



Juror Manual

Thank you for considering serving as a juror for grant programs at the Saskatchewan Arts Board.

Every year, the Arts Board invites almost 100 arts professionals from Saskatchewan and across the country to serve as jurors. In this way, the arts community is directly involved in advising us and in making recommendations on grants.

This guide is meant to provide potential jurors with important information about the role and responsibilities of jurors at the Arts Board.

Jury Process

After grant applications have been reviewed by the Program Consultant to determine their eligibility and completeness, the Consultant proposes a jury from the arts community who would be qualified to adjudicate those submissions. When selecting a jury, Consultants keep in mind the scope of submissions to be considered and try to reflect the diversity of both the arts practice and the people of Saskatchewan. The composition of the jury is approved by the Arts Board's Chief Executive Officer.

For applications that require specialized expertise beyond that available on the jury panel, the Arts Board may use additional independent assessors. These individuals review and score the specific applications in question, but they do not attend the jury meeting. Their comments and scores are provided at the jury meeting by Arts Board staff.

Jurors consider applications against each program's criteria. They discuss the applications and provide scores, which are compiled into an overall score for each applicant. This results in a ranked list of all applicants.

For most of our programs, the jurors then make recommendations regarding the grant amounts awarded to each applicant. Typically, they consider

the amount of funds that they would recommend for each application, and then work from the top of the ranked list to assign available funds to worthy applications. Unfortunately, there are seldom sufficient funds to support all applicants that are considered worthy by the jury.

Anyone who is interested in being a juror is encouraged to complete the [Juror Application Form](#).

Attributes of Jurors

Jurors are professional artists and other arts professionals who:

- represent a diversity of artistic and cultural practices and expertise;
- represent the diversity of the province (e.g. region, age, race, as well as Indigenous perspectives);
- bring vision, open-mindedness, and generosity of spirit to their deliberations;
- provide fair and objective analysis based on assessment criteria;
- are able to work collaboratively and to reach consensus;
- are willing to express their views while respecting and listening to the views of others; and
- treat applications equitably, without prejudice, in accordance with the principles of the Saskatchewan Human Rights Code.

Responsibilities of Jurors

Before the jury meeting, all participating jurors must:

- discuss any conflicts of interest with the Program Consultant (see notes below);
- review the Juror Manual and the adjudication criteria, paying particular note to the adjudication criteria in relation to the rating scale jurors will use during the review of applications;

- review and assess each application and the provided support material **based solely on the adjudication criteria**; and
- assign preliminary scores for each application based on the adjudication criteria and rating scale.

When a juror attends the jury meeting, they should bring all material with them including their notes. During the jury meeting, jurors are expected to participate in the group discussion, contributing while remaining open to the opinions of others. It is anticipated that some of a juror's preliminary scores may change as a result of the discussion at these meetings. Jurors are also provided with opportunity to provide feedback regarding the applications for the funding program as a whole and the adjudication process.

At the conclusion of the jury meeting, all written materials will be collected from each juror, including any notes or scoring. Jurors are expected to delete any files or notes that they may have saved on a personal computer that are related to the adjudication process. In keeping with its commitment to protect personal and confidential information, the Arts Board will dispose of all jury materials following the meeting.

Discussions in a jury are to be kept strictly confidential. Should an applicant contact any individual juror for feedback, that juror should refer that individual to the Program Consultant for all relevant information.

Responsibilities of SAB Staff

Jurors are chosen after considerable thought and research by Program Consultants. Consultants gather information about potential jurors through ongoing, regular contact with their fields. Arts professionals from all cultural communities and regions of the province are encouraged to submit names of potential jurors, including their own, using the [Juror Application Form](#). Added to this list on an ongoing basis are recommendations from applicants, jurors, and other professionals in the field. Recommended jurors need not be former grant applicants or recipients.

Consultants compose juries that represent the range of applications, including professional artists and arts professionals representing a diversity of perspectives and expertise.

Prior to the jury, the Program Consultant:

- reviews all applications to determine their eligibility and completeness prior to forwarding them to the jurors;
- ensures that jurors understand the materials provided and the jury process; and
- addresses any questions or concerns raised by the jurors.

Prior to the jury meeting, the Administrative Coordinator:

- forwards all required materials, including the Juror Manual and the program adjudication criteria, to all jurors with sufficient time to review the materials; and
- responds to any difficulties that any juror might experience trying to access the provided materials.

