

Grants for individual artists

Grants for Individual Artists 2023

Program Guidelines and Application Form

Deadline: August 20, 2023, at 11:59pm

Overview

We know now, more than ever, how much the arts contribute to the quality of life in our community and the larger world. The arts lift our spirits, tell our stories, connect us, inspire us, and help us to better understand ourselves and this complex planet we live on. The arts entertain us, bring us together, enable us to think in new and different ways, see the world from various points of view, imagine alternative ways of living and being, and contribute incalculably to our economic, social, mental, and physical well-being, no matter what our ages or backgrounds. Art gives voice to the voiceless, shapes and reshapes history. As a city, we have to remember that “The Arts” come from the hard work of individual artists.

This Electric City Culture Council (EC3) program, supported by the City of Peterborough, is strategically designed to provide financial support to local professional artists so they can bring their imagination, dreams and visions to life and share them with audiences. It provides essential funding for the development, production, and presentation of projects, and works to assist artists in acquiring additional funding from other sources as they advance their practice and their careers.

Program Summary

The Program has two components:

- **Component One:** Mini Development Grants for Individual Professional Artists
- **Component Two:** Project Production and Presentation Grants for Individual Professional Artists

Program Descriptions

Component One: Mini Development Grants for Individual Professional Artists

This grant provides up to **\$1,500 maximum** for local professional artists to undertake a program of activities that aid their creative research and development, fuel innovation and imagination, and support the sustainability and/or advancement of their practice, including, but not limited to:

- Development of new projects or ideas, research, experimentation.
- Advancing works in progress.
- Transitioning to new disciplines or mediums.
- Advancing skills and knowledge to build or strengthen their work.
- Adapting existing works or developing new approaches to creating and producing their work, or distribution/presentation of their work, including, but not limited to, the use of new technologies or digital opportunities.
- The program welcomes applications from professional artists working in any form/medium, or discipline, in cross-disciplinary, multidisciplinary, or interdisciplinary practice, contemporary or traditional art forms. (For work in film/video, *film/video development* falls under **Component 1**, *film/video production* falls under **Component 2**.)
- Artist fees **must** be paid.
- This program strives to support proposals that reflect and promote the cultural diversity of Peterborough and Canada today and welcomes applications from artists in equity-seeking communities.

While **Component 1** projects may include public presentation of a completed work or works, this is **not** a requirement.

Component Two: Project Production and Presentation Grants for Individual Artists

This grant provides up to **\$3,500 maximum** to individual professional artists for the creation, production and presentation of innovative new projects or works in progress in any artistic discipline, taking place virtually or live in Peterborough, **in the next two years**. The program welcomes applications from professional artists working in any form, or discipline, in cross-disciplinary, multidisciplinary, or interdisciplinary practice, and in contemporary or traditional art forms. (For work in film/video, *film/video development* falls under **Component 1**, *film production* falls under **Component 2**.)

Projects can take place at any location within the city or county, including new or established indoor venues, outdoor spaces, mobile activities, broadcast, banners, billboards, and publications. For virtual projects, platforms may include social media, live streaming, websites, etc.

- This is a program of grants to individual professional artists; however, artists may work as part of collectives, ad hoc groups, or with established arts organizations, as long as the individual artist applying retains creative control of the project.
- Project applications may include the work(s) of one artist or several. Partnerships and collaborations with other community organizations are welcome and encouraged.
- Live/in-person projects may take place anywhere in the City or County of Peterborough. Pop-ups, one-time, short-run, series, longer runs, exhibitions, or continuous project proposals are all eligible.
- Artists' fees **must** be paid.
- This program strives to support applications that reflect and promote the cultural diversity of Peterborough and Canada today and welcomes applications from artists in equity-seeking communities.

Eligibility Criteria: Components One and Two

To be eligible for **Component One or Two** of the Grants for Individual Artists Program, applicants must meet the following criteria:

- Canadian citizens, permanent residents, or persons upon whom refugee protection has been conferred, and who are legally entitled to work in Ontario.
- Peterborough City or County Resident (including Curve Lake and Hiawatha).
- Professional Artist*.
- Age 18 or over.
- Student projects are not eligible for this program.
- Have completed and submitted all outstanding reports from any previous EC3 grants, and had those reports approved.

