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Terms of Reference

Cultural Camps 2016

May 2016

**CULTURE DIVISION**

**TERMS OF REFERENCE**

 **CULTURAL CAMPS- *Creating Cultural Citizens for the Future: Strengthening Cultural Identity and National Pride***

**THEME 2016: Visualizing our Culture**

This venture is open to Arts Groups, Cultural Organizations, Community Groups and Umbrella Bodies, Schools and Vacation Camps that have a history of executing camps and working with children.

These organizations would need to show evidence of their ability to provide: a secure venue, learning aids/teaching materials, tutors, camp manager, counselors and determine the programme in consultation with the coordinator, for three weeks.

 **Objectives**

* To create the cultural Citizen of the Future, along with providing a forum for further development of the nation’s next generation and to provide an alternative, creative use of leisure time.
* To provide meaningful, developmental activity for young persons centred on various cultural aspects found in communities, enhancing skills, creating cultural awareness and pride in the community.
* To preserve the various cultural art forms of Trinidad and Tobago

***Please take note of the following:***

1. *Primary correspondence will be through email*
2. *A contract is to be signed upon acceptance of all terms and conditions by both parties.*
3. *Monies will be disbursed in two tranches of 50%. The second tranche is deliverable only upon submission and evaluation of the completed report which is due within two weeks of the end of the camp.*
4. *Participation in this programme grants us permission to use images and video footage from this event for the marketing of the programme as well as other work of the Ministry.*
5. *Waiver forms shall be distributed to successful organizations for parents/guardians to sign upon registering of participants.*
6. *Organizations are encouraged to seek additional sources of sponsorship.*

**DELIVERABLES**

* Open to individuals between the ages 9-17 years.
* Journaling should be a component of the Camp.
* Camps are to choose **one** personality, **one** landmark and **one** festival from the prescribed list on pages 4&5.
* Field trips are optional
* Final showings should demonstrate work done and learning during the camp. They can be in any format. Different components influenced by the items selected from the prescribed list can be on display.
* Camps are required to share the following about the landmarks, personalities and festivals chosen:

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| **LANDMARKS**  | **PERSONALITIES** | **FESTIVALS** |
| * Location
* Use (landmark)
* History/background
* Any personality or festival or other event associated with it.
 | * Birthplace
* Background
* Life’s work/contribution to Trinidad and Tobago’s cultural landscape
* Any locations that may be relevant to the work of the icon
 | * The origins/history
* Place(s) where it occurs
* participants
* Any special requirements
* Special materials used
* How it is celebrated throughout Trinidad and Tobago and specifically in their community (if at all).
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**JOURNAL**

This new component is meant to help participants clarify their thoughts and feelings, get to know themselves better, aid in solving problems/disagreements with others. It will also be great keep sake for them, full of memories that are not only helpful but also fun and educational. It will also help them practice writing and perhaps understand their work in the process. It should comprise of:

* development of ideas & concepts
* a record of how the participant internalizes what is being taught in the camp. It can be visual and/or text
* shows the participant’s personal interests and topics

**LIFE SKILLS-MANDATORY**

This service will be provided by the National Training Agency, in the areas as specified below. As such, this will not be a cost borne by the camp.

|  |  |  |
| --- | --- | --- |
| Time Management | Stress Management | Communication Skills |

**REPORTING & TIMEFRAME**

* A written Report is to be submitted by each camp venue/organization at the end of the programme.
* Reports are to be submitted within two weeks of completion of camp.
* Reports are to be submitted as outlined in the notification which will be sent once the organization is accepted into the programme.
* Once reports are submitted, please allow two weeks for evaluation of reports before disbursement of final monies.

**CRITERIA for SELECTION**

* Venue- Safe, clean compound, clean bathrooms, and is accessible by both public and private transportation
* Tutors- each with experience and training as evidenced by their Curriculum Vitae and/or interview assessment.
* Groups/organizations- organization profile, proof of work in the arts and education, sectors, community work
* Programme- Timetable and learning objectives built from choice of suggested themes from list provided.
* Disciplines- As indicated in the aforementioned list
* Finance: ability to start camp without having to wait on first disbursement, reasonable budget showing resources appropriately allocated.
* Organizational structure
* Public liability insurance coverage for the camp’s proposed venue
* Registration with the National Registry of Artists and Cultural Workers

**ORGANIZATION OF CAMPS**

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| **Class size**50 participants | **Camp Manager (1)** | Responsible for co-ordination of activities, preparation of venue, management of staff, liaising with Ministry representative, preparation and submission of final report on Camp. |
| **Camp administrator (1)** | Responsible for compiling information, administering of survey and registration forms, collating demographic information, adjusting budget in liaison with camp Manager and other administrative duties.  |
| **Camp Counsellors (1)** | Responsible for the conduct of non- class related activities, supervision of students and additional support to tutors, report on activities. |
| **Tutors (2)** | Responsible for programme design, tutoring, student evaluation, final showing and report on classes. |

**DURATION**

Cultural Camps are to run for three (3) weeks from July 11th to July 29th, 2016. 9am to 3pm.

