



ARTISTS IN COMMUNITIES – *Projects*

APPLICATION PACKAGE

Application Closing Date: May 1

New in 2016: The Creative Partnerships program has been renamed *Artists in Communities*.

Artists in Communities – Projects (formerly *Creative Partnerships – Explore & Connect* and *Creative Partnerships – Explore & Develop*) provides funding to eligible applicants for activities in two areas:

- Community Engagement and
- Community Development.

Artists in Communities is a Saskatchewan Arts Board program supported by funding from SaskCulture Inc. through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

CONTACT

It is strongly recommended that applicants, particularly first-time applicants, contact the Program Consultant before preparing an application as they can clarify eligibility and program requirements, and provide advice relevant to your application.

Jay Kimball

Program Consultant
Community Engagement
(306) 787-4659 (Regina) or 1-800-667-7526
jkimball@saskartsboard.ca

Lindsay Knight

Program Consultant
Aboriginal Arts & Community Engagement
(306) 964-1165 (Saskatoon) or 1-800-667-7526
lknight@saskartsboard.ca

For projects serving Aboriginal communities and/or related to Aboriginal art, skills or knowledge

DELIVER OR MAIL ONE COPY OF THE APPLICATION TO:

Artists in Communities
Saskatchewan Arts Board

1355 Broad Street
Regina, SK
S4R 7V1

or

201 Avenue B South
Saskatoon, SK
S7M 1M3

- *Applications and support material must be delivered or postmarked on or before the application closing date.*
- *If the closing date for applications falls on a weekend or holiday, applications may be delivered or postmarked on the next business day.*
- *Applicants are typically informed of grant decisions by letter no later than 90 days after the application closing date.*

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The Arts Board is committed to the principle of respect for Aboriginal traditions and protocols governing the use of traditional names, stories, songs and other art forms.



ARTISTS IN COMMUNITIES – *Projects*

PROGRAM INFORMATION

Application Closing Date: May 1

Confidentiality of Information

The personal and confidential information that an applicant provides in an application is collected, used and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and the Personal Information Protection and Electronic Documents Act. This information is required to process the application. The applicant's personal and confidential information will only be disclosed as necessary to employees of the Saskatchewan Arts Board, SaskCulture Inc. and the adjudicators. The Saskatchewan Arts Board will respond to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.

If awarded a grant, the recipient's name, community, project description and grant amount will be made known publicly. The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its programs.

Program Information

Artist in Communities – Projects provides funding to eligible applicants to support activities in two areas:

❖ **Community Engagement**

To engage communities in the arts through performances, workshops, exhibitions, commissions, etc. led by a professional artist¹ or arts professional (e.g., curator), and presented as single events or as a series.

▶ **Community Development**

To assist communities assess their cultural needs and desire for engagement in the arts and to develop a plan for a longer-term artist residency project that may lead to an application for an Artists in Communities – Residencies application, or an application for a Community Engagement project.

Communities considering an Artist in Communities – Residencies project are strongly advised to complete a Community Development project before applying for funding to support a residency.

Funding

Maximum funding available: \$10,000.

The process for adjudicating applications is competitive and funds are limited. An application may not be funded or may not be funded for the full amount requested.

Grant Recipients:

- If the application is successful, a cheque for the approved grant amount will be released to the name listed in the "Name for Cheque Issue" box on the Application Form no sooner than 30 days before the beginning of the project.
- The Saskatchewan Arts Board is required to issue T4A forms for taxation purposes to individuals for amounts received over \$500. If the identified payee is the name of the collective or group and it has the ability to receive payments under that name, the Saskatchewan Arts Board is not required to issue a T4A for taxation purposes. The Saskatchewan Arts Board cannot divide a grant and/or pay portions of a grant to each member of a collaborative team.

¹ Professional artists have completed basic training in their discipline (through formal training or mentorship, as appropriate), have a body of work that has received critical recognition and are recognized as professionals by their peers.