**EC3 defines a professional artist or arts professional as someone who has developed skills through training or practice, is recognized by artists working in the same artistic tradition, has a history of public presentation or publication for at least one year, seeks payment for their work and actively practices their art. Short breaks in artistic work history are acceptable.*

Ineligible Expenses

Capital expenses are **not** eligible for grant funding in either component. Capital expenditures pay for items that will have value after the current projects are completed. Typically, these are relatively expensive items that can be used for several years, such as:

- Computers, printers, and significant technical equipment
- Artistic tools and equipment
- Office equipment and furniture
- Facility and related technical equipment
- Land, buildings, and renovations of leased spaces
- Vehicles

If you have questions about capital budget items, please contact EC3 Program Coordinator, Elisha Rubacha at ec3interimprogramcoordinator@gmail.com **before**

applying.

Equity and Inclusion

The Electric City Culture Council is committed to Diversity, Equity, Access, and Inclusion in all our programs and encourages applications from self-identified members of marginalized/racialized, equity seeking communities (visible and invisible), including BIPOC artists, Deaf and hard of hearing artists, artists with disabilities, new Canadians, and those artists identifying as 2SLGBTQ+.

EC3 is committed to establishing fair and equitable practices for all of our programs and services in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Persons with disabilities are encouraged to come forward at any stage of the application process to request accommodations, if needed. Members of our team will consult and can adapt processes wherever possible to provide individuals with disabilities with equal opportunity to apply.

EC3 encourages applications from all those who live in our diverse community and advocates for equal opportunity for all applicants in the application and selection process. EC3 is committed to supporting and promoting diverse artists, artistic practices, and arts communities that represent a wide cross-section of Peterborough and the surrounding area, including artists who identify as Indigenous, Black, or people of colour, as well as artists with disabilities, Deaf and hard of hearing artists, and artists who are members of marginalized religious, sexual orientation, and gender identity groups. EC3 strives to make our juries, assessment committees, and review panels equitable and inclusive by ensuring broad representation, skills, and knowledge from the communities outlined above.

If you are a first-time applicant and need assistance with any aspect of the process, please contact the EC3 Program Coordinator Elisha Rubacha at: ec3interimprogramcoordinator@gmail.com.

Vulnerable Communities

If your project involves working with a vulnerable community (e.g., minors, those living with mental illness, economic disadvantage, etc.), EC3 may require the completion and review of a Police Vulnerable Sector Check (PVSC) from any project participants who will be interacting directly with members of that community, before grant funds can be released. Proof that the participant has passed a PVSC within the last year will also be acceptable. EC3 will cover the cost of the PVSC upon request.

Application Workshops

If you have any questions about this program or the application process, EC3 will be holding a virtual Grants for Individual Artists Application Workshop on **July 4, 2023 at 7:00pm via Zoom**. Register for the workshop [here](#).

Please follow us on social media for information on additional workshops:



Deadline

The deadline for applications in **Component One** and **Component Two** is **August 20, 2023**.

If you identify as Deaf and/or as living with a disability/ies and require accommodation or assistance to develop or make an application to this program, please contact EC3 Program Coordinator Elisha Rubacha at ec3interimprogramcoordinator@gmail.com for more information.

Assessment of Applications

A jury (peer assessment committee) will review applications/proposals and make recommendations to EC3 for funding. All jury decisions are final.

Assessment Criteria

Applications in **Component One** will be evaluated and selected based on the following criteria:

- Quality and clarity of artist's statement/program of activities/project proposal or description.
- Artistic merit of the artist's statement/program of activities/project proposal or description and support materials, and the project's value and impact for the artist's practice.
- Feasibility of the proposed program of activities (funding request and demonstrated ability of the applicant to carry out the project).

Applications in **Component Two** will be evaluated and selected based on the following criteria:

- Quality and clarity of artist's statement and project description.
- Artistic merit of the support materials and program of activities.
- Project feasibility (budget and demonstrated ability to carry out the project as described).

Notification

EC3 will email you a notice acknowledging receipt of your submission shortly after the final application deadline. Acknowledgement indicates that your application has been received, not that it is eligible or approved. EC3 will advise you if more information or clarification on your application is required. You will be informed of the results by September 18, 2023.

Successful Applicants

If your application is successful, EC3 will send you confirmation and a Letter of Agreement.

T4 Slips

Successful applicants will later be issued a T4A slip which should be retained for income tax purposes. A positive grant result will therefore include a request for your social insurance number. Without your SIN, EC3 cannot provide the grant funds. An arts grant has different tax implications depending on your individual situation. EC3 cannot provide tax advice on an individual basis. Canada Council for the Arts offers [this guide](#) to T4As. You can also view EC3's [Tax Time for Artists workshop recording](#) for some general guidance.

