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the arts

ARTISTS IN COMMUNITIES – *Arts After Hours*
PROGRAM GUIDELINES

Application Deadlines: May 1 and November 1



If the deadline falls on a weekend or holiday, applications may be delivered or postmarked on the next business day.

The Artists in Communities program is administered by the Saskatchewan Arts Board through an agreement with SaskCulture Inc. and is funded by the Arts Board and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

CONTACT

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

Jody Greenman-Barber
Program Consultant
(306) 787-4659 (Regina) or 1-800-667-7526
jgreenmanbarber@saskartsboard.ca

Lindsay Knight
Program Consultant
(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.

SUBMISSION

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**

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PROGRAM INFORMATION

Artists in Communities provide opportunities that enable community-based organizations to offer arts-related activities that are linked to local communities through partnerships with professional artists/arts professionals.

Projects are developed out of established partnerships where both partners (community organization/school and artist) plan and execute the project through exploration-based processes.

Arts After Hours responds to an identified need for increased out-of-school, community-based arts programming for children and youth, providing exploratory opportunities with professional artist not directly related to school curriculum objectives.

PARTNERSHIP ROLES AND RESPONSIBILITIES

Most successful projects come out of genuine partnerships between the community organization and the professional artist. It is the responsibility of both partners, through collaborative project development, to plan and execute the project while respecting each other's roles. Additional community partners can contribute expertise, knowledge, skills, resources, and/or by raising the profile for long-term impact.

Co-Applicant (Community Organization) will have a shared responsibility for planning, development, execution, evaluation of the project. Planning will involve identifying key questions, issues, or ideas that are relevant to youth in the targeted community. The community organization will be identified in the application as either the primary or secondary contact, will take part in drafting the application and if successful, will complete all final reports with Co-Applicant artist. If the community organization is identified as the Primary contact, the organization will assume the responsibility for management of the grant funds and submitting the final report.

Co-Applicant (Artist) must meet the Arts Board definition of professional artist¹. The artist serves as a collaborator and mentor for the project. This applicant will have shared responsibility for planning, development, execution and evaluation of the project. The artist will support those involved in the project in their development of knowledge and skills in the arts. They will take part in drafting the application and all required reports and, if identified as the primary contact person, will have responsibility for management of the grant funds and submitting the final report.

Community Partners (Potential) are genuine partnerships appropriate to the activity and size of the community. The role of the Potential Community Partner(s) is defined by the Co-Applicants; Community Partners are not required to take part in drafting the application.

Elder or Knowledge Keeper Partners: It is necessary to include an Elder or Knowledge Keeper Partner for any application that involves any traditional Indigenous worldviews or art forms.

Curatorial Organizations are organizations that act on behalf of communities, schools, and artists to present projects. These applicants must explain their mandates and how they connect with the community/school and artists with whom they propose working.

¹ A professional artist is defined as an individual who has completed training in a recognized art form (either through formal study or through a process of mentoring/apprenticeship), has produced a body of work in their artistic discipline that has received critical recognition, and who is recognized as professional by their peers within their arts community.

ELIGIBILITY

Who can apply?

- The partnership of Community Organization and Professional Artist must be in place prior to the submission.
- The Co-Applicant (community) can be any incorporated for-profit companies or non-profit community-based organizations (i.e., businesses, institutions, health care, Justice facilities, municipalities, First Nations, Métis Locals, post-secondary institutions, artists collectives, schools, Band Councils, etc.).
- The Co-Applicant (community) must be based in the province of Saskatchewan, may make no more than one application at any submission deadline, and must be in good standing with the Arts Board (i.e., have no overdue reporting on any prior grants) when the application is received, and any grant payments are issued.
- The Co-Applicant (artist) may make more than one application at any submission deadline, up to the maximum allowable funding level through residencies, although the jury will consider the individual's ability to undertake multiple projects when assessing the applications.
- The Co-Applicant (artist) must be in good standing with the Arts Board (i.e., have no overdue reporting on any prior grants) when the application is received, and any grant payments are issued.
- The Saskatchewan Arts Board accepts applications submitted in either English or French. French-language applications will be translated into English before they are provided to the jurors. The Saskatchewan Arts Board will ensure at least one juror is able to read the application in its first language.

What kinds of projects are eligible?

- Activities that foster respectful, professional partnerships between artists and communities.
- Projects that reflect an appreciation for high quality arts programming and are developed in response to the community's needs.
- Projects that are designed to connect with and engage participants in meaningful ways and have a lasting impact.
- Projects designed to develop young people's inquisitiveness by demonstrating a positive commitment to the exploration question and asking youth to make connections, construct meaning, and reflect critically on their own work.
- Projects that explore new approaches for presenting, and/or methods of expanding access within existing programs.