Funding (continued)

Grant Recipients (continued)

- **A grant recipient must meet all conditions for the release of the funds and claim their funds within 12 months after the date of the letter notifying them of the results of their application.** If the conditions are not met and the grant funds are not claimed within this 12-month period, the Arts Board reserves the right to rescind the grant.
- **A grant recipient must begin the project no later than 12 months from the start date initially approved.** If the recipient does not begin the program within this 12-month period, the Arts Board reserves the right to rescind the grant.
- **A grant recipient must receive approval from the Arts Board to make major changes to a funded project** including modifications to dates and/or significant budget revisions. If the project is significantly changed without approval, the Arts Board reserves the right to rescind the grant.
- **Recipients of funding to support *Artists in Communities* projects are required to submit a final report, including a financial report, no later than 60 days after the project end date.**
- **Recipients of *Artists in Communities* funding are required to acknowledge the support of the Saskatchewan Arts Board, SaskCulture and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation,** particularly on all print material and at selected openings, receptions, performances, events or other public functions. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to the logos through the Arts Board's website.
- The Saskatchewan Arts Board may contact a recipient at any time regarding any conditions affiliated with the grant received as a result of the application.

Eligibility

Who can apply?

- Non-profit organizations
- Incorporated for-profit companies
- Businesses, institutions
- Health care and justice facilities
- Municipalities, First Nations, Métis locals
- Post-secondary institutions
- Other incorporated entities.

Who can't apply?

- K-12 schools, school divisions, cluster of schools within a division, band schools.
- Applicants who have outstanding reports for any previous grant received from the Saskatchewan Arts Board.
- ❖ **Additional organizations ineligible for *Community Engagement* projects:**
 - Organizations that receive annual or multi-year funding from the Saskatchewan Arts Board and
 - Organizations that receive annual global funding from SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

Eligibility *(continued)*

What can't be funded?

- Projects that do not compensate artists for their work.
- Programs that are part of the applicant's ongoing activities.
 - ❖ **Exception for Community Engagement projects:**

Projects that explore new approaches for presenting, and/or methods of expanding access within existing programs may be eligible.

The project description (*refer to Application Requirements, page 9*) shall include detailed information about the existing program(s) and an explanation as to why further work with the program(s) is necessary and important.

Contact the Arts Board's Program Consultant to discuss the project.
- Events that support definable political, religious or spiritual viewpoints and/or seek to attract only a special interest audience or to recruit new members.
- Events that are primarily fundraisers or charity events.
- Activity undertaken before the application deadline.
- Applications:
 - That do not include all the required information and support material, including balanced budgets
 - Delivered, postmarked or sent by courier after the specified deadline
 - That are illegible, incomplete or unsigned
 - Submitted by e-mail or fax.

Roles and Responsibilities

Lead Partner

- Prepares and submits the application
- Coordinates the project (*designates a coordinator*)
- Establishes a planning committee that meets regularly
- Receives, manages and administers the grant funds
- Negotiates a contract with the artist and pays artist fees according to the agreed-upon terms
- Fulfills all interim and final reporting requirements
- Communicates regularly with the Saskatchewan Arts Board.

Artist Partner(s)

- Supports those involved in the project in their development of knowledge and skills in the arts.
- Serves as a collaborator and mentor for the project.
- ❖ **Additional for Community Engagement projects:** Engages the community in the arts.
- ▶ **Additional for Community Development projects:** Assists the community to:
 - Assess their cultural needs and desire for engagement in the arts
 - Develop a plan for a longer-term dedicated artist residency that may lead to an application for an *Artists in Communities – Residencies* application.
- *In most Community Development projects, the applicant will hire an artist to participate in a project. However, there may be an application for which another arts professional (e.g., curator) would be an appropriate choice. If so, please discuss this with the Arts Board's Program Consultant.*

An applicant may have a specific professional artist or arts professional in mind for their project and have developed its proposal accordingly, however it is not necessary for this individual to be contracted before submitting the application.

The Saskatchewan Arts Board may be able to provide advice on identifying an appropriate artist or arts professional for the project.

Community Partner(s)

- Raises awareness with the community about the project and the arts
 - Contributes to the project according to their own expertise and resources
 - Provides access to the community and community resources.
- *Community can mean the immediate community (e.g., a hospital community or a work place community) or can refer to the geographic community in which an organization is based.*
- *Community partners may include other communities, cultural organizations, groups within the same geographic community, stakeholders, businesses and any other groups that may benefit from, and contribute ideas or resources.*
- *For projects that explore Aboriginal art forms, skills, knowledge, teachings and/or world view, partners such as Elders or Traditional Knowledge Keepers can guide appropriate exploration of Aboriginal content.*

Artist Contract

The Arts Professions Act, now in effect in Saskatchewan, requires that written contracts be used in all transactions between professional artists and those who hire them, engage their services or use their creative work. These written contracts help solidify the relationship between the artist and those who contract their services by providing a clear understanding of the transaction. This provides an extra measure of protection to both parties and assists projects to move forward in a forthright manner. The Act also recognizes the artist as a professional and emphasizes the importance of fair compensation.

