Rules of Conduct: Standing Committees and Advisory Bodies" provided and as revised from time to time.

Eligible Grant Applicants

The Arts and Culture Endowment Committee would consider applications from registered societies or organizations which are members of, or whose projects are endorsed by, the Arts Council to undertake arts programs, projects or special events. Cultural organizations whose projects meet current conditions and criteria may also apply. City committees and commissions would not be eligible for funding from the Arts and Culture Endowment Program.

Eligible Grant Projects

In order to be eligible for consideration for funding from the Arts and Culture Endowment Program, the project must:

- (a) contribute to the artistic life of the City
- (b) show specific benefit to the City and its residents
- (c) be completed within the year funding is approved
- (d) be cost shared with the balance of funding coming from partnerships and fund raising activities undertaken by the applicant
- (e) funding will be forwarded upon completion of the project upon receipt of acceptable verification of payment of expenses along with a brief report/evaluation
- (f) acknowledge the City of New Westminster's financial support in the organization's literature/brochure/programme.

Examples of projects eligible for consideration:

- (a) new or special programs, events or festivals
- (b) workshops or seminars
- (c) seed money for new initiatives
- (d) specialized equipment/instruments
- (e) costumes/uniforms
- (f) public art

Projects and expenses not eligible for consideration would include:

- (a) ongoing operating expenses
- (b) music/performance rights
- (c) travel
- (d) direct grants to individual artists
- (e) for-profit organizations
- (f) projects based in other municipalities

Arts Endowment Program – Information for Applicants

Who May Apply:

- (a) Arts organizations which are members of or whose projects are endorsed by the Arts Council of New Westminster
- (b) Cultural organizations whose projects meet the current conditions and criteria.

Conditions:

- (a) the project must contribute to the artistic life of the City
- (b) funding will be provided on a cost shared basis with the balance coming from partnerships and fund raising activities undertaken by the applicant
- (c) the project must show specific benefit to the City and its residents
- (d) funding will be forwarded upon completion of the project and upon receipt of acceptable verification of payment of expenses along with a brief report/evaluation
- (e) the project must be completed within the year funding is approved
- (f) acknowledgement of the City of New Westminster's financial support in the organization's literature/brochure programme.

Types of Projects Eligible:

- (a) new or special programs, events or festivals
- (b) workshops or seminars
- (c) seed money for new initiatives
- (d) specialized equipment/instruments
- (e) costumes/uniforms
- (f) public art

Not Eligible:

- (a) ongoing operating expenses
- (b) music/performance rights
- (c) travel
- (d) direct grants to individual artists
- (e) for-profit organizations
- (f) projects based in other municipalities

Adopted: Regular Meeting of Council, May 15, 2000

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Amended Terms adopted: Inaugural Council meeting, December 3, 2001.

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