During the jury, the Program Consultant:

- chairs the meeting, facilitating discussion and ensuring that applicants are treated equitably and in accordance with the principles of the Saskatchewan Human Rights Code;
- reminds jurors of program priorities and the budget context;
- ensures jurors share a common understanding of the assessment criteria;
- ensures that any conflicts of interest are declared and makes decisions regarding any necessary procedures regarding declared conflicts and enacts those procedures;
- participates as a resource person and provides any requested information and/or historical context in relation to the grant program or submission; and
- takes notes regarding the jurors' discussion to provide consensus feedback to the applicants.

During the jury, the Administrative Coordinator:

- takes official notes of the jury process for inclusion in the meeting minutes and assists with the rating/ranking process.

Payment of Jurors

At the conclusion of the jury process, jurors are paid a reading fee for the work in advance of the jury and a stipend for their participation in the meeting. These fees are based on rates recommended by CARFAC Saskatchewan and are reviewed regularly by the Arts Board. Please note that these fees are taxable income; at the end of the calendar year, the Arts Board issues T4A forms to any juror who earned more than \$500 in that year. The Arts Board also reimburses jurors for any expenses, including travel, accommodation, and per diems.

Confidentiality

The personal and confidential information that applicants provide is collected, used and disclosed by the Arts Board in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and the personal *Information Protection and Electronic Documents Act*.

The issue of confidentiality is a matter of integrity. Application information is to be kept confidential at all times, as are discussions relating to applications. Juror comments will not be attributed to any individual juror. Jurors' names are not released with granting results but are published in our Annual Report.

As a juror in a position of trust, a juror may not:

- reveal that they have been selected to participate in the jury process;
- contact any applicant prior to the jury meeting;
- discuss the jury proceedings or results with any applicant, successful or unsuccessful, after the meeting; or
- disclose information or details about any applicant, application, or project at any time.

In addition to maintaining confidentiality, jurors, as part of the execution of their responsibilities, have access to information regarding various artists, organizations, and projects. This information is to be used solely for the consideration of the applications, and jurors agree not to use this information otherwise for their benefit or for the benefit of any third party (individual or organization).

Conflict of Interest

The Arts Board has exacting standards in managing conflict of interest by all its stakeholders: Board, staff, and jurors. We pay close attention to this issue to ensure a transparent jury process, which is clearly understood by our applicants and that lets them know that their application was considered fairly even if it was not successful. To maintain public confidence in our jury process, we must be fair and impartial.

In considering conflict of interest, we identify direct, indirect, and perceived conflicts, and we managed them differently.

Direct Conflict of Interest

A direct conflict of interest occurs when a juror or their immediate family member (spouse or partner, parent, child, sibling, or member of their immediate household) will benefit financially from the success of an application.

In the case of organizational applications, this would also include a juror or immediate family member (as above) who is:

- a staff member of the organization, whether or not they are principals to the organization or application, including any person with an ongoing paid or unpaid relationship with the organization and any regularly employed or contracted artists who are part of the core of the organization; or
- a Board member of the organization.

A direct conflict of interest is also created if a juror or an immediate family member (as above) is a participant in an application, a major partner necessary to the activity, and/or its staff and Board member.

Typically, a potential juror should be able to identify a direct conflict of interest after an immediate review of the list of applicants to any granting program.

Individuals who are in direct conflict of interest with any of the applications being assessed cannot serve as jurors. If a direct conflict of interest becomes apparent at any time before or during the jury process, the juror will be released immediately from their duties.

Examples of Direct Conflict of Interest

- A juror's spouse is on the Board of an applicant organization.
- The parent of a juror is an individual applicant to the grant program.
- A juror is an incoming Board member of an application organization.
- A juror is a curator who is contracted for an exhibition by a group which is applying for a grant for that particular exhibition.

Indirect Conflict of Interest

Indirect conflicts of interest occur when some factor makes it difficult for a juror to evaluate an application objectively.

Indirect conflicts can occur in cases where a juror is in one of the following (or similar) circumstances.

