

APPENDIX A: Award Guidelines

The Emerging Jazz Artist Award

The Toronto Arts Foundation Emerging Jazz Artist Award furthers the career of an outstanding emerging jazz artist. The winner of this award will receive a \$10,000 cash prize. The award is intended to support the pre-production, production and/or recording of original music, composed by the recipient. The Emerging Jazz Artist Award was established in 2014.

Proposed Basic Eligibility Requirements

1. To be eligible for the Emerging Jazz Artist Award, candidates must be 35 years of age, or younger, and have completed basic training (not necessarily at a formal educational institution) in music. Students are not eligible to apply.
2. Must be Canadian citizens or permanent residents of Canada, who have demonstrated an ongoing association with Toronto and who are contributing to the arts and culture of Toronto.
3. Must be living at time of selection.
4. May only receive the award once (this does not preclude a recipient from being considered for a different Toronto Arts Foundation award in the future).
5. Individuals are not eligible to apply, nominate or receive Toronto Arts Foundation awards while serving as board, co-chairs or committee members and staff of Toronto Arts Foundation or Toronto Arts Council.

No person or organization may be selected for more than one Toronto Arts Foundation award within any given year.

Policies and Procedures

Toronto Arts Foundation Awards are designed to heighten public awareness of arts and artists in Toronto by recognizing artistic excellence and achievement. Each award honours prominent practitioners, supporters and organizers whose work has made a major contribution to the artistic and cultural life of Toronto. These awards are presented in recognition of a body of creative accomplishment, rather than for specific works or achievements.

Appointment of Jurors

A jury of up to 4 members will review candidate profiles and make a recipient recommendation for each award to Toronto Arts Foundation's Board of Directors, which will make final determinations. Jury members serve for a one year term. Jury members must have recognized expertise, prestige, credibility and experience along with a sense of history and perspective. Each jury is comprised of participants who are practitioners of the

arts, organizers, programmers, producers, curators, critics, commentators. Toronto Arts Foundation will endeavour to ensure that the jury members are jazz music professionals. Recipients of the Emerging Jazz Artist Award will be invited to sit on the jury the following year.

Jury members are determined by extensive canvassing and consultation of arts and culture representatives, the general public and Toronto Arts Foundation's board of Directors and stakeholders. The final list of jurors is made public in the form of a press release distributed to media, Council and Foundation stakeholders and arts service organizations. This information will be distributed in advance of commencement of the adjudication process.

Individuals receive an honorarium for sitting on an awards jury and one complementary ticket to the official awards presentation event.

Details of Nomination and Selection Process

Members of the arts community and general public are invited to submit names of individuals to be considered by the jury. Individual artists may submit their own name. Names must be submitted in writing with a biography and nomination rationale. Nominations will be illustrated by accompanying support material in the form of audio, audio-visual or other relevant attachments. Jury members are precluded from participating in the nominating process.

In order to expedite adjudication, Toronto Arts Foundation and Toronto Arts Council staff will pre-evaluate award nominations and endeavour to produce a vetted long-list of candidates, to ensure the nominations are complete and eligible, for jury review and deliberations. Applications without support material will not be brought forward to the jury. The jury will select a shortlist and recipient for each award. This shortlist will be made public in advance of the official awards presentation with the recipient announced the day of the event.

The jury will be informed of the Toronto Arts Foundation's criteria and the unique aspects of each award and its relationship to the Foundation's vision 'Creative City: Block by Block'. In addition to specific requirements for each award, deliberations will be guided by the following general assessment criteria: artistic strength and achievement of the candidate; strength of the candidate's artistic goals and objectives; contribution of the candidate to the development of arts and culture in Toronto; and the candidate's overall public impact including community engagement and animation.

The jury endeavors to reach unanimous decisions in its selection process. In the event that unanimity is not achieved, a decision may be reached by majority vote. All jury deliberations are strictly confidential and final results of the adjudication process are confidential until made public at the official awards presentation event.

All facets of the jury process are managed by Toronto Arts Foundation with support from the Toronto Arts Council.

Conflict of Interest

It is assumed that all persons chosen as jurors are of unimpeachable integrity, and strive to uphold this standard. Therefore, if in the course of a jury's deliberations, any juror becomes faced with a conflict of interest, that person is expected to declare such conflict and withdraw from the selection/voting process.

A conflict of interest refers to a situation in which private interests or personal considerations may affect a jury member's judgment in acting in the best interest of the awards adjudication process.

Specifically, a conflict of interest exists where a jury member: has a financial interest in the success or failure of a candidate; has a personal interest in a specific candidate other than what is normally expected of an interested member of the arts community; or has any other reason which makes him/her unable to evaluate the candidate objectively.

Toronto Arts Foundation reserves the right to amend these Policies and Procedures, without notice to any party.