



## EQUIPMENT PURCHASE FUND GUIDELINES

*Application Deadline: September 19, 2022*

The Equipment Purchase Fund is a SK Arts program supported by funding from Sask Lotteries through the partnership between SK Arts and SaskCulture Inc.

### What is the purpose of the Equipment Purchase Fund?

The Equipment Purchase Fund will provide support for artists who wish to make a capital purchase, something that is generally ineligible in the current Independent Artists program. It is designed to help independent artists at all levels of proficiency purchase **one** piece of essential equipment that is necessary for continued growth in their artistic practice. By equipment, SK Arts means something that they will use in their practice over a long period of time as opposed to supplies that are “used up” in individual projects. For a ceramic artist, that might mean the wheel, but not the clay; for a media artist, that might mean specialized computer software, but not film stock; for performing artists, it might mean purchasing a camera to record your performances, but not costumes for a performance.

NOTE: The Equipment Purchase Fund was developed as a one-time program in 2021. It is being offered again in 2022 with special funding from Sask Lotteries through SK Arts’ ongoing partnership with SaskCulture, **but funds do not currently exist to offer it after this year.**

### How are funds awarded? The Equipment Purchase Fund Lottery!

All eligible applicants will be entered into a lottery, which will be weighted to give some preference to emerging artists and individuals from underserved communities. **Names will be randomly drawn, from all eligible applicants, to determine who will receive funding;** there is no other form of assessment for this grant program. Under this system, an eligible applicant is not at an advantage or disadvantage as a result of grant-writing skills and/or past success with SK Arts applications.

### What is the maximum amount of funding available?

An artist can only apply one time for one single piece of equipment, **with a maximum grant of \$5,000 available.** You may request \$5,000 to purchase any piece of equipment under \$10,000 total, but the Consultant may ask about the source of additional funds required to ensure that the purchase can be made within a set period of time.

**There is a total of \$100,000 available through this program.** During the application process, applications will be divided into smaller items (\$2,500 or less) and larger items (between \$2,501 and \$5,000). Depending on the number of applicants in each category, the lottery may be weighted to support a greater number of smaller requests.

### Who can apply?

Any professional artist, in any discipline, with Saskatchewan residency who demonstrates a significant, ongoing commitment to the development of their professional artistic practice may apply.

SK Arts exists to support the work of professional artists and arts organizations for the benefit of all people in this province, but we acknowledge there are many different ways to define the term **professional artist**. We believe that a professional artist **makes a significant ongoing commitment to developing their artistic practice**, which can be demonstrated in a variety of ways. For the purposes of SK Arts programs and funding, an artist must meet **at least three of the following criteria**, in a manner appropriate to their art form, to be considered professional.

- The individual has created work, over a period of time, that has been recognized by their community.
- The individual has developed skills that can be directly applied to their artistic practice in an art form of their choosing.
- The individual has been recognized as a peer by other professionals working in the same art form.
- The individual has received compensation for their artistic work at a level consistent with those of other professionals working in the same art form.

SK Arts welcomes applications from all professional artists who meet the criteria, regardless of ability, age, culture, ethnicity, gender identity, or race in accordance with the Saskatchewan Human Rights Code.

#### *Who is ineligible?*

- full-time secondary or undergraduate students
- artists hired in any capacity in an educational institution where they have access to the required equipment
- individuals who submit multiple applications or request funding for more than one piece of equipment
- applicants with overdue reporting on SK Arts funding they previously received

#### *What is ineligible?*

- items outside the artistic practice of the applicant
- equipment purchased before the application deadline
- professional development opportunities
- multiple submissions from one individual or requests to purchase more than one piece of equipment

### **What is the submission process?**

To apply, go to our online application portal at the following link:

<https://saskarts.smartsimple.ca>

You can also access the portal by clicking anywhere it says *Apply for Funding* or *Apply Online* on SK Arts' website: <https://sk-arts.ca>

Tutorials on **Preparing Your Application** are available on SK Arts' website here: [www.sk-arts.ca/menu/grants/general-granting-info/preparing-your-application.html](http://www.sk-arts.ca/menu/grants/general-granting-info/preparing-your-application.html)

The application will ask if you have you received funding previously from SK Arts.

