



# ARTISTS IN COMMUNITIES – Residencies

## APPLICATION PACKAGE

Application Closing Date: May 1

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

Artists in Communities – Residencies (formerly Creative Partnerships – Artist in Residence) funding assists eligible applicants to host a six- to twelve-month artist in residence project by contracting a professional Saskatchewan artist in any discipline to collaboratively engage the community in arts activities.

*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 residencies 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.***

<sup>1</sup> 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.



## ARTISTS IN COMMUNITIES – Residencies

### 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

- **Communities wishing to undertake a residency are strongly advised to complete an Artists in Communities – Projects (Community Development) project before undertaking a residency.** The Community Development project supports the research, planning and development of a residency.

If an applicant has not completed an Artists in Communities – Projects (Community Development) project, it is expected that a needs assessment has been undertaken and a plan for the project has been completed, the results of which will be demonstrated in the application.

- Participating artists take up residence in the community full time so they can contribute to its cultural life and the community's continued engagement in the arts. Artists spend one-half of their time working with the community and the other half on their own artistic practice. Residency partners provide the artist with a suitable studio space that allows the artist and their artistic practice to be conspicuous in the community.

#### Funding

**The maximum funding available for a 12-month residency is \$40,000.**

- If the residency term is less than 12 months, the grant amount is pro-rated.
- If the applicant (*the Lead Partner organization*) is within the Northern Sport Culture and Recreation District boundaries, it is eligible to request an additional \$1,500 to cover travel expenses. This additional funding should be reflected in the residency budget.
- 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 organization listed in the "Name for Cheque Issue" box on the Application Form no sooner than 30 days before the beginning of the residency term.**
- **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.

## Funding (continued)

- **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 residencies are required to submit an interim report at the mid-point of the residency and a final report, including a financial report, no later than 60 days after the approved residency 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  
*Funding for residencies within schools is available from the Arts Board's Artists in Schools – Residencies program.*
- Applicants who have outstanding reports for any previous grant received from the Saskatchewan Arts Board.

### What can't be funded?

- Programs that are part of the applicant's ongoing activities.
  - *Residencies that explore new approaches for engaging communities and expanding access within existing programs are eligible.*
  - *Refer to Application Requirements – Residency Description: Residency Goals and Activities (page 7) for more information.*
- Residencies that do not compensate artists for their work.
- Activity undertaken before the application closing date.
- Applications:
  - That do not include all the required information and support material, including balanced budgets;
  - Delivered, postmarked or sent by courier after the specified closing date;
  - That are illegible, incomplete or unsigned;
  - Submitted by e-mail or fax.

## Roles and Responsibilities

### Lead Partner

- Prepares and submits the application.
- Coordinates the residency (*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.
- Provides the artist with a suitable work space.
- Assists the artist locate suitable housing, if required.
- Makes provisions for the artist to split his/her work time equally between community work and his/her own practice (e.g., 20 hours community work per week, 20 hours own practice per week).
- Fulfills all interim and final reporting requirements.
- Communicates regularly with the Saskatchewan Arts Board.

### Artist Partner

- Leads community engagement in the arts.
  - Supports those involved in the residency in their development of knowledge and skills in the arts.
  - Serves as a collaborator and mentor for the residency.
- *An applicant may have a specific professional artist in mind for their residency and have developed its proposal accordingly.*
- *The Saskatchewan Arts Board may be able to provide advice on identifying an appropriate artist or arts professional for the residency.*

### 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 the applicant is based.*
- *Community partners may include other communities, cultural organizations, groups within the same geographic community, stakeholders, businesses, educational institutions and/or any other groups that may benefit from, and contribute ideas or resources.*
- *For residencies 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](http://www.pcs.gov.sk.ca/arts-professions-act).<sup>2</sup>

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<sup>2</sup> Information about artists' contracts also is available on the CARFAC Saskatchewan website at [www.carfac.sk.ca](http://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](http://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

#### 1. Artistic Merit

- *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 applicant aims to develop and present high-quality artistic programming that is relevant and appropriate for the residency's objectives, partners and the community's identified cultural needs.
- The residency demonstrates opportunities for the artist to pursue and develop their artistic practice and careers, to present and promote their work, and to build an understanding of and appreciation for Saskatchewan art and artists.

#### 2. Impact of the residency on the identified community and the lead partner organization

- The residency demonstrates an intent to reach a broad sector of the community, and to encourage the community's artistic and cultural development.
- Program participants and the public will have opportunities to engage with and learn about Saskatchewan art and artists.
- The residency fosters links and community resources and assists the community to achieve its goals for artistic development.

#### 3. Depth, clarity and significance of the exploration question

- The question is thought-provoking.
- The question is appropriate for the residency's objectives, partners and identified community.
- The question has the potential to focus the residency.

#### 4. Planning, strength and diversity of partnerships

- The application and residency give evidence of clear communication and in-depth collaborative residency development and planning among partners.
- The partners' roles and responsibilities are clearly defined, and there is evidence the partners have a common understanding of the residency, are committed to the residency, and are willing and able to support the residency to ensure its success.
- The partners represent the diversity of the community identified in the application.

## 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.*



**ARTISTS IN COMMUNITIES – Residencies  
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 RESIDENCY 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 9)

- Complete all parts of the application form – *please include the applicant’s name at the top of each page.*
- The Declaration (page 9) must be signed by the contact person and an official of the Lead Partner organization.

**EXPLORATION QUESTION** (page 10)

The Exploration question is useful for focusing the development activity and guiding reflective thinking through the residency. *Examples are:*

- *What do the employees in my company think about the value of creativity in the work place?*
- *How can arts and cultural opportunities enrich life in the community?*
- *Would the provision of more creative activity for our residents and staff lead to innovation and growth in our health care institution?*

## RESIDENCY DESCRIPTION

Refer to the Adjudication Criteria (page 5) and consult with the identified partners when completing the Residency Description.

