

Stewarded by
Arts Network
Ottawa

Piloté par
Réseau des
arts d'Ottawa



ANNOUNCING NEW PROJECT GRANT GUIDELINES FOR 2021

UPDATED APRIL 21, 2021

ARTICIPATE PROJECT GRANTS 2021

In 2021, ARTicipate Project Grants aim to spark artistic activity at the Shenkman Arts Centre by supporting creative projects of all disciplines through grants awarded to local artists and arts organizations to create and/or present their work at the Centre before Dec 31, 2021.

The 2021 Program will prioritize projects from artists and arts groups who self-identify as First Nations, Inuit, Métis, Black, People of Colour, 2SLGBTQ+, New Canadians, Older Adults, People with Disabilities, Francophones, and Rural Residents applying to the program.

ARTICIPATE PROJECT GRANTS SUPPORT

- Creation and/or presentation of artistic work in the Shenkman Arts Centre and/or across digital platforms
- Access to Shenkman Arts Centre spaces to local artists* and arts organizations of all levels and disciplines
- Collaborative projects involving more than one artist and/or arts organization
- The exploration and experimentation of digital strategies to present artistic works and interact with audiences online or through hybrid in-person/online events.

**The lead applicant for the grant must be a local artist; however, the lead applicant may collaborate with artists and organizations from across Canada and Internationally.*

This year, new support is available:

- Applicants can apply for **grants of up to \$10,000 to create and/or present arts projects at the Shenkman Arts Centre and/or on-line, across the Centre's digital platforms.**
- Projects can include existing ideas/work, adapted for the current conditions, or new ideas and approaches
- Shenkman Arts Centre will provide access to the spaces and available equipment **in-kind for up to 2 weeks per project. Any additional use of space, equipment or staff support will be subject to standard rental rates.** Please see this [guide](#) for more information.
- Applicants can participate in **Learning Labs.** These sessions will convene ARTicipate Project Grant recipients to discuss strategies and solutions related to project delivery during COVID-19.

ARTicipate Project Grants encourage participants with public-facing presentations to find innovative ways to incorporate a **digital approach to present their works, animate the spaces and digital platforms of the Shenkman Arts Centre and abide by COVID-19 protocols** for physical distancing and safety.

AVAILABLE RESOURCES

Spaces (pending availability):

- Richcraft Theatre (black box theatre)
- Harold Shenkman Hall (500 seat auditorium)
- Ottawa Citizen Dance Studio
- Emmy and Victor Abboud Music Studio
- Various other studios within the facility
- Agora Minto-Orléans Outdoor Plaza

Confirmations of booking will be required at the time of the application submission. Bookings will not require deposits or fees. Please contact staff at: locationshenkmanrentals@ottawa.ca or telephone **613-580-2424 ext. 15930**. For more information visit: <https://shenkmanarts.ca/en/rentals>

ELIGIBILITY

ELIGIBLE APPLICANTS

Lead applicants must be **based in the Ottawa/Gatineau Region, including Pikwàkanagàn and Kitigan Zibi First Nations**, and have a mandate to present arts programming or have an arts practice.

Applicants are encouraged to contact the Program Manager to discuss their application before applying.

APPLICANTS MUST BE ONE OR MORE OF THE FOLLOWING:

- An incorporated, not-for-profit **arts organization**
- A non-incorporated **arts collective** (a group of two or more artists who are active in their discipline)
- An **individual artist**

Only **one application is required** for collaborative projects submitted by the lead applicant. Collaborators are not required to be based in the Ottawa/Gatineau region as long as the **lead applicant is a local artist**. If the application is successful, the lead applicant will be responsible for the grant, budgeting, fulfillment, and reporting requirements.

PRIORITY WILL BE GIVEN TO PROJECTS:

- From underrepresented artists and groups who self-identify as First Nations, Inuit, Metis, Black, People of Colour, 2SLGBTQ+, New Canadians, Older Adults, People with Disabilities, Francophones, and Rural Residents
- Incorporating digital tools or strategies to create and/or present work
- Works and/or performances that can be made available to the general public through digital platforms
- Original works and/or performances
- Projects that can engage participants and community by sharing knowledge through Learning Labs.

ELIGIBLE PROJECTS

- Artistic research, exploration, and experimentation
- Creation and development of new work
- Productions, exhibitions, and performances
- Festivals, presentations, and series.