**MONITORING and EVALUATION**

* Visits by representatives of the Ministry to sites and during camps
* Survey of participants (given by CD)
* Survey of Participating group/organizations (given by CD)
* Report submitted by each camp venue/organization at the end of the programme.
* A detailed breakdown of expenditure submitted by camp
* Must complete an organization survey: Situation Analysis and Resource Analysis (this is to be given to organizations)
* Social Media Presence (Facebook, Twitter, Instagram or YouTube)

**MARKETING PLAN**

Please indicate how the target group and number will be met.

**LISTS**

**LANDMARKS**

|  |  |
| --- | --- |
| Count Lopinot House | Toco Lighthouse |
| San Fernando Hill | National Museum and Art Gallery |
| Our Lady of Monsterrat- Tortuga | Temple in the Sea |
| Queens Hall | Naprima Bowl |
| Railway Building (City Gate) | The Pitch Lake |
| Fort George | Lion House (Naipaul) |
| Trinity Cathedral | Cathedral of the Immaculate Conception |
| Magnificent Seven: Queens Royal College, Archbishop’s House, Whitehall, Stollmeyer’s Castle, Knowsley, Rumoor, Mille Fleurs |

**VISUAL ART**

|  |  |  |
| --- | --- | --- |
| Boscoe Holder | Jeffrey Chock | Leroy Clarke |
| Jean Michel Cazabon | Nancy Richards | Alfred Codallo |
| Isaiah James Boodoo | Noel Norton | David Boothman |
| Louise Kimme | Nina Squires | Rodell Warner |
| Amy Leon Pang | Maria Nunes | Jackie Hinkson |
| Ken Morris | Carlysle Chang | Shastri Maharaj |
| Sybill Atteck | Abigail Hadeed | Wendy Nanan |
| Pat Choo Foon | Willie Chen | Alfred Codallo |
| Pat Bishop | Makemba Kunle | Brianna Mc Carthy |
| A. Camps- Campaign |  |  |

**DANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Beryl Mc Burnie | Joyce Kirton | Molly Ahye |  Sandra Sookdeo |
| Michael Salickram | Julia Edwards | Caroll la Chapelle  | Rajesh Seenath  |
| Geoffrey Holder | Noble Douglas | Sat Balkaransingh | Rajkumar Krishna Persard |
| Eric Butler | Susan Mohip | Jean Coggins | Eugene Joseph |

**MUSIC**

|  |  |  |  |
| --- | --- | --- | --- |
| Parang in Arima | Gloria Alcazar | Mighty Sparrow | David Rudder |
| Mighty Duke | Super Blue | Rikki Jai | Errol Ince |
| Parang in Paramin | Alicia Jagessar | Calypso Rose | Singing Francine |
| Ras Shorty I | Sundar Popo | Drupatee Ramgoonai | Mighty Bomber |
| Daisy Voisin | Yankaran Brothers  | Lord Kitchener | Tony Wilson |
| Denyse Plummer | Gloria Alcazar | Black Stalin | David Rudder |
| Sandra Hamilton | Lord Invader | Shadow | Andre Tanker |
| Singing Sandra | Roaring Lion | George Goddard Sr. | Len “Boogsie” Sharpe |
| Indian Prince | Atilla Hun | Robert Greenidge | Roy Cape |

**CARNIVAL/ FESTIVAL ARTS**

|  |  |  |  |
| --- | --- | --- | --- |
| George Bailey | Stephen Lee Hung | Rodney Rajkumar | Puggy- The Midnight Robber |
| Lionel Jagessar | Harold Saldenah | Denis Dragon De Souza  | Austin Wilson |
| Wayne Berkley | Raoul Garib | Keith Carrington | Felix Edinborough |
| Peter Minshall | Ken Morris | Ralph Dyette | Theresa Montano |
| Willie Ramdeen | Edmund and Lil Hart | Narcenio Senior Gomez | Claudette Sinnette |

**TELEVISION ICONS**

|  |  |
| --- | --- |
| Allison Hennesy | Gayelle |
| Sham Mohammed | TTT |
| Holly Betaudier | Hazel Ward-Redman |
| Ian Ali |  |
| Errol Fabien |  |

**FESTIVALS**

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| --- | --- | --- | --- |
| Best Village | The Orisha Olokun Festival | La Divina Pastora and/or Soparee Mai | Gelede Festival |
| Santa Rosa Festival | Oshun Festival | Corpus Christi | All Saints’, All Souls’ |
| Indian Arrival Day | Chinese Arrival Day | Labour Day | Tobago Heritage Festival |
| Emancipation Day | Carnival | Christmas Season | Divali  |
| Ramleela | Pagwah or Holi | Eid-ul-Fitr | First People Heritage Week |
| Egungun Festival | Easter Celebrations | Baptist Liberation Day |  |

**COORDINATION**

For inquiries or further information contact Ms. Bagoo at 225-4023 ext. 4004 or send an email to: **culturalcampstt@gmail.com** with the subject “Cultural Camp 2016”.

**Application forms are due at or before 3:00pm on June 03rd, 2016.**

**This is separate to the Ministry’s grant funding initiative.**

**DOCUMENT CHECKLIST**

**Don’t forget to include these documents with the application form.**

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| Manager’s Curriculum Vitae | Timetable |
| Tutors’ Curriculum Vitae  | Marketing Plan |
| Camp rules of conduct | Proof of Insurance for the duration of Camp |
| Syllabus | Emergency Procedures |
| Budget | Supporting documentation of Organization’s profile, history of work in the arts and education, community work, etc. |