Final Reports

All successful applicants must complete a Final Report upon completion of your project. Most projects will take place within one year of receiving a grant, but successful applicants may have up to two years to complete their project and submit a Final Report. Final Report Forms will be provided along with a Letter of Agreement to successful applicants.

Application Instructions

- If you would like to apply to the Program of Grants for Individual Artists Component One or Component Two and receive funding, please read all the information above very carefully before completing the application form below.
- Ensure you are using the correct application form for the Component you wish to apply for.
- **Use the checklist on the final page of the application form to ensure you have included all the required information.**

Applications will only be accepted via this Word document form, saved as a doc/docx, and sent by email to ec3interimprogramcoordinator@gmail.com with the subject line "Application: GFIA."

Timeline / Deadlines

- Tuesday June 20, 2023: Call for Applications
- Tuesday July 4, 2023: Application Workshop (additional workshops as announced)
- Sunday August 20, 2023: Call for Applications Deadline (at 11:59 pm)
- Monday September 18, 2023: Results Announced

EC3 is grateful for the generous support of all the funders who make our work possible, and particularly to the City of Peterborough for their direct support of this program.



**THE ELECTRIC CITY CULTURE COUNCIL GRATEFULLY ACKNOWLEDGES
THE SUPPORT OF OUR GENEROUS FUNDERS**



Canadian
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PETERBOROUGH
DOWNTOWN BUSINESS
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ONTARIO ARTS COUNCIL
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an Ontario government agency
un organisme du gouvernement de l'Ontario



Grants for individual artists

Grants for Individual Artists Application Form

Component One: Mini Development Grants for Individual Professional Artists

NOTE: Please ensure you are filling out the application form for the correct Component of this program. Applications will only be accepted via this Word document form, saved as a doc/docx, and sent by email to ec3interimprogramcoordinator@gmail.com with the subject line “Application: GFIA.”

Name of lead applicant:

Name of who the cheque should be made out to:

Other participants (if applicable):

Contact information for lead applicant:

Phone (required):

Email (required):

Mailing address (required):

Eligibility:

Please review the criteria below and confirm that you meet all the eligibility requirements.

- I am a Canadian citizen, permanent resident, or a person upon whom refugee protection has been conferred, and I am legally entitled to work in Ontario.

- I am a Peterborough City or County Resident (including Curve Lake and Hiawatha).
- I am a Professional Artist (see definition in Program Guidelines – Eligibility Criteria).
- I am age 18 or over.
- I have completed and submitted all outstanding reports from any previous EC3 grants I have received, and had those reports approved.

Grant request (up to \$1,500.00):

TITLE OF PROJECT:

PROJECT DESCRIPTION SUMMARY (25 words maximum):

Briefly describe how you would use the requested grant. Please be as specific as possible. ("This grant would cover the cost of research and an artist fee for my project about _____" is preferred over simply "I'm researching and creating a project about _____.") If your application is approved, this summary will be used for media purposes.

ARTIST'S STATEMENT/PROGRAM OF ACTIVITIES/PROJECT PROPOSAL OR DESCRIPTION:

Describe what you want to do and why you want to do it. What are the artistic goals of your project/program of activities? How would this grant help you to accomplish your artistic goals and objectives? Your artist's statement should explain how the proposed program of activities or work either contributes to the development of your artistic practice, or a particular project.

SUPPORT MATERIALS:

Please remember that the assessment of your grant proposal will include an evaluation of your support materials. Provide up to 5 examples documenting your previous work as email attachments (or list links below for audio/video) with your grant application. You may also submit material illustrating your proposed activities if applicable.

- **Images:** Send in JPG/PNG/GIF format.
- **Audio and/or video:** Upload clips to the web and include link below. For clips longer than 5 minutes, please note in the description below which 5-minute segment should be considered.
- **Literary:** Send prose and/or poetry as DOC/DOCX/PDF files.

Please fill out the following table identifying your Support Materials:

	Image, Audio, Video or Document Name	Description	Link (if applicable)
1			
2			
3			
4			
5			

ARTISTIC C.V./ RESUME

Copy and paste below or include as email attachment labelled "CV_LastName.doc".

COMPONENT ONE BUDGET DESCRIPTION

Please briefly describe how you would spend your grant of up to \$1,500. (Examples include: paying artist fees to yourself or others, travel, professional development, workshops, research materials, etc.)

Applications only accepted via email to Program Coordinator Elisha Rubacha at

ec3interimprogramcoordinator@gmail.com with the subject line “Application: GFIA.”