INELIGIBLE PROJECTS/APPLICANTS INCLUDE:

- Artists and/or arts organizations whose reports for previous ARTicipate Grants are overdue or incomplete

- Non-arts organizations (organizations whose primary mandate is not arts related), non-arts events, and non-arts activities
- For-profit organizations and businesses
- Private events and functions
- Political parties
- Government bodies or crown corporations
- Fundraising projects or initiatives
- Operating or ongoing expenses
- Resident Arts Partners of Shenkman Arts Centre

ELIGIBLE EXPENSES

Only expenses directly related to the project are eligible. A full list of eligible and ineligible expenses can be found in the [Application Budget Form](#).

APPLICATION REQUIREMENTS

APPLICATION DEADLINE

Applications will be reviewed on an ongoing basis with the following submission deadlines:

April 9, 2021 (with a project start date no earlier than April 30, 2021)

May 14, 2021 at 4pm (with a project start date no earlier than June 7, 2021)

June 7, 2021 at 4pm (with a project start date no earlier than June 28, 2021)

All projects must be completed by December 31, 2021 without exception.

CONFIRMATION OF BOOKING AND AVAILABILITY OF EQUIPMENT AND SUPPORT

Confirmations of bookings and availability of in-kind equipment from the Shenkman Arts Centre will be required at the time of the application submission. Bookings will not require deposits or fees. The Centre will provide access to space, available equipment in-kind for up to 2 weeks per project (pending availability). **Any additional use of space, equipment or staff support will be subject to standard rental rates.** Please see [this guide](#) for more information.

Please contact staff at: locationshenkmanrentals@ottawa.ca or **613-580-2424 ext. 15930**. For more information visit the Shenkman Arts Centre [website here](#).

APPLICATION PROCEDURES

- There are four required components to your Project Grant Application. All applicants must complete: (1) **ARTicipate Project Grant Application Form** (p.8), (2) a **Project Budget** (the provided separate Excel spreadsheet), (3) **Shenkman Arts Centre Booking Confirmation** and (4) **Support Materials**.
- These four (4) components are to be **sent together through [WeTransfer](#)** to alex@artsnetottawa.ca
- **Incomplete applications will not be considered.** It is up to the applicant to ensure that all pertinent information is included in WeTransfer.
- Applicants may be contacted during the evaluation process to provide clarity on specific portions of their application.

Recorded (audio/video) applications are also accepted, and we encourage applicants to contact the Program Manager for any additional accessibility arrangements. More details can be found on the **Application Form**.

SUPPORT MATERIAL

Along with a written application, applicants are to submit support material that will be reviewed by the jury. Support material gives the jury an indication of the applicant's previous work. This can include **photos, video,**

links, or other documentation of past or proposed activities. It is important that all materials are labelled with a description of the contents.

REPORTING

Final Reporting Forms will be provided to grant recipients. Grant recipients are encouraged to review the Final Reporting Form at the beginning of the project to ensure that they are prepared to collect and report on all required components. This report must be submitted either following completion of funded activities, 12 months after receipt of the grant, or at the time of subsequent application for an ARTicipate Project Grant, whichever is sooner.

APPLICATION ASSESSMENT

ASSESSMENT CRITERIA

The criteria used in the assessment process include: (1) artistic merit of the project, (2) viability of the project under current COVID-19 protocols, and (3) the overall impact of the project.

1. ARTISTIC MERIT OF THE PROJECT

- Distinctive and compelling project
- Clear vision and artistic goals that reflect the applicant's mandate and/or artistic practice
- Choice of artistic collaborators relevant to project, if relevant.

2. PROJECT VIABILITY

- Demonstrated skills and means to successfully deliver project
- Effective budgeting, including an appropriate breakdown of expenses
- Ability to deliver the project safely, using physical distancing and other COVID-19 protocols
- Appropriate and feasible plan to adapt project in the event of future COVID-19 lockdowns.

3. IMPACT OF THE PROJECT

- Effective in enhancing artistic programming in the Shenkman Arts Centre and/or across digital platforms
- Impact on the development of the artist or artistic project during COVID-19
- Opportunities for knowledge-sharing with the community and exploring digital strategies for art presentation.