For further information about The Arts Professions Act, visit the Government of Saskatchewan website at www.pcs.gov.sk.ca/arts-professions-act.²

Project Tools

The following resources are available on the Saskatchewan Arts Board's website:

- A **Cultural Inventory/Cultural Needs Assessment** form suggests ways you can assess assets and needs related to culture in your community.
- A **Project Documentation Guide** provides suggestions for how the project can be documented as it progresses.

Contact the Arts Board's Program Consultant for more information.

² Information about artists' contracts also is available on the CARFAC Saskatchewan website at www.carfac.sk.ca.

Adjudication

Applicants are to consider the Adjudication Criteria when developing the content of their application.

For more information about the Saskatchewan Arts Board's adjudication process and how funds are allocated, visit our website at www.artsboard.sk.ca/adjudication.

The Saskatchewan Arts Board will rely on third-party review and assessment of this application as part of its due diligence. An independent panel of jurors will assess applications through a competitive process based on the following:

❖ **Adjudication Criteria for Community Engagement applications**

1. Artistic Merit

- The proposed project reflects the partners' desire to present a high-quality artistic program and involves professional artists or arts professionals with experience and expertise appropriate for the project.
 - *If a specific artist partner has been identified at the time of application, the jury will consider:* The artist's professional experience, past work and level of achievement.
 - *If a specific artist partner has not been identified at the time of application, the jury will consider:* The job description that includes the position's required skills, experience, and duties and responsibilities.
- The proposed project contributes to the development, understanding and appreciation of art and artists in Saskatchewan.

2. Impact

- The exploration question is thoughtful, aims to focus the proposed project and is appropriate for the proposed project's objectives, partners and the identified community.
- The proposed project acknowledges the diversity and intends to reach a broad sector of the identified community, foster links and community resources and strengthen the capacity of the lead partner organization to engage the community in the arts.
- *Additional for projects that explore Aboriginal art forms, skills, knowledge, teachings and/or world view:* The project is culturally authentic and includes the appropriate participation of Traditional Knowledge Keepers/Elders.

3. Planning

- The application and proposed project provide evidence of clear communication and collaboration among partners
- The partners' roles and responsibilities are clearly defined, and there is evidence the project is well-planned and reflects the partners' support and commitment.

Adjudication (*continued*)

► **Adjudication Criteria for Community Development applications**

1. Artistic Merit

- The proposed project reflects the partners' desire to develop and present high-quality artistic programming that is relevant to and appropriate for the project's objectives.
- The proposed project involves an artist or arts professional with experience and expertise appropriate for the project.
 - *If a specific artist partner has been identified at the time of application, the jury will consider:* The artist's professional experience, past work and level of achievement.
 - *If a specific artist partner has not been identified at the time of application, the jury will consider:* The job description that includes the position's required skills, experience, and duties and responsibilities.
- The proposed project demonstrates opportunities for participants, partners and the public to engage with, learn about, understand and appreciate Saskatchewan art and artists.

2. Impact

- The exploration question is thoughtful, aims to focus the proposed project, and is appropriate for the project's partners and the identified community.
- The proposed project intends to undertake an appropriate assessment of community needs and interest, encourage artistic and cultural development that is currently missing in the community, and strengthen the capacity of the lead partner organization to engage the community in the arts.
- The proposed project intends to reach a broad sector of the identified community and foster links and community resources.
- *Additional for projects that explore Aboriginal art forms, skills, knowledge teachings and/or world view:* The project is culturally authentic and includes the appropriate participation of Traditional Knowledge Keepers/Elders.

3. Planning

- The application and proposed project provide evidence of clear communication and collaboration among the partners.
- The partners' roles and responsibilities are clearly defined, and there is evidence the project is well-planned and reflects the partners' support and commitment.



ARTISTS IN COMMUNITIES – Projects APPLICATION REQUIREMENTS

Application Closing Date: May 1

IMPORTANT:

- **DO NOT staple, hole punch or clip applications or support materials or place any items in page protectors, folders or binders.**

All applications and support material are scanned and provided to the jury electronically.

