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| TERMS OF REFERENCE:TECHNICAL CAMPS 2016 |
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| May 2016 |

CULTURE DIVISION

TERMS OF REFERENCE: TECHNICAL CAMPS 2016

Planting Seeds for Creative Businesses

This venture is open to Arts Groups, Cultural Organizations, Community Groups and Umbrella Bodies, Schools and Vacation Camps that have a history of providing training and community services.

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 enhance the participants’ technical skills in the area chosen, enabling them to earn some sort of income from those skills learnt. Candidates must have some previous knowledge and interest, as these are intended to be intensive learning opportunities over six weeks. Additionally, these will serve to:

* Foster the spirit of entrepreneurship
* Facilitate transference of cultural inheritance
* Equip participants with the skill set to manage either their own or other artistic businesses
* Encourage a Culture of Peace throughout communities

*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:**

* Class sizes should be no less than 15 and no more than 25 persons.
* Open to persons between the ages **18-65 years.**
* Technical Camps: **any six weeks** during the period **July to September** **2016**.
* Core activities for these Camps would comprise of intensive learning and practical opportunities in accordance to the areas of focus in the table:

AREAS OF FOCUS

|  |  |  |
| --- | --- | --- |
| **Visual Arts**: Painting, Drawing, Sculpture, Photography/ Videography, Graphic Design,  | **Technical Theatre**: Stage management, lighting, sound, set design etc. | **Musician craftsmanship**: making and repair of instruments (cuatro, guitar, drums, chac chac etc.) |
| Jewellery Making | Fashion management | Music Production and Music Management  |
| Hair and Make Up for Stage | Script and Screen writing | **Literary Arts**- poetry, song writing, short stories, Novels |
| Pan tuning and making | Carnival Arts |  |

* Additionally the aforementioned should have the compulsory components of:
* Elements of Design
* Business for the Arts (basic Accounting, Marketing, Sponsorship, Management, Proposal and Report writing)
* Contact hours should be no less than 90hrs and no more than 150hrs.
* Final showings should demonstrate process, learning and work done during the camp. They can be in any format and should not exceed 2 hours.

**SYLLABUS FOR AREAS OF FOCUS (Except Visual Arts\*)**

A syllabus for areas of focus (**not** Visual Arts) from the list above is to be submitted as outlined hereunder:

|  |  |
| --- | --- |
| A. DESCRIPTION | The course what it is and how it fits into a program or needs, etc.  |
| B. ORGANIZATION | This could probably be worked into "purpose." state very briefly "how" the course will be conducted and very roughly what will be involved.  |
| C. COURSE OBJECTIVES | Five or six general, overall objectives of the course. These might be stated in the form of behavioural or performance objectives, but that format can be reserved for class and activity objectives that are more specific, differentiated and quantifiable. |
|  D. COURSE TOPICS | The units or topics of study. It shows the progression of topics. |
|  E. TEXT AND REQUIRED SUPPLIES | Students need to know right away what materials they need and how much the course will cost them, if there is any cost involved; the camps may be given some funds to cover this cost.  |
| F. GRADING PLAN | How are the Participants going to be graded? Very clearly state the penalty for absenteeism (see table under Monitoring and Evaluation), breakdown of scores, whether there will be practical components, how often and in what format will there be quizzes (verbal or written etc.). Any other penalties, if there will be a final test etc. |
| G. CLASSROOM RULES OF CONDUCT | Food and Beverage consumption in class. Include safety rules for trade courses (such as Jewellery) |
| H. EMERGENCY PROCEDURES | Emergency contact information and procedures in the event of an emergency or illness or injury |
| I. TENTATIVE SCHEDULE | Timetable-dates, times, places(as applicable) |

***\* Organizations choosing Visual Arts should contact the Coordinator for syllabus guidelines.***

**METHODOLOGY**

Organizations must give a description of how the programme is to be executed.

**DURATION**

Technical Camps are to run for a maximum of six weeks any time between July and September 2016 or a minimum of 90 to 150 contact hours.

**REPORTING & TIMEFRAME**

* A written Report is to be submitted by each 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.
* All camps should keep a record attendance of participants to be graded (by the technical camp manager/tutors) as follows:

|  |  |
| --- | --- |
| * No absences
 | A+  |
| * One absence
 | A  |
| * Two absences
 | B  |
| * Three absences
 | C  |
| * Four or more absences
 | F  |

## DISBURSEMENT OF MONIES

This will be in two (2) tranches broken into 50 % to start Camp and the remainder being deliverable upon the submission and review of report (due within two weeks at end of Camp).

**ORGANIZATION OF TECHNICAL CAMPS**

|  |  |  |
| --- | --- | --- |
| **Class size**15-25 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.  |
| **Tutors (2)** | Responsible for programme design, tutoring, student evaluation, final showing and report on classes. |

**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 with learning objectives & syllabus detailing description of course elements, organization of the course, course objectives, course topics, text and/or materials to be used/or will be supplied and grading plan
* Disciplines- As indicated in the aforementioned list
* Finance: ability to start camp without having to wait on first disbursement
* Organizational structure
* Public liability insurance coverage for the camp’s proposed venue
* Registration with the National Registry of Artists and Cultural Workers

**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.

**COORDINATION**

For inquiries or further information contact either Ms. Bagoo at 225 4023 ext. 4004 or 463 5936. Alternatively, send an email to: **culturalcampstt@gmail.com** with the subject “Technical Camp 2016”.

**Application forms are due at or before 3:00pm on 17th June, 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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| Supporting documentation of Organization’s profile, history of work in the arts and education, community work, etc. | Manager’s Curriculum Vitae  |
| Tutors’ Curriculum Vitae  | Timetable |
| Camp rules of conduct | Marketing Plan |
| Syllabus | Proof of Insurance for the duration of Camp |
| Budget | Emergency Procedures |