ASSESSMENT PRINCIPLES

Applications to the ARTicipate Project Grant will be **assessed by a jury**. Jury members are chosen based on their knowledge and awareness of a broad range of artistic activity and will be selected from the **underrepresented communities prioritized in this program, including First Nations, Inuit, Métis, Black, People of Colour, 2SLGBTQ+, New Canadians, Older Adults, People with Disabilities, Francophones, and Rural Residents**.

Jury review is based on consensus and collective decision-making. Jury members are required to treat the contents of applications and all deliberations of the jury as confidential. The names of advisors and jurors will be made public in the ARTicipate Endowment Fund Annual Report.

Individual jury members will first review the applications independently. Jurors will meet to review support material, discuss, and assess the applications. The jury ranks each application based on the assessment criteria. Any successful funding is then awarded based on the application's status (ranking order) and the availability of funds.

RELEASE OF FUNDS

Successful applicants will receive an initial congratulatory email. Following that, a letter from the stewards of the ARTicipate Endowment Fund along with a cheque will be sent. Funds are disbursed to successful applicants as per the conditions outlined in the Terms and Conditions.

IF YOU ARE NOT AWARDED FUNDING

Applicants will receive an email to indicate that they have not received funding. Unsuccessful applicants are encouraged to speak with the Program Manager to receive Jury feedback. Unsuccessful applications may be revised and resubmitted at a later deadline should funding still be available.

CONTACT

Applicants are encouraged to contact the Program Manager with any questions they may have regarding the ARTicipate Project Grant guidelines or their application during regular office hours, 9 am to 5 pm, Monday to Friday.

Alex Maltby, Program Manager
alex@artsnetottawa.ca
613-580-2767 x 2006*
www.artsnetottawa.ca

ARTicipate Endowment Fund
c/o Arts Network Ottawa
245 Centrum Blvd, Suite 260
Ottawa, ON K1E 0A1
www.ARTicipate.ca

**Due to COVID-19, Arts Network Ottawa staff are working remotely. When calling, please leave a voicemail including a call-back number. Your call will be returned as soon as we are able.*

TERMS AND CONDITIONS

ARTICIPATE PROJECT GRANTS 2021

Recipients of an ARTicipate Project Grant agree to the Terms and Conditions as outlined below. The ARTicipate Endowment Fund and Arts Network Ottawa reserve the right to change or alter the Terms and Conditions. Failure to adhere to the Terms and Conditions may result in the revocation of ARTicipate Funds and/or the applicant being ineligible for subsequent funding from the ARTicipate Endowment Fund.

USE OF FUNDS

Funds shall be used only for the purposes outlined in the original ARTicipate Project Grant application. Changes to the scale and activities, including changes in budget, leadership structure and programming, must be reported in writing to, and receive approval from the Program Manager, Arts Network Ottawa.

1. UNUSED FUNDS

Any portion of the funding that is unused and/or was designated or committed for activities that were not executed shall be returned to the ARTicipate Endowment Fund.

2. REPAYMENT OF FUNDING

The recipient shall repay the ARTicipate Endowment Fund the whole or any portion of funding:

- That is unused and/or was designated or committed for activities that were not executed for reason beyond COVID-19 restrictions (See Section 7)
- If the recipient organization ceases operation, is wound-up or dissolved
- Should there be a change in its purpose or objectives (for example, from not-for-profit to for-profit entity), without prior written notification to the stewards of the ARTicipate Endowment Fund
- Has knowingly provided false information in the application or any attachments
- Breaches any of the terms and conditions of the ARTicipate Project Grant

3. ACCOUNTING

The recipient is required to keep and maintain records, invoices and other documents that relate to the manner in which the ARTicipate Project Funds were used.

4. INSURANCE

All successful applicants are required to maintain liability insurance coverage to a minimum limit of \$2,000,000. Successful applicants will be required to provide proof of insurance. The certificate must include the following information adding the City of Ottawa as an additional insured: *City of Ottawa, 110 Laurier Avenue West, Ottawa, Ontario, K1P 1J1*

The City of Ottawa also has an insurance program for renters that do not already have their own coverage. The Shenkman Arts Centre, Rental Services can confirm rates and if an activity is covered under the program.