- All applications are retained by the Saskatchewan Arts Board.

One copy of support material submitted by successful applicants is retained by the Saskatchewan Arts Board.

All other support material will be returned only if requested by an applicant within 30 days of the date of the letter notifying them of the grant decision. The Arts Board will dispose of any remaining support material after that date.

The Arts Board makes every effort to handle support material safely however, it is not responsible for the loss of any material.

ALL INFORMATION ABOUT THE PROJECT SHOULD BE INCLUDED IN THE APPLICATION FORM.

Use the spaces provided in the form – DO NOT attach additional pages unless specifically requested (e.g., support material).

The Saskatchewan Arts Board may:

- Contact the applicant and its designated contact at any time regarding any matter related to this application and/or to request additional information beyond that included in the application.
- At its discretion, confer with or share information with representatives of other public funders that provide financial support to the applicant organization on any matter of mutual interest regarding the organization and this application.

The following information will assist in completing the Application Form and Budget.

APPLICATION FORM (page 11)

- Complete all parts of the application form – *please include the applicant’s name at the top of each page.*
- The Declaration (page 11) must be signed by the contact person and an official of the Lead Partner organization.

EXPLORATION QUESTION (page 12)

The Exploration question is useful for focusing the development activity and guiding reflective thinking through the project.

❖ **For Community Engagement applications:** *Some examples of exploration questions are:*

- How can self-empowerment for Aboriginal youth be enhanced through learning media literacy, and its associated communication and critical thinking skills?
- How can one-on-one meetings with professional curators and critics help Saskatchewan artists develop professionally and make connections to the arts community?

Exploration Question (continued)

❖ **Community Engagement applications** – examples of exploration questions (continued)

- How can working with a professional artist to create paintings of past memories encourage residents of an elderly care home to share their stories?
- How can spoken word workshops and poetry slams, facilitated by professional artists, engage and empower youth?
- How might this commissioning project illustrate and celebrate the stories and experiences of newcomers who have settled in Saskatchewan communities?

▶ **For Community Development applications:** Some examples of exploration questions are:

- How can arts and cultural opportunities enrich life in our community and what are our community's current needs and expectations?
- How can the provision of more creative activity for our residents and staff lead to innovation and growth in our health care institution?
- How can culture and the arts contribute to economic stability in our community?
- How can culture and the arts contribute to the understanding and celebration of the stories and experiences of newcomers who have settled in Saskatchewan communities?

PROJECT DESCRIPTION

Refer to the appropriate Adjudication Criteria (pages 5-6) and consult with the identified partners when completing the Project Description.

Project Goals and Activities: (enter the following information in the Application Form on page 16)

- Describe what you intend to achieve through the project.
- Describe the professional activity that is planned and the artists/arts professional that will be involved.
- If the project includes an exploration of Aboriginal art forms, skills, knowledge teachings and/or world view, describe how Traditional Knowledge Keepers/Elders will be involved.
- Describe the project in a way that will allow the panel adjudicating the applications to envision the project and how it will unfold.

▶ **Additional for Community Development projects:**

- *If the project is to explore new approaches* for engaging communities and/ expanding access within existing programs:
Include detailed information about the existing program(s), and explain:
 - How the project provides a new approach for presenting and/or expanding access within the existing program(s)
 - Why further work with the program(s) is necessary and important
- *If the applicant receives annual or multi-year funding through the Saskatchewan Arts Board, SaskCulture Inc. or Creative Saskatchewan:*
Include additional information that explains how the project differs from and impacts the programs/activities supported through its annual or multi-year funding.

Contact the Arts Board's Program Consultant to discuss the proposed project before submitting the application.

BUDGET

Complete and enclose the Budget template (page 23)

The Budget template also is available as an Excel document on the Arts Board's website.

- Applicants will **complete and submit only** Column 1: Proposed Budget and Column 3: Revenue Notes and Expense Notes **with the application.**
- Grant recipients will **complete and submit** Column 2: Final Actuals and revised Column 3: Revenue Notes and Expense Notes **at the end of the project** as part of their final report. The Revenue and Expense Notes will include an explanation of any variances in final actuals from the proposed budget.

