

## **Community Project Decisions**

### **Decision Making**

Notre-Dame-des-Arts seeks to support arts and culture in NDG in a number of ways. We dedicate a portion of our funds to partner with local artists and organizations on projects to advance this mission. Project decisions are informed by volunteers that represent the Notre-Dame-des-Arts community, including a diversity of identities, expertise and art practices. Working with a volunteer Community Project Advisory Committee is one way Notre-Dame-des-Arts is accountable to the neighbourhood in which it is investing resources. The advice and insights of its committee members help to keep the organization informed of existing and emerging priorities and helps to ground the organization's work. Guided by Notre-Dame-des-Arts' strategic focus on supporting local artists, the committee aims to have a significant representation of artists.

### **A. Proposed Committee**

In order to support initiatives that will have a measurable impact, Notre-Dame-des-Arts will convene the Community Project Advisory Committee and the NDA board will work to take on different roles to support initiatives in the community. Decisions related to community projects will be involve:

1. Community Project Advisory Committee
2. Notre-Dame-des-Arts Board of Directors

### **1. Community Project Advisory Committee**

#### Committee Role

To support the mission of Notre-Dame-des-Arts (NDA), advisors with experiences in arts and culture and/or NDG will be recruited to inform organizational priorities and strategies, help identify potential projects, review community project applications that meet program eligibility and recommend projects based on priorities and available funds to be ratified by the board.

#### Committee Mandate:

This Committee provides advice and supports the development of NDA's strategies and approach. It reviews proposals and recommends projects for funding to be ratified by the board.

The committee will be chaired by a volunteer.

### **2. Notre-Dame-des-Arts Board of Directors**

#### Board's Role in Community Project Applications

The Board will determine the amount of funding available for community projects and develop and promote Calls for Applications. The Board will identify strategic priorities, informed by its members, including the Community Project Advisory Committee.

The Board will review projects that have been identified by the Advisory Committee as important projects in supporting Notre-Dame-des-Arts’ strategic priorities. This ensures impartiality in the decision making process and enables the Board to oversee the development of key strategic partnerships and investments.

The Board will also review projects that have been identified by fellow board members as supportive of NDA activities.

<b>Strategic Priorities</b>	<b>Types of Activities</b>	<b>Decision Making Authority</b>
Convene and support local artists and arts and culture projects in NDG	First Thursdays, Community meetings to discuss arts and culture in NDG	Board
Support local arts and culture projects that: <ul style="list-style-type: none"> <li>● Engage the public in arts and culture activities</li> <li>● Raise awareness of local NDG artists</li> <li>● Enhance public spaces in NDG</li> </ul>		Recommendations by the Community Project Committee, ratified by the Board

**B. Recruitment and Committee Composition**

The Board will recruit individuals to serve on committees based on the strategic priorities and needs of NDA. A list of committee members including a description of their experiences will be presented to the Board for final approval.

<b>Committee</b>	<b>Proposed Composition</b>
Advisory Committee	4-6 External Advisers 2-4 Board Members  Member composition: <ul style="list-style-type: none"> <li>● NDG Arts and Culture Table member</li> <li>● Arts Week member</li> <li>● NDG artists</li> <li>● NDG residents and community volunteers</li> </ul>

**Committee Terms:**

Committee members will be recruited for a one year term, that can be renewed twice.

**C. Reviewing and Choosing Community Projects:**

All proposals reviewed are weighted on how well the group and project match NDA's principles, strategic goals and priorities.

**Board role**

The Board will take an active role in reviewing and assessing applications. Once a full application has been completed, the Board will assess the application against eligibility criteria and bring forward a short list for review by the full committee.

Board representation on the Community Project Committee will actively participate in all review and selection meetings. Their primary role is be a resource and to coordinate the work of the committee. Board members will not have a vote on a proposal, but will make recommendations on applications prior to the assessment meeting.

The Board provides overall oversight and ensures that NDA's principles and values are upheld throughout the process. The Board will provide the final approval and ratification of all projects.

**Community Project Advisory Committee Role:***For Community Project Applications*

The Advisory Committee will recommend projects for funding. It will do so by consensus. If consensus is not reached, then by a vote of a 50% plus one will decide the outcome. If there is a tie the chair casts the deciding vote. When a decision is not reached and an agreement is not possible, then the proposal will automatically be brought to the Board for consideration.

*For other activities of NDA*

For activities of NDA that do not have an assigned committee, proposals will be reviewed by the Board of Directors.

All approved applications will be forwarded to the Board for ratification and formal approval.

In the event that Board members disagree with the Committee's recommendation on a certain application based on information that was not available to the Committee, the application will be adjudicated by a special meeting of the Board Chair and the Committee's Chair.

**D. Managing External Perception****Being Transparent:**

In order to ensure integrity in NDA's decision making processes, it is important for there to be transparency around decision making processes. As such, the names of advisory committee membership will be public. The mandate of the committee will also be clearly communicated (ie

whether a committee makes decisions or provides strategic advice) so that the public knows who is involved in making decisions on their applications.

**Avoiding Conflicts of Interest:**

Any committee member who is in a real or perceived conflict of interest will be asked to declare it. If it is deemed to be a real conflict of interest, they will be required to step down from the committee.

**Being Open and Accessible:**

As part of the assessment criteria of NDA's responsive application strategy, ensuring that NDA is investing in new and first-time applicants as well as people who have an existing relationship to NDA is a key priority.

As part of the proactive application strategy, while NDA is in its first year in a given issue area, steps will be taken to expand the network of groups that NDA works with as both advisors and in future application decisions.