What is the maximum amount of funding available to apply for?

- The maximum grant available is \$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.
- Funds are released 30 days prior to the project start date.
- The Arts Board reserves the right to rescind any grant funds from applicants who do not meet the conditions for the release of funds, make significant changes to their project without approval, and/or do not begin their project within approved timelines.

What kinds of projects are ineligible?

- Organizations that receive annual or multi-year funding from the Saskatchewan Arts Board, SaskCulture Inc., or the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, Creative Saskatchewan and/or creative industries associations supported by Creative Saskatchewan, unless the proposed projects explore **new** approaches for presenting and/or methods of expanding access within existing programs.
- Applications and/or support material delivered or postmarked after the application deadline date.
- Applications that do not include all the required information and support material, or that do not include balanced budgets.
- Applications submitted by email or fax.
- Projects that do not compensate artists for their work.
- Projects that are not primarily artistic – e.g., projects that are undertaken for therapeutic, educational or informational purposes, or to promote a specific political, philosophical, or spiritual perspective or practice.
- Projects that promote hatred or intolerance.
- Fundraising activities, awards, sponsorships or re-granting activities.
- Activities that contravene provincial or federal law.
- Activities that use or present Indigenous cultural material, traditional knowledge or stories without permission from the community or without involvement of either an Elder or Knowledge Keeper.
- Activities or projects that start prior to the application deadline or after the project dates.
- Grants are not meant for capital purchases (e.g. basic equipment, kilns, computers, musical instruments, etc.). In most cases, renting equipment during the project term is preferred. If the cost of renting is higher than the purchase price, provide an explanation and rationale for purchase.

PUTTING THE APPLICATION TOGETHER

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

- **Arts After Hours FAQs** that provide more information about exploration learning and include tips for planning an *Arts After Hours* project.
- **Preparing Your Application:** Grant Writing Guide and Project Planning Webinar for Artist in Schools and Artist in Communities.
www.saskartsboard.com/menu/grants/preparing-your-application.html

Planning an Arts After Hours Project

- The ideas, objectives, roles, and responsibilities of all identified partners must be reflected in the application with evidence of clear communication, collaborative planning, and project development.
- The established partnerships need to be appropriate and intact and should have a mutually beneficial relationship for the quality and depth of the project and for the partners to achieve their outcomes.
- It is important that the Co-Applicants understand the needs and size of the community where the project will take place and develop activity accordingly. The exploration question will reflect this and function as a guide to the project.
- For projects that explore Indigenous art forms, skills, languages, knowledge, teachings, and/or worldviews, traditional Knowledge Keepers or Elders must be confirmed.
- The applicants need to consider the impact of their project and how it will be measured/evaluated.

Exploration

- The purpose of exploration is to develop young people and youths' inquisitiveness by asking youth to make connections, reflect critically, and construct meaning through creative processes. What is learned can be invaluable for future planning of arts activities and new processes of discovery.
- The exploration question is relevant to community needs (i.e. issues, concerns, interests, themes, etc.); it directs the partnerships as they work towards a shared goal while valuing the perspectives and contributions of others.
- It expresses what participants will think about and investigate throughout the project.
- It encourages meaningful engagement by participants and guides the project from its on-set, and it may be changed and refined as the project evolves.

Evaluation

- Together, the Co-Applicants are expected to evaluate and report on the success of the project.
- The applicants will consider the criteria to measure the success of their project evaluate its impact based on measurable outcomes.
- Applicants should factor into their evaluation the potential for projects to change and for the exploration question to adjust according to discoveries made throughout the project.

Budget

- Applicants will complete and submit a budget form using the template provided with the application.
- The budget for your project must balance, meaning your Total Revenue must equal your Total Expenses. A balanced budget shows the need for the grant, but also indicates that you can complete the project with the grant and your other available financial resources.
- Applicants will **complete and submit only** *Column 1: Proposed Budget* and *Column 3: Revenue Notes and Expense Notes* with the application.
- List all income, sponsorships, funding and personal resources you plan to devote to the project under Revenues.
- 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. 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 (*).
- Under *Expenses*, provide the project costs to be incurred, and indicate in *Column 3: Expense Notes* which costs the grant is intended to cover. For each expense, you will be asked to say how much is covered by the *Artists in Communities* grant that you are requesting. The total of these amounts should be equal to your grant request. You may need to attach breakdowns of some categories if you have many individual expense items. Remember to assign the same dollar cost to items listed as in-kind donations under Revenue.
- The Co-Applicant 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 Co-Applicant 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": www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110-employee-self-employed/employee-self-employed.html.