Budget (continued)

- List revenue and expenses (cash and in-kind) – only include items that are directly related to the proposed project and its term.
 - Additional items and/or lines may be added to the Budget template as required.
- **The budget must balance** (the total revenue amount must be the same as the total expenses amount).

Revenue:

- In *Column 3: Revenue Notes*, indicate revenue as confirmed or unconfirmed.
 - If a contribution is unconfirmed, indicate alternate plans for acquiring these funds if they are not available from the source(s) listed in the budget.
- Cash or in-kind contributions can come from partners or businesses in the community, fundraising or other grant sources, however this is not a requirement for receiving a grant.
- Funding from other sources may not be assigned to the same expenses as those covered by the Artists in Communities grant.
- Contributions from other sources can be in-kind rather than cash. Include in-kind contributions in both revenue and expenses and identify them with an asterisk (*).

For example, if an advertisement is placed in the local newspaper and the cost of \$50 is waived, this is an in-kind donation. In this example, include the \$50 in revenue as an in-kind contribution and in expenses as a \$50 advertising cost.

Expenses:

- In *Column 3: Expense Notes*, indicate which expenses will be covered by the Artists in Communities grant.

Funding from other sources may not be assigned to the same expenses as those covered by the Artists in Communities grant.
- The Lead Partner organization may be required to deduct and/or remit employer and employee contributions which can include but may not be limited to Canada Pension Plan, Employment Insurance and Workers' Compensation. If the Lead Partner needs to deduct and/or remit any of these items, they should be included in the budget. For more information, see the Canada Revenue Agency's guide, "Employee or Self-Employed" at <http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-14e.pdf>.

SUPPORT MATERIAL

Material submitted in excess of the maximums indicated will not be forward to the jurors or considered during the adjudication process.

List the support material items included with the application on page 22.

Support Material Technical Requirements

- Audio (*maximum 5-7 minutes*) – mp3, wav, wma
- Moving images (*maximum 5 minutes running time not to exceed a total file size of 1 GB*) – Avi, Mov, Mpg, mp4
- Still images (*maximum 20*) – JPEG files in PC file format only, 72 dpi resolution, maximum file size: 1 MB
- Print (*maximum 10 pages manuscript*)– single sided, double spaced, page numbered, portrait format on 8½ x 11 paper or on a USB drive or CD in Word or PDF format (Windows)
- Submit:
 - Only 1 copy of USB drives, CDs and support material that can be scanned
 - 4 copies of items that cannot be scanned (*DVDs, brochures, etc.*)
- Label USB drives, CDs, DVDs and any material that cannot be scanned with the program name, applicant name and application closing date
- Ensure the USB drive, CD and DVDs are readable
- DO NOT submit original works of art or paper documents that are double-sided (*only one side of each page will be scanned and provided to the jury*).

ARTISTS IN COMMUNITIES – Projects**APPLICATION FORM**

Application Closing Date: May 1

FOR OFFICE USE:

ID #

Date Received:

► **Complete this form in black ink or type** ◀**APPLICANT INFORMATION**Applicant Legal Name (*Lead Partner*)

Name for Cheque Issue

(if different from legal name above)

Applicant Mailing Address

Town/City

Prov.

P.C.

Phone

Email

Website

Contact Name

Position of Contact Person

(in Lead Partner Organization)

Phone

Email

The Arts Board frequently communicates information about the agency's programs and activities. In compliance with Canada's Anti-spam Legislation, in effect July 1, 2014, the Arts Board would like you to confirm that you are interested in receiving this information. Please check beside the statement below to authorize the Arts Board to include you in its communications. If the statement is not checked, your contact information will not be included.

- I authorize the Arts Board to include my name, email address and mailing address so I can receive information distributed by the agency.

The Arts Board frequently is approached by members of the media or elected officials for contact information on successful applications. If you agree to this, please check beside the options below. If the options are not checked, your contact information will not be released.

- I authorize the Arts Board to release the applicant's name, phone number and/or email address to members of the media in response to inquiries about the project.
- I authorize the Arts Board to release the applicant's name and mailing address to elected officials (Saskatchewan MLAs and MPs) if this information is requested for the specific purpose of writing the applicant a congratulatory letter.

