

## ARTicipate Project Grant Guidelines 2012 ARTICIPATE ENDOWMENT FUND

### GOAL

To enhance artistic activity at the Shenkman Arts Centre by supporting high quality artistic activities of all disciplines through grants awarded to local artists and arts organizations that will be presenting or exhibiting their work in the Centre.

### OBJECTIVES

The ARTicipate Project Grant supports:

- Presentation and exhibition of high quality artistic work in the Shenkman Arts Centre
- Local artists and arts organizations based in the Ottawa Region
- Accessibility of Shenkman Arts Centre spaces to non-resident artists and arts organizations
- English, French and bilingual artistic activities in the Shenkman Arts Centre
- Collaborative projects involving more than one artists and/or arts organization.

### ABOUT THE ARTICIPATE ENDOWMENT FUND

The ARTicipate Project Grants are made possible by the income interest generated from the ARTicipate Endowment Fund. Established in 2007 by AOE Arts Council, the ARTicipate Endowment Fund is dedicated to supporting and developing high quality artistic activities at the Shenkman Arts Centre.

The ARTicipate Endowment Fund has been developed by the ARTicipate Campaign through generous donations from private foundations, the province of Ontario, individuals, local groups and businesses. All funds raised through the campaign are deposited into the ARTicipate Endowment Fund.

For more information about the ARTicipate Endowment Fund, AOE Arts Council or the Shenkman Arts Centre, please visit the ARTicipate website, [www.articipate.ca](http://www.articipate.ca), the AOE Arts Council website, [www.artsoe.ca](http://www.artsoe.ca), or the Shenkman Arts Centre website, [www.shenkmanarts.ca](http://www.shenkmanarts.ca).

## ELIGIBILITY

### ELIGIBLE PROJECTS

Funding is awarded for the presentation and exhibition of high quality artistic work in the Shenkman Arts Centre by local artists and arts organizations based in the Ottawa Region. Applicants are encouraged to contact the ARTicipate Coordinator before applying to determine if their project meets the eligibility criteria.

#### ELIGIBLE PROJECTS MUST SATISFY ALL THE FOLLOWING CRITERIA:

- Be artistic in nature
- Meet high standards of artistic quality
- Enhance artistic programming and activities at the Shenkman Arts Centre
- Take place at the Shenkman Arts Centre
- Be open to the general public

The following are a list of eligible activities by discipline. Eligible activities include, *but are not limited to*:  
Literary Arts – The presentation and/or performance of work in the following: poetry, long and short fiction, non-fiction, spoken word and storytelling.

Visual Arts – The non-commercial public exhibition of works in the following: painting, sculpture, installation, photography, drawing, mixed media, new media, prints, fine craft and performance art.

Independent Film and Video – The screening of non-commercial local or Canadian films and videos.

Music – Performance of original work created/composed by the applicant. Performance of work not created/composed by the applicant but that is new to the applicant.

Dance – Performance of original choreography.

Theatre – Performance of original work created/written by the applicants. Performance of work not created/written by the applicant but that is new to the applicant.

Collaborations and Multi-Arts – Applicants may apply for projects involving a collaboration of more than one artist and/or arts organization. Projects can involve more than one discipline. Arts festivals, series and fairs are eligible.

Priority is given to projects that actively support Canadian art and Canadian artists. Support is measured by the degree to which projects hire Canadian artists and present and/or exhibit work by Canadian artists. Priority is also given to original works and/or performances.

### ***LaLande + Doyle Exhibition Space***

Visual arts and fine craft individual artists and groups can apply through this grant to exhibit in the *LaLande + Doyle Exhibition Space* in the Centre. Successful grant applicants will exhibit their work in the Lower Lobby Gallery during January and/or February 2013 as scheduled by the ARTicipate Coordinator and the Arts Centre Programmer.

Visual arts and crafts projects in other spaces in the Centre are still eligible to apply (i.e. projects in the Trinity Art Gallery through the Community Galleries Program).

For more information about accessing space at the Shenkman Arts Centre, please visit [shenkmanarts.ca](http://shenkmanarts.ca)

### ELIGIBLE APPLICANTS

Applicants must be based in the Ottawa Region and have a mandate to present artistic and/or cultural programming or have an artistic practice. Applicants must be able to demonstrate fiscal and organizational responsibility. Applicants are encouraged to contact the ARTicipate Coordinator before applying to determine if they meet the eligibility criteria.

Applicants must be one or more of the following:

- An incorporated, not-for-profit arts organization

- A non-incorporated arts collective, with an active steering committee
- An emerging or established professional artist

Only one application form is required for collaborative projects. If the application is successful, the applicant who submitted the application will be responsible for the grant.