5. REPORTING

All successful applicants are required to submit a Report Form detailing how they used the funding awarded to them. Successful applicants must submit images or other documentation of their activities for use in future ARTicipate publications, reporting and promotion. This report must be submitted either following completion of funded activities, 12 months after receipt of the grant, or at the time of subsequent application for an ARTicipate Project Grant, whichever is sooner.

6. ACKNOWLEDGEMENT OF FINANCIAL SUPPORT

The recipient is required to publicly acknowledge the support of the ARTicipate Endowment Fund. Logos and guidelines will be provided to successful applicants.

7. ADAPTATION, SUSPENSION AND TERMINATION OF PROJECT DUE TO COVID-19

In the event that COVID-19 protocols change between when a grant is awarded and the project is complete, as a first resort, staff of Arts Network Ottawa and the Shenkman Arts Centre commit to supporting the recipient to adapt their project activities to meet these new requirements.

Should new guidelines and restrictions make it impossible to adapt project activities, the project may be suspended and shall proceed once all parties have agreed it is safe to do so, in accordance with future protocols.

If the project is not able to move forward due to a prolonged resurgence of COVID-19, as a last resort, the project may be terminated. In this case, the artist will return any portion of the grant not already spent and/or committed, in writing, by contract or other form of confirmation which must be approved by Arts Network Ottawa.

STILL HAVE QUESTIONS?

PLEASE READ THE [FREQUENTLY ASKED QUESTIONS](#) SECTION OF THE ARTICIPATE WEBSITE [HERE](#)

ARTICIPATE PROJECT GRANT APPLICATION FORM 2021

PLEASE COMPLETE SECTIONS 1 THROUGH 6 TO BEST SUPPORT YOUR GRANT APPLICATION

SECTION 1: APPLICANT INFORMATION

Applicant Name (note: will be used to issue payment):	
Applicant Type (select one): <input type="checkbox"/> Individual artist <input type="checkbox"/> Non-incorporated arts collective <input type="checkbox"/> Incorporated, not-for-profit arts organization	
Contact responsible for application:	
Address of applicant:	Mailing address (if different from above - note: will be used to mail payment):
Phone:	E-mail:
Website (if applicable):	Relevant Social Media (if applicable):

SECTION 2: PROJECT INFORMATION

Information provided in this section may appear in ARTicipate, Arts Network Ottawa and Shenkman Arts Centre publications and websites.

Project Title:	
Project dates Note: projects can start no earlier than the dates included below, depending on submission deadline. All projects must be completed by December 31, 2021 without exception.	
Application Deadlines: April 9, 2021 (with a project start date no earlier than April 30, 2021) May 14, 2021 at 4pm (with a project start date no earlier than June 7 2021) June 7, 2021 at 4pm (with a project start date no earlier than June 28, 2021)	
From (day/month/year):	To (day/month/year):
<input type="checkbox"/> Project dates confirmed by the Shenkman Arts Centre	

Space(s) where project activities will be held (*select all that apply*):

Richcraft Theatre (black box theatre)

Harold Shenkman Hall (500 seat auditorium)

Ottawa Citizen Dance Studio

Emmy and Victor Abboud Music Studio

Agora Minto-Orléans Outdoor Plaza

Other space(s) within the Shenkman Arts Centre
(*please specify*):

Use of space(s) confirmed by the Shenkman Arts Centre

Attach the confirmation of Booking at the Shenkman Arts Centre

Brief project description (*max. 200 words*):

SECTION 3: APPLICATION QUESTIONS

Please answer all questions that are applicable and review the application guidelines to ensure that you have fully addressed the assessment criteria. **Your responses to this section must be a MAXIMUM of five pages (12PT font).**

1. **Who are you?** Describe your organization, collective or personal artistic practice. What is your mandate? What is the history of your organization/group? Highlight your past milestones and successes. Include information on the key artists and/or collaborative partners involved.
2. **Describe your project.** What are your goals? Include the process, form and content of your project, and timelines of key activities.
3. How does your project **reflect and engage underrepresented communities** listed in our funding priorities? Artists and groups who self-identify as First Nations, Inuit, Metis, Black, People of Colour, 2SLGBTQ+, New Canadians, Older Adults, People with Disabilities, Francophones, and Rural Residents.
4. How will this project contribute to your or your group's **artistic development**? How will ARTicipate funds impact your artistic practice?
5. If applicable, how will you utilize digital strategies, tools and/or platforms to create, develop, share, present and/or disseminate your work?
6. If your project includes presentations to audiences and/or community involvement, describe **how the local and/or general community will participate in the project**?