DECLARATION

I, the undersigned:

- Certify I have read and understand the eligibility criteria for this program, and the applicant is in compliance with the program's eligibility requirements.
- Agree that if this application is successful and the approved grant amount is less than 60% of the requested amount, the applicant shall provide the Saskatchewan Arts Board with a revised budget (and a revised project plan, if required). I understand that a cheque for the approved grant amount will not be released until the applicant has met all conditions for the release of the grant and no sooner than 30 days before the beginning of the project term.
- Agree that if this application is successful, the applicant will spend the approved grant funds only for the approved purposes.
- Agree the applicant will request approval from the Saskatchewan Arts Board for any major changes to the approved project that become necessary including modifications to project dates and/or significant budget revisions.
- Agree the applicant shall acknowledge the financial contribution of the *Artists in Communities* funding partners.
- Agree that the applicant shall provide the Saskatchewan Arts Board with a final report, including a financial report, at the end of the project using the supplied forms.
- Accept the conditions of this program and agree to direct all questions concerning the assessment and/or results of this application to the Saskatchewan Arts Board.
- Declare that the statements and information contained on this form and in this application are accurate and complete.

*Signature of Lead Partner Official*_____
*Official's Name (print clearly or type)*_____
*Position of Official in Lead Partner Organization*_____
*Contact Signature*_____
Date

Applicant Legal Name

For Office Use: ID #

PROJECT INFORMATION

PROJECT TYPE	FUNDING REQUEST
<input type="checkbox"/> Community Engagement <input type="checkbox"/> Community Development	\$ (maximum \$10,000)
PROJECT DATES	PROJECT LOCATION
From To (day/month/year)	

PROJECT STATEMENT

Complete the following sentence in **25 words or less**.
 Use the space provided below – DO NOT write the statement on a separate page.

This project is to

EXPLORATION QUESTION (refer to Application Requirements, page 8)

List the central question that will be investigated if the application is successful.
 Use the space provided below – DO NOT write the question on a separate page.

PARTNER INFORMATION

Lead Partner

Describe the Lead Partner organization and its history, mandate and structure. Include a statement of the organization’s commitment to support the partnership including supplies, facilities, human and financial resources, volunteer and in-kind contributions.

Use the space provided below and on the next page. DO NOT write the information on a separate page.

Applicant Legal Name

Lead Partner *(continued)*

Applicant Legal Name

Community Partners

- List the name of each confirmed partner and provide information about each one.
- Describe their role in and contribution to the project.

Use the space provided below. DO NOT write the information on a separate page.

- Enclose** a letter from each of the confirmed partners that confirms their support of and contribution to the project.

Applicant Legal Name

Artist Partner

If a specific artist has been identified for the project prior to the date of application, provide:

ARTIST NAME: _____

Enclose the following information/material:

1. **Artist's resume** (maximum 3 pages – include website URLs if available)
2. **Samples of the Artist's work**

Samples of the artist's work, as applicable to the art form, will be from work within the last three years and will be submitted as described in the support material Technical Requirements (page 10).

If a specific artist has not been identified for the project prior to the date of application:

Enclose a detailed job description that includes the position's required artistic discipline, skills and experience, and duties and responsibilities.

Potential Partners

List the partners you would like to include in the project if the application is successful, in order to represent the community's scope and diversity.

Use the space provided below. DO NOT write the information on a separate page.

Other – Elders/Traditional Knowledge Keepers

For projects that explore Aboriginal art forms, skills, knowledge, teachings and/or world view:

- List the Elders and/or Traditional Knowledge Keepers who will be involved, and describe who they are and their roles in the project.

Use the space provided below. DO NOT write the information on a separate page.

Applicant Legal Name

COMMUNITY PROFILE

Describe the community.

Use the space provided below. DO NOT write the information on a separate page.

COMMUNITY CULTURAL NEEDS

Describe the community’s cultural needs, as you perceive them.

Cultural needs may include community cultural-use spaces; venues for touring groups; participatory arts activities for children, youth and adults; learning opportunities in the arts (e.g., classes and workshops); cultural heritage preservation; etc.

Use the space provided below. DO NOT write the information on a separate page.

Applicant Legal Name

PROJECT DESCRIPTION

Refer to the appropriate Adjudication Criteria (page 6 or 7) and consult with the identified partners when completing the Project Description.