**INELIGIBLE APPLICANTS INCLUDE:**

- Resident Arts Partners of the Shenkman Arts Centre (AOE Arts Council, Gloucester Pottery School, MIFO, Orleans Young Players Theatre School, Ottawa School of Art)
- Government bodies or crown corporations
- Political Parties
- Religious Organizations
- For-profit organizations and businesses
- Non-art organizations
- Artists and/or arts organizations whose reports for previous ARTicipate Grants are overdue or incomplete.

**INELIGIBLE PROJECTS INCLUDE:**

- Fundraising projects or initiatives
- Capital projects or purchases (i.e., purchase of land, equipment, facilities, etc.)
- For-profit ventures
- Art, artisan and craft sales
- Projects that are created primarily for commercial purposes
- Competitions and tournaments
- Non-arts events and activities
- Professional training or development
- Recitals, final performances or final exhibitions of students from private or public art schools
- Projects that have been completed on or before the application deadline date
- Projects that will not be presented/open to the public
- Projects where participation is conditional upon partaking in the religious activities of the organization
- Projects submitted by managers or agents applying on behalf of an artist, ensemble, group or band
- Artist-in-residence programs, where an artist is invited by an arts organization or institution to work, teach or mentor for a specific period
- Projects and activities of the Resident Arts Partners of the Shenkman Arts Centre (AOE Arts Council, Gloucester Pottery School, MIFO, OYP Theatre School, Ottawa School of Art)
- Projects that are produced or presented in partnership or collaboration with the Resident Arts Partners (AOE Arts Council, Gloucester Pottery School, MIFO, OYP Theatre School, Ottawa School of Art)

**ELIGIBLE EXPENSES**

A full list of eligible and ineligible expenses can be found in the Application Budget form. **Only expenses directly related to the project are eligible.**

**FUNDING CATEGORIES**

Category	Amount	Description
Organizations	To a maximum of \$2,000	An incorporated, not-for-profit arts organization. A non-incorporated arts collective with an active steering committee.
Individual Artists	To a maximum of \$1,000	An established artist at the mid-career or later stages of their professional artistic career. He or she has produced a solid body of work, achieved a significant degree of peer recognition and professional public exposure
	To a maximum of	An emerging artist in the early stages of a professional career having

	\$750	dedicated a minimum of two years to a professional artistic practice, after completing basic training or an apprenticeship. He or she has produced a reasonable body of work to date and has had a fair degree of professional public exposure.
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Award amounts are determined by availability of funds and the quantity and quality of applications that meet the eligibility criteria. ARTicipate Project Grants must not exceed 50% of the total project budget as outlined in the applicant's grant application.

## APPLICATION REQUIREMENTS

### APPLICATION FORM

All applicants must complete an **ARTicipate Project Grant application form**, answer all of the questions and attach all required documentation. Incomplete applications will not be considered. Applicants may be contacted during the evaluation process to provide clarity on specific portions of their applications forms.

### APPLICATION DEADLINE

The application deadline is clearly marked on the application form. If applications are being mailed, it must be postmarked (by Canada Post or a courier company) no later than the deadline date. Applications may also be sent by courier or hand-delivered during office hours, Monday to Friday, 9:00 a.m. to 4:00 p.m. to:

Attn: ARTicipate Coordinator  
 ARTicipate Endowment Fund  
 Shenkman Arts Centre  
 245 Centrum Blvd, Suite 260  
 Ottawa, Ontario, K1E 0A1

Applications must be complete before they are dropped off. We do not accept applications by fax or e-mail. Late applications will not be accepted.

### REPORTING

Reporting forms are available on the ARTicipate website and must be fully completed. Successful applicants are encouraged to review the report forms at the beginning of the project to ensure that they are prepared to collect and report on all required components.

### SUPPORT MATERIAL

Along with a written application, applicants are to submit support material that will be reviewed by the evaluators. Effective support material plays an important role in the assessment of application. Support material gives the evaluators an indication of the artistic merit of the applicant's work and provides documentation of their past and proposed activities.

It is important that all materials are labelled with the applicant's name and a description of the contents. Applicants are encouraged to test all materials to ensure readability. Please do not send originals. The applicant agrees that the evaluators and ARTicipate staff are not responsible for the loss or damage, however caused, of applications and/or support materials.

Details on how to submit support material and what support material is accepted can be found in the application form.

If you wish to have your support material returned, enclose a self-addressed envelope with the required postage. Applicants can also pick up their support material in the ARTicipate office during regular office hours. Support material will be released at the close of the grant cycle and will be kept for one calendar year.