- The Saskatchewan Arts Board is required to issue T4A forms for taxation purposes to individuals for amounts received over \$500.
- 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.
- Artist Fees: The Arts Board is committed to the professional status of the artist and won't fund projects in which artists are not paid for their work. Refer to CARFAC's minimum fee schedule available on CARFAC's website for further information: www.carfac.sk.ca.
- Enter any additional costs incurred to complete your project, such as an Elder's fee or honoring gifts, etc., under *Other*.

Support Material

- Support materials help jurors assess your project against the adjudication criteria and provide them with evidence that you can accomplish it. The work samples and documents you submit to support your application should be readable, relevant to your grant project, and as recent as possible. Applications and support material are scanned and sent to the jury electronically.
- There are two types of support material: Support Material that supports the expertise of the Artist and Support Material that supports the Project.
- The Arts Board will accept up to three items of support material (choose from list provided) for the Co-Applicant (artist) and up to three items of support material to support the project (see list of possible items). The maximum items of support material to submit cannot exceed six in total and must meet the limited restrictions within each item.
- Include a list of the support material items included with the application.
- Submit only one copy of USB drives, CD's and support material that can be scanned and four copies of items that cannot be scanned (DVD's, brochures, etc.). Be sure to label your support material with the program name, applicant name and closing date.
- **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*).
- The Arts Board retains one copy of support material submitted by successful applicants. All other items will be securely disposed of unless you request return within 30 days of the date on your notification letter. The Arts Board makes every effort to handle and return material safely; however, it is not responsible for loss or damage.
- If you submit more support material than the maximum allowed for your artistic discipline, the excess material will not be forwarded to the jurors or considered during the adjudication process. This ensures that all applicants have an equal opportunity to present their work.

Co-Applicant (artist) Support Material & Technical Requirements

Choose up to a maximum of three items from this list:

- Artist CV (*maximum 3 pages*)
- Audio (*maximum 5-7 minutes*) – mp3
- Moving images (*maximum 5 minutes running time not to exceed a total file size of 1 GB*) – avi, mov, mpg, mp4

- Still images (*maximum 10*) – JPEG files, 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.

Project Support Material (Limit 3 items)

- If you submit more support material than the maximum allowed for your artistic discipline, the excess material will not be forwarded to the jurors or considered during the adjudication process. This ensures that all applicants have an equal opportunity to present their work.
- You may include other relevant material to support your project and/or that notes expertise knowledge such as letters of support from Potential Partners, Elders or Knowledge Keepers, newspaper or magazine clippings, brochures, or other types of documentation, etc.
- Letters of support (*maximum 1 page*).
- For projects that explore Aboriginal art forms, skills, knowledge, teachings, and/or world views must include an Elder or Knowledge Keeper in their ongoing activities. A letter of agreement from the Elder or Knowledge Keeper is required as support material to the application.

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.

ADJUDICATION PROCESS

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

1. Artistic Merit

- The partners’ aim to develop and present high-quality artistic programming that is relevant and appropriate for the community’s objectives and identified cultural needs.
- The artist is recognized as a professional by their peers and will be assessed by their past work and current practice as identified in their support material.

2. Exploration, Quality of the Project, and Impact

- The project as described, demonstrated by either depth or size of reach, has the potential to evolve and/or expand the way participants view arts processes and practices, thereby enriching their art experiences.
- The exploration question(s) is thoughtful and responsive to the needs of the community and is appropriate for the proposed project objectives.
- The exploration question(s) focuses the development of the activity, provides clarity, guides reflective thinking and engages the participants in a meaningful way.

3. Planning and Evaluation

- The quality and depth of the partnership(s) is appropriate, and there is evidence that both partners have a common understanding of the project and are committed to its success.

- The ideas, objectives, roles and responsibilities of all identified partners are reflected in the application, and there is evidence of clear communication, collaborative planning and project development.
- The proposed project places value on the presence of genuine community partnership(s) that is appropriate to the activity, size of the community, and capacity of the Co-Applicant Partners.
- The project is relevant, and the timeline, work plan, and budget are appropriate for the project term.
- The exploration question and planned activities can be measured and evaluated against the community needs and objectives.