**If you answer “No”:**

You will be asked to provide evidence that you are a professional artist via one of the following:

1. CV (Artistic resumé),
2. artist website, or
3. endorsement from a Supporter in your community.

After you hit “Submit” on your application, first-time applicants or recipients will be put in touch with a Program Consultant. That Consultant may ask for:

- information about your artistic practice,
- what you wish to purchase,
- how much it will cost, and
- a brief statement on why this equipment is essential to your artistic practice.

They can also speak with you about other opportunities that may be available for you at SK Arts.

After your conversation with the Program Consultant, your submission is finalized.

As part of the application process, everyone will be given an opportunity to self-identify within a community that may have been historically underserved by SK Arts or is otherwise considered marginalized (emerging artists, artists outside of urban settings, Indigenous, People of Colour, Deaf, artist with a disability, 2SLGBTQ+, newcomer to Canada, etc.). This information is entirely optional; you can choose not to include it if you are uncomfortable with self-identification.

**What is the purpose of your Supporter?**

This person, should you wish to invite their support, will confirm that your purchase is an item that is part of your artistic practice. They will be asked to speak to your artistic history and to your ongoing commitment to your art form.

This can be someone in your community: your artistic community, a community Elder, your cultural community, or an instructor or senior artist. They should not be a member of your immediate family.

A SK Arts Program Consultant will be in contact with your supporter directly if you provide their name and contact information.

**Deadline**

The deadline for submitting your application is **September 19, 2022**. Although the application portal remains open until **11:59 pm** on the 19<sup>th</sup>, please be aware that staff is unavailable after 4:30 pm.

To be fair to other applicants, Program Consultants are not authorized to give you an extension. Late applications are not accepted.

**If you answer “Yes”:**

You can submit your application once completed.

## Notification

Results will be emailed through our SmartSimple online portal around the end of October.

## Reporting

In a continued effort to simplify the process of applying and reporting, only two items will be required for your final report on this funding:

- a declaration in SmartSimple that the equipment has been purchased, and
- **either** a photo of the object in your studio or workspace, **or** a copy of the sales receipt.

SK Arts expects that the purchases supported by this fund will be completed, and a final report will be received, **within 60 days** of the approval of funding. If there is a reason why this is not possible, simply notify the Program Consultant, and they will be able to adjust that report deadline date for you.

## Recognition of Funders

Recipients of support through the Equipment Purchase Fund are required to acknowledge the support of SK Arts wherever possible and appropriate. It is important for artists to advocate for continued public funding for the arts by acknowledging that support. For example, a social media post featuring your new equipment and thanking SK Arts (using our logo and/or hashtag #skarts) helps us convince the Government to continue supporting the arts community.

## Release of Information

If you want to receive information about SK Arts' programs, activities and upcoming grant deadlines, you must tick the appropriate box in the grant record to authorize us to add your name to our mailing list, or authorize the Program Consultant to do this on your behalf.

Although we never release the names of unsuccessful applicants, we do publish the names of grant recipients on our website and in our annual report. If you've ticked the appropriate boxes to give us permission, or authorize the Program Consultant to do the same, we may also provide the addresses of grant recipients on request to media and/or to your MLAs and MPs.

## Confidentiality of Information

The personal and confidential information that the applicant provides in the application is collected, used and disclosed in accordance with the provisions of *The Freedom of Information and Protection of Privacy Act* and *The Personal Information Protection and Electronic Documents Act*. This information is required to process the application. Personal and confidential information disclosed by the applicant will only be shared, as necessary, with employees of SK Arts, the review panel members, and other public funders. If awarded a grant, the name of the recipient, community, project description and grant amount will be made known publicly. SK Arts will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.

**Who can I contact if I have questions about the program?**

**Philip Adams**  
**Program Consultant**  
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