Project Goals and Activities

- **Refer to page 9 for information requirements.** *The information about your project's goals and activities will be informed by the requirements described on page 9 and will be provided in the space below and on the following page. DO NOT write the information on a separate page.*

Applicant Legal Name

Project Goals and Activities *(continued)*

Applicant Legal Name

Project Schedule

- Describe the timeline for the project and its activities. *(It is understood that this may develop further as the project progresses.)*
- Include a description of any programming ideas that may be explored.
Use the space provided below. DO NOT write the information on a separate page.

Project Impact

- Describe the anticipated impacts of the project during its term
- Describe the anticipated long-term impact of the project and opportunities that may be sustained beyond the duration of the project.
Use the space provided below. DO NOT write the information on a separate page.

Applicant Legal Name

Project Documentation and Evaluation Plan

- Explain how the project will be documented (process and product), who will be responsible, what tools will be used and how the reflections of the community and project partners will be captured
- Include a description of how the applicant proposes to reflect on and answer the exploration question.
Use the space provided below. DO NOT write the information on a separate page.

- Indicate if your documentation and evaluation plan includes the following activities and which partner will be responsible for the activity:
 - Photography of events/activities. Yes No
 If Yes, partner responsible:
 - Photo diary of artist's works/performances. Yes No
 If Yes, partner responsible:
 - Survey of participants and/or statistical form for activities. Yes No
 If Yes, partner responsible:
 - Qualitative feedback from community – interviews/conversations. Yes No
 If Yes, partner responsible:
 - Follow-up meetings with the artist(s) and planning committee after activities. Yes No
 If Yes, partner responsible:
 - Creation of:
 - Blog Yes No Responsible:
 - Website Yes No Responsible:
 - Social Media Posts Yes No Responsible:
 - Other : Yes No If Yes, describe:

Project Communications Plan

Describe the plans for:

- Communicating with community, partners and other parties involved in the project so that it is possible to get input and to inform people about what is being done and learned as a result of the project's activities.
- Recognizing the *Artists in Communities* funding partners (refer to page 3 – Funding).

Use the space provided below. DO NOT write the information on a separate page.

- Indicate if your communications plan includes the following activities and which partner will be responsible for the activity:
 - Appropriate logos added to all advertising, invitations, brochures, posters, etc.
Partner responsible:
 - Funders acknowledged whenever possible. Partner Responsible:
 - Local:
 - Print Media Yes No If Yes, Partner Responsible:
 - Television Yes No If Yes, Partner Responsible:
 - Radio Yes No If Yes, Partner Responsible:
 - Newsletters Yes No If Yes, Partner Responsible:
 - Social Media Yes No If Yes, Partner Responsible:
 - Website Yes No If Yes, Partner Responsible:
 - Events Advertising Yes No If Yes, Partner Responsible:
 - Word of mouth Yes No
 - Will any communications material be produced in any other languages? Yes No
If Yes, describe:

Applicant Legal Name

BUDGET

Complete and enclose the Budget template.

Read the Budget instructions on pages 8-9 before beginning the template.

The template is available on page 20 and as an Excel document on the Arts Board's website.

SUPPORT MATERIAL LIST

List the support material items included in the application.

Refer to the Support Material instructions and technical requirements on page 9.

If support material cannot be scanned, indicate the number of copies submitted for each item.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



ARTISTS IN COMMUNITIES – *Projects* BUDGET

Application Closing Date: May 1

IMPORTANT – Read the Budget requirements (pages 9-10) before completing this template.

Revenue:	Column 1 Proposed Budget	Column 2 Final Actuals	Column 3 Revenue Notes <ul style="list-style-type: none"> ▪ Indicate revenue as confirmed or unconfirmed ▪ Indicate in-kind revenue with an asterisk (*)
Artists in Communities Grant			
Cash Donations/Fundraising <i>(list)</i>			
Other Cash Contributions <i>(list)</i>			
In-kind Contributions <i>(list)</i>			
Total Revenue			
Expenses:	Column 1 Proposed Budget	Column 2 Final Actuals	Column 3 Expense Notes <ul style="list-style-type: none"> ▪ Indicate which expenses will be offset by the Artists in Communities grant ▪ Indicate in-kind expenses with an asterisk (*)
Artist's Salary			
Employer Contribution <i>(e.g., CCP, EI, etc.)</i>			
Travel			
Program Support, Materials <i>(list)</i>			
Communications			
Other <i>(list)</i>			
Total Expenses			