

## **Nominations Guidelines: Bernice Adams Legacy Awards**

- Clearly print the name of the individual you are nominating. If nominating a group, provide a contact name for the group.
- Complete all requested fields.
- Include the full name of the nominee or group being nominated, as you would like it to appear on any printed material.
- Nominators may not remain anonymous as the Trustees may need to contact the nominators for any clarification. Nomination forms failing to provide the name of the nominator will not be considered.

**AWARD CATEGORIES:** Trustees include in their scope of consideration, activities from the fields of Communications, Literary Arts, Music, Performing Arts, Visual Arts, and Outstanding Youth.

The committee may also recognize special achievement on the part of individuals or groups through the Heart of the Arts Award (formally known as the Special Trustees Award).

- **Communications:** Refers to the use of new media (blogs, vlogs, online), or spoken or visual presentation in one of the many vehicles of communications: stage, radio, television, newspaper, etc.
- **Literary Arts:** Refers to the use of the written word or spoken word in prose or verse (author, poet, playwright, critic etc.) or other printed works, etc.
- **Music:** Refers to instrumental and vocal; songwriters, musicians, singers, technicians, etc.
- **Performing Arts:** Refers to plays, musicals, dance, or film, directors, producers, performers, technicians, etc.
- **Visual Arts:** Refers to art appreciation, drawing, painting, printmaking, sculpture, fine crafts (clay, glass, textile, leather, etc.), puppetry, photography, graphic arts, etc.
- **Outstanding Youth:** Refers to youth 18 years of age or younger who are deserving of recognition in one or more of the awards categories.

**AWARD ELIGIBILITY:** Individuals or groups, for a minimum of three (3) years prior to the Awards Night, must have been:

- A resident of Cambridge, or
- Employed in Cambridge, or
- An associated member or student of a relevant group or school in Cambridge (Groups or schools must provide services to Cambridge residents and have been established in Cambridge for a minimum of three (3) years prior to the recognition night).

**AWARD CRITERIA:** The nominee's contribution may have been during the past year or over a number of years. They must have contributed, in or for Cambridge, in at least two (2) of the following areas within their category:

- In the field of Education related to their category, and/or

- Used their talents as a volunteer for the benefit of others in the community, and/or
- Created (personally or as a group leader), work which has received acclaim locally, provincially, or nationally, and/or
- Responsible for major improvement or development related to their category.

**THE HEART OF THE ARTS AWARD:** This special award is presented to an individual or group who, in the estimation of the Trustees, deserves recognition in one or more of the award categories. The recipient(s) may:

- Have been nominated in more than one category. The value of this contribution may be equally important in two or more categories.
- Have been selected because their contribution is heavily weighted in volunteer work where many are benefiting from their talent.
- Have been selected because they are no longer active participants in their category because of age or retirement, but their influence is still felt in the community.

Of the nominees submitted for consideration of the Heart of the Arts awards, the award recipient will be selected based on the information provided by their nominator; therefore, it is important to provide as complete of a profile as possible. The Heart of the Arts award is presented at the Annual Awards Night.

**AWARD SELECTION PROCESS:** The Committee looks forward to accepting nominations throughout the year from the community. The deadline for nominations is February 28.

The Selections Committee meets in March to review submissions. Nominators are encouraged to provide as much information as possible. Those nominated may be contacted to confirm their profile. Four finalists from each category: Communications, Literary Arts, Music, Performing Arts, Visual Arts, and Outstanding Youth may be selected, one of which will be declared winner of a Bernice Adams Legacy Award at the Annual Awards Night, held in May. From the nominations received only those selected as a finalist will be notified. All finalists will receive recognition at the Annual Awards Night.

**SUBMISSION DEADLINE:** Hard copies of the nomination form are available at the Cambridge Centre for the Arts (60 Dickson Street, Cambridge). The deadline for nominations is **February 28**.

For hard copy submissions, please forward the completed forms to: Cambridge Centre for the Arts, 60 Dickson Street, Cambridge, ON N1R 8N1. FAX: 519-624-0379 EMAIL: [artcentre@cambridge.ca](mailto:artcentre@cambridge.ca)

**PURPOSE OF THE AWARD:** Following the sudden death of former City Counselor Bernice Adams in 1980, the City of Cambridge initiated a "Bernice Adams Memorial Fund" to recognize her contributions to the community. City Council appoints nine citizens as Trustees of the Memorial Fund. This volunteer committee meets on a monthly basis administering the distribution of the funds through bursaries and scholarships.

Funds disbursed are derived from the interest earned from the Memorial Trust Fund and from committee fundraising initiatives, corporate sponsorships, and donations from the private sector. Contributions to the Bernice Adams Memorial Trust Fund or the Annual Awards Night are gratefully appreciated. If you are interested in supporting the development of Arts and Culture in the Cambridge

community through this program, contact the Accounting Coordinator for the City of Cambridge at 740-4681, ext. 4595.

The Committee also administers the distribution of awards and expenses of the Bernice Adams Memorial Fund for scholarships and bursaries to deserving, qualified persons to assist in furthering their development in the fields of arts and culture, and are responsible for planning the Annual Awards Night at which members of the community are recognized for their outstanding contributions to the artistic and cultural life of Cambridge.

If you have any questions regarding the Committee or Awards Program, please contact Centre for the Arts at (519) 740-4681, ext. 4376, or the Recreation Coordinator at (519) 740-4681, ext. 4565.