## APPLICATION ASSESSMENT

### ASSESSMENT CRITERIA

The criteria used in the assessment process are the artistic merit of the project, viability of the project and impact of the project on the community. Both the application form and support material will be evaluated. Priority is given to projects meeting the funding objectives of the ARTicipate Project Grant.

#### 1. ARTISTIC MERIT OF THE PROJECT

- High standards in artistic excellence
- Clear vision that reflects the applicant's mandate and/or artistic practice

#### 2. PROJECT VIABILITY

- Ability to set realistic goals, create appropriate and effective planning to achieve goals and set standards to measure if goals were achieved
- Effective budgeting, including balanced revenue streams (i.e. distribution of earned, private, government revenues) and appropriate expense breakdown
- Appropriate and effective marketing and promotion
- Appropriate content expertise and resources allocated to project delivery, including qualified project leadership
- Successful track record of achievement in project delivery

#### 3. IMPACT OF THE PROJECT

- Clear evidence of the benefit of the project to the cultural and artistic community and to the Shenkman Arts Centre

### ASSESSMENT PRINCIPLES

Applicants to the ARTicipate Project Grant will be assessed by a jury. This jury is comprised of representatives of the artistic community and a representative from each Resident Arts Partners of the Shenkman Arts Centre (AOE Arts Council, Gloucester Pottery School, MIFO, OYP Theatre School, and Ottawa School of Art) and the Programmer Arts Centre from the Shenkman Arts Centre. Jury members are selected based on their knowledge and awareness of a broad range of cultural activity. The jury composition will ensure a balance of diversity and artistic/cultural specialization and a fair representation of official languages.

Jury review is based on collective decision-making. All funding decisions are made by the consensus of the jury members. The jury and ARTicipate staff have the right to define any and all terms as they relate to project and applicant eligibility and the right to determine if applicants and projects adequately meet eligibility standards.

To minimize conflict of interest between evaluators and applicants, jury members are asked to declare any conflict(s) of interest. If a conflict has been declared, the assessor/evaluator then abstains from any discussion related to the application in question.

Evaluators and ARTicipate staff are required to treat both the contents of applications and the deliberations of the jury as confidential. The jury process is confidential. Jurors and ARTicipate staff are required to keep comments and discussions and the contents of the applications confidential. They are also required to keep their roles as assessors confidential. The names of advisors and jurors will be made public in the ARTicipate Endowment Fund Annual Report.

### EVALUATION PROCESS

Individual jury members will first review the applications independently. They will assess the applications based on pre-determined criteria. The assessment criteria can be found in this document.

Jurors meet to review support material and discuss the applications. ARTicipate staff chair the jury meeting to ensure that a fair assessment process is followed; they do not offer opinions about the applications. The jury ranks each application based on the assessment criteria. Funding is then awarded based on the applications status (ranking order) and the availability of funds.

The evaluation process takes a minimum of two months from the grant application deadline date. Applicants will receive written notification to confirm the receipt of the application. Applicants will also receive written notification if their applications have or have not been awarded funding.

#### **ALLOCATION OF FUNDING**

An applicant's success in obtaining funding depends upon the jury's final evaluation and the funding available within the program. All funding is subject to the availability of funds. The number of applicants who receive grants is determined by several factors, including the number of requests received, the jury's final assessment decisions and the funding budget identified in that given year.

All results are final. There is no appeal of the jury's decision regarding the merit of your activities or the recommendation of an award amount. The ARTicipate Project Grant allows for reconsideration in cases where a review of the application and the jury's deliberations reveal evidence that the original application was not assessed according to the publicly announced procedure and assessment criteria.

#### **RELEASE OF FUNDS**

Successful applicants receive a letter from the ARTicipate Endowment Fund declaring the award amount. Funds are disbursed to successful applicants as per the conditions outlined in the Terms and Conditions document.

#### **IF YOU ARE NOT AWARDED FUNDING**

Applicants will receive a letter to indicate that they have not received funding. Applicants are encouraged to reapply at the next deadline. The program's limited funds are not sufficient to fund all applications, regardless of their merit.

#### **CONTACT THE ARTICIPATE STAFF**

Applicants are encouraged to contact ARTicipate Staff with any questions they may have regarding the ARTicipate Project Grant guidelines or their application. Staff can be contacted during regular office hours, 9:00 am to 4:00 pm, Monday to Friday, by phone, 613.580.2767, or e-mail, [articipate@artsoe.ca](mailto:articipate@artsoe.ca).

Mailing address:

ARTICIPATE ENDOWMENT FUND  
Shenkman Arts Centre  
245 Centrum Blvd, Suite 260  
Ottawa, ON K1E 0A1

(Pour obtenir la version française de ce document, veuillez composer le 613-580-2767 ou visitez [www.articipez.ca](http://www.articipez.ca))