Application Checklist

Please review the application checklist and be sure you’ve provided all the necessary information.

- Title of Project
- Project Summary (25 words maximum)
- Artist’s Statement/Project Description
- Support Material (up to 5 examples)
- Artistic Resume/C.V. (3 pages max)
- Budget Description

For further information or support, contact:

Elisha Rubacha

EC3 Program Coordinator

ec3interimprogramcoordinator@gmail.com

www.ecthree.org

Grants for individual artists

Grants for Individual Artists Application Form

Component Two: Project Production and Presentation Grants for Individual Artists

NOTE: Please ensure you are filling out the application form for the correct Component of this program. Applications will only be accepted via this Word document form, saved as a doc/docx, and sent by email to ec3interimprogramcoordinator@gmail.com with the subject line "Application: GFIA."

Name of lead applicant:

Name of who the cheque should be made out to:

Other participants (if applicable):

Contact information for lead applicant:

Phone (required):

Email (required):

Mailing address (required):

Eligibility:

Please review the criteria below and confirm that you meet all the eligibility requirements.

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protection has been conferred, and I am legally entitled to work in Ontario.

- I am a Peterborough City or County Resident (including Curve Lake and Hiawatha).
- I am a Professional Artist (see definition in Program Guidelines – Eligibility Criteria).
- I am age 18 or over.
- I have completed and submitted all outstanding reports from any previous EC3 grants I have received, and had those reports approved.

TITLE OF PROJECT:

PROJECT SUMMARY (25 words maximum):

Briefly describe how you would use the requested funding. Please be as specific as possible. (“I will pay artist fees to produce a play about _____” is preferred over simply “I am producing a play about _____.”) If your application is approved, this summary will be used for media purposes. Please include location(s) or platform(s).

PROJECT DESCRIPTION (500 words maximum):

Your Project Description should describe your project in detail (what the project will include, how and when it will be executed, and how your project works with the goals of the Program).

ARTIST’S STATEMENT (250 words maximum):

Describe what you want to do and why you want to do it. What are the artistic goals of your project/program of activities? How would this grant help you to accomplish your artistic goals and objectives? Your artist’s statement should explain how the proposed program of activities or work either contributes to the development of your artistic practice, or a particular project.

LOCATION/VENUE INFORMATION (250 words maximum):

Please describe the location or virtual platform that you have chosen for your project or the type of location that you are seeking for your project. For site-specific project ideas, describe how the project concept relates to the place where you would like to see it presented. Have you already secured your venue? If not, how will you secure your venue?

SUPPORT MATERIALS

Please remember that the assessment of your grant proposal will include an evaluation of your support materials. Provide up to 5 examples documenting your previous work as email attachments (or list links below for audio/video) with your grant application. You may also submit material illustrating your proposed activities if applicable.

- **Images:** Send in JPG/PNG/GIF format
- **Audio and/or video:** Upload clips to the web and include link below. For clips longer than 5 minutes, please note in the description below which 5-minute segment should be considered.
- **Literary:** Send prose and/or poetry as DOC/DOCX/PDF files.

Please fill out the following table identifying your Support Materials:

	Image, Audio, Video or Document Name	Description	Link (if applicable)
1			
2			
3			
4			
5			

ARTISTIC RESUME/C.V.

Copy and paste below or include as email attachment labelled "CV_LastName.doc".

COMPONENT TWO BUDGET FORM

	Proposed Budget	Notes
REVENUE		
EC3 Grant Request		
Other Grant Revenue <i>(explain)</i>		
Sponsorships		
Box Office		
Other Revenue <i>(explain)</i>		
Total Revenue		
EXPENSES		
Artist's Fees		
Wages <i>(other)</i>		
Technical Fees		
Production Equipment		
Costs <i>(sound, lighting, projection, etc.)</i>		
Other Production Costs <i>(specify)</i>		
Materials		
Audience Development Materials (print, online, educational/promotional, etc.)		

Other (<i>explain</i>)		
Other (<i>explain</i>)		
Total Expenses		
BUDGET SUMMARY		
Total Revenue		
Total Expenses		
Balance (<i>Revenue and Expenses must balance</i>)		

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Application Checklist

Please review the application checklist and be sure you’ve provided all the necessary information.

- Title of Project
- Project Summary (25 words maximum)
- Project Description (500 words maximum)
- Artist’s Statement (250 words maximum)
- Location/Venue Information (250 words maximum)
- Support Material (up to 5 examples)
- Artistic Resume/C.V. (3 pages max)
- Budget Form

For further information or support, contact:

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