- A juror has a temporary paid relationship with the applicant, such as an artist hired to take a particular role in an activity, but with no control over that activity.
- A juror has a family member involved in the application or organization, but as a non-principal artist or arts professional with no control over that activity.
- A juror has a more distant relationship (such as in-law, cousin, etc.) with an applicant or with the principal to an organizational application.
- A juror has a strong personal relationship with an applicant or with the principal to an organizational application; this relationship can be either supportive or adversarial.
- A juror, or a member of their immediate family, has a prior personal or professional relationship with an applicant or with the principal to an organizational application; this relationship can be either supportive or adversarial.
- A juror or their artwork appears in the support material for an application or they have written a letter of reference for an applicant.
- A juror has a perception of bias, such as a preconceived, stated opinion for or against any individual, organization, project, art practice, or activity.

Often, an indirect conflict of interest is not apparent to a juror after an immediate review of the list of applicants to any granting program. An indirect conflict of interest may only become apparent after a detailed review of each individual application, for example, a

situation in which a juror discovers that the applicant is intending to hire a family member as a non-principal artist or arts professional with no control over that activity.

In cases of indirect conflict of interest, an individual is still able to serve as a juror to the program, but that individual will be asked not to take place in the discussion and scoring of an application and, depending on the severity of the conflict, that individual may be asked to leave the meeting during the discussion and/or scoring of the application.

Examples of Indirect Conflict of Interest

- A juror may be contracted for the activity referenced in the application, such as an actor hired for a theatre production or a musician included as part of a back-up band.
- A juror was involved in an earlier stage of an application and appears in the video documentation shown to the jurors.
- The cousin of a juror in an applicant or the principal to an organizational application.
- A juror was on the opposite side of an applicant or the principal to an organizational application in a vigorous and very public debate regarding a contentious issue in the artistic community.
- A juror is one of the founders of a collective or organization, although they have not had an ongoing relationship with that collective or organization for more than two years.

Perceived Conflict of Interest

Perceived conflicts of interest occur in cases where an outsider could believe that a juror finds it difficult to be objective because they believe that any of the above cases are true, whether they are true or false.

No Conflict of Interest

The following examples are not considered conflicts of interest, **unless the juror feels that they are unable to be objective.**

- A juror holds a membership in a professional association or cultural organization that is an applicant.
- A juror is a former employee or previous Board member of an applicant organization at least two years prior to the application deadline.
- A juror is mentioned as a potential participant in the activity of an application without their having been contacted.

Policies on Juror Withdrawal

A juror is withdrawn from their responsibilities if the individual:

- has a direct conflict of interest that precludes their participation;
- is unable to attend on all the required days of the jury;
- has not reviewed the application materials, including all support materials, prior to the jury and is, therefore, unable to participate in the jury process;
- obstructs or disrupts the jury process and/or is disrespectful of Arts Board staff, other jurors, or particular applicants or groups of applicants; and/or
- discriminates against applicants, other jurors, or Arts Board staff.

Human Rights

The Arts Board observes and upholds the Saskatchewan Human Rights Code. All staff, Board members, jurors, consultants, and volunteers, when working on behalf of the Arts Board, are expected to respect and follow the letter and spirit of the Human Rights Code.

The Saskatchewan Arts Board supports and protects the dignity and worth of everyone. We provide equal rights and opportunities for all employees, applicants, and volunteers.

Our policies, programs, and processes are designed to address, prevent, and eliminate discrimination in all aspects of employment and when we provide services. We do not tolerate harassment or unwelcome comments and actions. We take prompt action if such problems occur.

We require equal treatment in areas such as employment, contracts, goods, services, and facilities. We acknowledge that many Canadians have signed Treaties and that they exist as law. We respect and protect the rights of all people regardless of ability, age, ancestry, citizenship, colour, creed, culture, family status, gender expression, gender identity, marital status, place of origin, race, receipt of public assistance, sex, or sexual orientation.

Rights of Indigenous Peoples

We are aware of cultural appropriation of Indigenous arts. The Saskatchewan Arts Board affirms and supports the United Nations Declaration on the Rights of Indigenous Peoples, specifically Articles 11(1):

Article 11

1. Indigenous people have the right to practice and revitalize their cultural traditions and customs. This include the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.

The Arts Board will continue to encourage and support the creative freedom of all artists, but we insist that it is done respectfully and truly honours the fundamental and inalienable right of Indigenous and Métis peoples to cultural sovereignty. We ask the artists and organizations applying for grants for projects that address, deal with, incorporate, comment on, interpret or depict unique aspects of Indigenous cultures to show that they have respect and true regard for Indigenous art and culture in their endeavours. We want to ensure that authentic and respectful efforts have been made to engage with artists or other members of the Indigenous communities whose culture or protocols are addressed.