For more information about the Saskatchewan Arts Board's adjudication process and how funds are allocated, visit our website at www.saskartsboard.ca/menu/grants/assessment.html.

NOTIFICATION OF ADJUDICATION RESULTS

Applicants are typically informed of grant decisions by letter no later than 90 days after the application deadline date.

Successful Applications

- If your application was successful, you will receive a notification letter that includes the terms and conditions of funding. If the grant awarded was less than 60% of the amount requested, you must submit a revised budget, project plan and/or project dates to show how you will undertake the project with less funding than requested. You must sign and submit the Request for Grant Payment form to receive your funding.
- A cheque for the approved grant amount will be released to the Co-Applicant Primary Contact indicated on the application form no sooner than 30 days before the beginning of the project term.
- The Saskatchewan Arts Board is required to issue a T4A form for grant amounts over \$500 issued to an individual applicant.
- A grant recipient must begin the project no later than 12 months from the start date initially approved.
- Recipients of funding are required to acknowledge the support of the Saskatchewan Arts Board, SaskCulture Inc., and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, particularly on all print material and at 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.
- Recipients of funding are required to submit a final report to be completed after the grant period including a description of activities accomplished, budget, documentation, etc. Final reports are due no later than 60 days after the project end date.
- The Saskatchewan Arts Board may contact a recipient at any time regarding any conditions affiliated with the grant received based on the application.
- Grant recipients must communicate any major changes with the Arts Board including any modifications to the project, dates, and/or significant budget revisions. If the project is significantly changed without approval, the Arts Board reserves the right to rescind the grant.
- Request receipts when you pay the artist and other professional fees and keep all receipts for expenses over \$100. The Arts Board reserves the right to request receipts up to seven years after completion of the project.

Unsuccessful Applications

If your previous application was recommended for support by the jury but not ranked high enough to be funded, apply again and hope for a better outcome. The jury saw merit in your work and would have awarded your project a grant, but the money ran out. Every deadline is unique: different partners apply and different jurors adjudicate the applications. Before applying again, take the following steps:

- Reread and reconsider your application components and support material.
- Call the Program Consultant. Program Consultants can often provide helpful comments from the jury and suggest how you can more clearly present your project or strengthen your application.

If the primary applicant received a letter informing that your application was considered ineligible or was not recommended for funding, the Program Consultant can explain what the problem was and whether you can apply at the upcoming deadline.

- The application may have been incomplete or failed to provide information needed by the jury to assess it against the adjudication or eligibility criteria.
- The budget may have included ineligible expenses, or the jury may have had questions about your eligibility.
- Many of these issues can be resolved. Calling to discuss your results professionally, acting on the feedback and reapplying is the best response to an unsuccessful application.

CONFIDENTIALITY OF INFORMATION

The personal and confidential information that is provided in an application is collected, used and disclosed in accordance with the provisions of *The Freedom of Information and Protection of Privacy Act* (an Act respecting a right of access to documents of the Government of Saskatchewan and a right of privacy with respect to personal information held by the Government of Saskatchewan). This information is required to process the application. Personal and confidential information disclosed in the application will only be shared, as necessary, with employees of the Saskatchewan Arts Board, SaskCulture Inc. and the adjudicators. If awarded a grant, the name of the recipient, community, project description and amount of the grant will be made known publicly. The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its programs. The Saskatchewan Arts Board will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.



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FUNDING
PROVIDED BY



ARTISTS IN COMMUNITIES – *Arts After Hours*
APPLICATION CHECKLIST

Application Deadlines: May 1 and November 1

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.

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|--------------------------|---|
| <input type="checkbox"/> | <p>Application Form</p> <ul style="list-style-type: none"> • Co-applicant Community Partner and Co-Applicant Artist must submit signed and completed Contact Information, Communication of Information, Release of Information, and Declaration forms. • 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). • A Primary Applicant must be identified. That primary applicant will receive all correspondence related to this application including grant payments. The primary applicant is also responsible for managing the budget and submitting the final report. |
| <input type="checkbox"/> | <p>Budget</p> <ul style="list-style-type: none"> • You must complete the Budget template provided in the application package or download from the Arts Board’s website. A complete and balanced budget assures the jury that your project will be feasible if you receive a grant. |
| <input type="checkbox"/> | <p>Support Material</p> <ul style="list-style-type: none"> • Support material helps jurors assess your project against the adjudication criteria and provides them with evidence that you can accomplish it. The work samples and documents you submit to support your application should be readable, relevant to your grant project and as recent as possible. • Applications and support material are scanned and sent to the jury electronically. |