7. **What is your COVID-19 safety plan?** How will you ensure safe working conditions for those involved in this project? And if applicable, how will you ensure the safety for audiences/participants?
8. What questions or topics about creating and/or presenting projects during COVID-19 would you be interested in exploring as part of a **Learning Lab**? (Maximum 3 questions)
9. Is there anything else that has not been asked that is essential to understanding your project?

SECTION 4: PROJECT BUDGET

Please use the [Budget Form provided here](#). Please note: For project budgets, revenues should equal expenses. **The budget must balance to zero.**

Only expenses directly related to the project are eligible. Please see budget form for examples.

Include all expected in-kind contributions to the project, including the Shenkman Arts Centre's in-kind contribution of space and equipment. Please include names of supporters/partners, in-kind items, materials or services and estimated value.

*Any additional use of space, equipment or staff support will be subject to standard rental rates and must be included in your budget. Please see [this guide](#) for more information.

Use of the Shenkman Arts Centre spaces requires liability insurance coverage to a minimum limit of \$2,000,000. **Please account for liability insurance as part of your budget.** More information is available on the [Frequently Asked Questions](#) section of our website.

Ineligible expenses include (but are not limited to): operational expenses; fundraising expenses; purchase of equipment. **Any expense not related to the project is ineligible.**

SECTION 5: SUPPORT MATERIAL

Effective support material plays an important role in the assessment of applications. Support material gives the evaluators an indication of the artistic merit of your work and provides documentation of your proposed and past activities. Test all materials to ensure readability.

Submit only the support material that demonstrates your, the collective's or the group's artistic accomplishments, and **choose examples with relevance to the proposed project.**

Submit a maximum **10 total items** of support material from the list below. All files are to be included with your WeTransfer submission:

- **Videos:** Provide a file or link for YouTube, Vimeo, etc.; label each video clip with title, performers, artist name and year; max 3 minutes. Please provide timestamps for videos exceeding 3 minutes.
- **Digital images:** .jpg, .png or PDF file format; Each image labeled with title, artist name, and year.
- **Sound/Music recordings:** Provide a file or link for YouTube, Vimeo, Bandcamp etc.; label each track with title, performers, musicians, composers, and year; max 3 minutes. Please provide timestamps for recording exceeding 3 minutes.

- **Paper-based material (press clippings, manuscripts, selected texts, publications, programs, invitations, brochures texts):** .jpg, .png or PDF file format; label each with applicant name and source of document, maximum 2 pages each.

NOTE - All support material must: be properly labelled; have a short description of the contents (including relevance of the material to the proposed project); follow acceptable material specifications; and not exceed specified quantities. **Please use the form below to record all required information.**

	Item (What is it - video, digital image, publication?)	Label (See above for specifications, depending on category of item)	Link (YouTube, Vimeo, Bandcamp, etc.)	Description (incl. relevance to proposed project)	Viewing Specifications (I.e., timestamps)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

SECTION 6: OTHER DOCUMENTATION

- **ORGANIZATION / GROUP APPLICANTS:** if applicable, attach your organization’s list of staff and board or your collective’s list of members and steering committee.
- **INDIVIDUAL APPLICANTS:** if applicable, attach your artist CV.

AUTHORIZING INFORMATION AND SIGNATURES

I agree to the following:

- I have read and understand all the terms and conditions, and the program requirements explained in the grant guidelines.
- If I am submitting this application on behalf of my organization, I have obtained the explicit consent and approval to submit this application as written.
- The information given in this application for funding assistance is true, correct, and complete in every respect and, if a grant is awarded, I agree to the terms and conditions. I understand that providing false information may result in legal liability to me and to the organization on whose behalf I am submitting this application.
- I understand that late or incomplete applications or applications that do not meet the eligibility criteria for the program will be withdrawn from the grant application process.
- I understand that no further information can be added to my application once submitted.

I understand that any material submitted that exceeds the listed maximums or that is not accepted in the application will not be forwarded to the jury.

Signature of contact responsible for application:	Date:
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