**Residency Goals and Activities:** (enter the following information in the Application Form on pages 16-17)

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

## BUDGET

Complete and enclose the Budget template (page 24).

*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.
- List revenue and expenses (cash and in-kind) – only include items that are directly related to the proposed residency 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.
- Lead Partner organizations in the Northern Sport Culture and Recreation District boundaries are eligible to include an additional \$1,500 above the \$40,000 maximum grant amount to cover travel expenses.
- 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.

## Budget (continued)

### Revenue (continued)

- 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 23.

### 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, and that still and moving images are clear.
- DO NOT submit:
  - Paper documents that are double-sided as only one side of each page will be scanned and provided to the jury or
  - Original works of art.



**ARTISTS IN COMMUNITIES – Residencies****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 with a revised budget. I understand that a cheque for the approved grant amount will not be released to the applicant until the Arts Board has received and approved the revised budget (and a revised residency plan, if required) and no sooner than 30 days before the beginning of the residency term.
- Agree that if this application is successful, the applicant shall spend the approved grant funds only for the approved purposes.
- Agree that the applicant shall request approval from the Saskatchewan Arts Board to make any major changes to the approved residency that become necessary including modifications to residency 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 an interim report, including a financial report, mid-way through the residency and a final report, including a financial report, at the end of the residency 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 Officer*\_\_\_\_\_  
*Officer Name (print clearly or type)*\_\_\_\_\_  
*Position in Lead Partner Organization*\_\_\_\_\_  
*Contact Signature*\_\_\_\_\_  
*Date*

Applicant Legal Name

For Office Use: ID #

**RESIDENCY INFORMATION**

<b>FUNDING REQUEST</b>	\$	<b>ART FORM</b> ( <i>check one</i> )
<i>(maximum \$40,000 for 12 months or \$41,500 for 12 months if the applicant is within the Northern Sport and Culture Recreation District boundaries)</i>		<input type="checkbox"/> Dance <input type="checkbox"/> Literary <input type="checkbox"/> Multidisciplinary <input type="checkbox"/> Media <input type="checkbox"/> Music <input type="checkbox"/> Theatre <input type="checkbox"/> Visual
<b>Is the applicant located within the Northern Sport Culture and Recreation District boundaries?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>RESIDENCY LOCATION(S)</b>  
<b>RESIDENCY DATES</b>		
From	To	
		<i>(day/month/year)</i>

**RESIDENCY 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 residency is to**

**EXPLORATION QUESTION** (*refer to Application Requirements, page 6*)

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 residency.

Applicant Legal Name

**Artist Partner**

If a specific artist has been identified for the residency 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*) and
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 8*).

If a specific artist has not been identified for the residency 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.

- Do you have a residence available for your artist?

Yes  No

If No, explain why.

- Do you have a studio available for your artist?

Yes  No

If No, explain why.

**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.*

Applicant Legal Name

**COMMUNITY PROFILE**

Describe the community and its diversity.

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

Applicant Legal Name

**COMMUNITY CULTURAL NEEDS**

Describe the community's cultural needs.

- Explain how this was determined (e.g., through a completed Creative Partnerships Explore and Develop project or as a result of an independent needs assessment and plan for cultural development).
- Explain how the residency will assist to meet the community's identified cultural needs.

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

Applicant Legal Name

**RESIDENCY DESCRIPTION**

*Refer to the Adjudication Criteria (page 5) and consult with the identified partners when completing the Residency Description.*

**Residency Goals and Activities**

- **Refer to page 7 for information requirements. The information about your residency's goals and activities will be informed by the requirements described on page 7 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

**Residency Goals and Activities** *(continued)*

Applicant Legal Name

**Residency Schedule**

- Describe the timeline for the residency and its activities. *(It is understood that this will develop further as the residency 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.*

Applicant Legal Name

**Residency Impact**

- Describe the anticipated impacts of the residency during its term
- Describe the anticipated long-term impact of the residency and opportunities that may be sustained beyond the duration of the residency.

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

## Residency Documentation and Evaluation Plan

- Explain how the residency will be documented (process and product), who will be responsible, what tools will be used and how the reflections of the community and residency 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:

Applicant Legal Name

**Residency Communications Plan**

Describe the plans for:

- Communicating with community, partners and other parties involved in the residency so that it is possible to get input and to inform people about what is being done and learned as a result of the residency project
- 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

**ARTIST'S IMPACT STATEMENT**

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

**ARTIST NAME:** \_\_\_\_\_

Have the artist provide a statement that describes:

- How participation in this residency will impact the development of their artistic practice, body of work and career; provide them with an opportunity to present and promote their work; and build an understanding of and appreciation for Saskatchewan art and artists and
- How they anticipate their participation in this residency will impact the community's artistic and cultural development.

*Include the statement in the space below. DO NOT write the statement on a separate page.*

**If a specific artist has not been identified** for the residency prior to the date of application, describe what you expect the impact will be on an artist who participates in this residency in terms of:

- The development of their artistic practice, body of work and career
- The opportunities there will be for them to present and promote their work and
- How an understanding of and appreciation for Saskatchewan art and artists will be encouraged.

*Include the statement in the space below. DO NOT write the statement on a separate page.*

Applicant Legal Name

**BUDGET**

**Complete and enclose the Budget template.**

*Read the Budget instructions on pages 7-8 before beginning the template.*

*The template is available on page 24 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 8.*

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

- 1.
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**ARTISTS IN COMMUNITIES – Residencies  
BUDGET**

**Application Closing Date: May 1**

**IMPORTANT** – Read the Budget instructions (pages 7-8) before beginning this form.

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