ACCESS COPYRIGHT FOUNDATION

APPLICATION GUIDELINES

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INTRODUCTION

These guidelines are intended to help you complete your Access Copyright Foundation grant application. They include general information on Access Copyright Foundation and how to apply, as well as information specific to each of our three grant programs. Each grant program has its own requirements, so check the program-specific guidelines before you begin your application.

We encourage you to contact the Access Copyright Foundation Program Consultant if you have any questions at any point in this process. We want to help you submit the best application possible

Contacting Access Copyright Foundation

Access Copyright Foundation grants are administered by the Saskatchewan Arts Board.
For questions regarding our grant programs, please contact:

Joanne Gerber, Program Consultant
jgerber@saskartsboard.ca

or

Tracy Chudy, Administrative Coordinator
tchudy@saskartsboard.ca

Access Copyright Foundation c/o
Saskatchewan Arts Board
201 Avenue B South
Saskatoon, Saskatchewan S7M 1M3
1-800-667-7526 (toll free in Canada)
1-306-964-1155

To apply, click the login link on the Access Copyright website:

https://acfoundation.ca/

Who we are

Access Copyright Foundation provides support to creators and organizations engaged in the development and dissemination of publishable Canadian works in the literary and visual arts. We are an arm's length foundation of Access Copyright, the collective voice of creators and publishers in Canada.

Through its grant programs, Access Copyright Foundation works to:

- increase the public's understanding and appreciation of literature and visual arts created by Canadians

- advance the development and promotion of literary and visual arts in Canada by providing grants and other forms of financial assistance to creators and publishers of works intended for publication in Canada or Canada and other countries

- advance professional expertise and knowledge in the Canadian creative and publishing community by providing development grants to creators, arts professionals and publishers

- advance knowledge and innovative thinking by providing research grants to Canadian writers, visual artists, arts organizations and publishers.

What we do

Access Copyright Foundation has three grant programs to support creators, organizations and arts professionals in their work:

Marian Hebb Research Grants support inquiry, information gathering and exploration to individuals and organizations relevant to Canadian publishing, writing and visual arts.

Professional Development Grants support artistic and professional skills development for individuals and organizations engaged in the creation, production and publication of text and images.

Events Grants provide funding to organizations and artists groups to showcase publishable works to the public or to host professional development events for writers, visual artists, publishers and related arts professionals.

Eligibility

Access Copyright Foundation programs support the following types of creators, organizations and arts professionals working in publishing and the literary and visual arts:

Creators

Professional writers and visual artists who have completed formal or informal training in their discipline, maintain an artistic practice, and publish or present their work in a manner recognized by their professional peers. Applicants must be Canadian citizens or permanent residents, and meet at least one of the following criteria:

- One professionally published book (excluding self-published books and chapbooks)

- One exhibition catalogue

- Eight publications in periodicals or journals.

Arts Professionals

Professionals employed by or working freelance in the writing, publishing and visual arts sector, including but not limited to the following:

- Editors, translators, illustrators, designers

- Publicists, marketing and promotion specialists

- Program, editorial, administrative, marketing and production staff of eligible organizations and publishers

- Publishing consultants.

Arts professionals must have formal or informal training and a resume demonstrating their contribution to the creation, production, presentation or promotion of publishable Canadian content.

Artist Groups

Informal collectives or small groups of professional writers or visual artists that:

- Have a mandate to provide mutual support, critique, discourse, professional or skills development

- Have a minimum of five active members

- Have met or have convened online at least monthly for one year prior to the date of application.

-

Organizations and Publishers

Publishers or publishing, writing and visual arts organizations located in Canada that:

- Are legally registered in Canada as non-profit organizations, or are independent professional book or periodical publishers at least 75% Canadian-owned and controlled

- Have a program mandate that supports the interests of Canadian writers or visual artists

- Provide advocacy, research, promotion, public education, professional development and other support services to Canadian publishers, writers or visual artists *or*

- Are literary or visual arts institutions in Canada operated by municipalities or government bodies but maintaining artistic control and separate financial records.

To be eligible for Access Copyright Foundation grants, organizations must:

- Pay artist fees or royalties to artists they engage

- Have been in continuous operation for at least one year prior to the date of application and have published or presented programs, events, festivals or readings series to the public featuring Canadian literary or visual artists and content throughout that time.

Ineligible Applicants

- Organizations whose primary work is outside of the field of publishing in literary or visual arts

- Academic institutions hosting scholarly events closed to the public or to professional artists and writers

- Festivals and readings series with annual operating budgets over $500,000 (Event grants only)

- Students registered in an academic degree or certificate program

- Employees or board members of Access Copyright, Access Copyright Foundation or the Saskatchewan Arts Board

- Prior recipients of Access Copyright Foundation grants with outstanding final reports.

Eligible Artistic Disciplines

Grants to individual creators must be for literary or visual works that are intended for professional publication, whether in text or in images that can be reproduced and published in print or digital formats.

Publishable work

We consider literary or visual work to be publishable if it can be reproduced in print or digital format. Publishable literary work includes fiction, poetry, non-fiction and playwriting, but does not include spoken word or screenplays, or any other work not primarily for publication in print or digital formats. Eligible visual work includes photographs, illustrations, paintings, drawings and printmaking for publication, but does not include performance art, works created solely for gallery exhibition or installations. Works in other artistic disciplines such as music, dance, or film are not eligible. If the project or event includes other disciplines, but still has a writing or visual art component, please contact the Program Consultant for advice.

Eligible activities

Eligible activities are listed in the program-specific appendices.

General List of Ineligible Activities

In addition to those set out in the individual program guidelines, the following activities are not eligible for grants from Access Copyright Foundation:

- Events and professional development projects that are not focused on publishing or writing

- Artistic activities that are led by non-professionals

- Self-publishing or author-subsidized publishing of literary works

- Activities carried out by organizations that have not paid, or do not pay, fees or royalties to artists according the standards of the arts practice or sector

- Activities that are carried out to satisfy the course requirements of an educational institution

- Professional development or training programs presented by recognized educational institutions, publishing or arts administration programs that offer such training as part of their regular programming

- Capital expenditures

- Fundraising activities or contributions to endowment funds.

Deadlines and Grant Amounts

Marian Hebb Research Grants

February 15

Funding amounts: Up to $7,500 for creators; up to $10,000 for organizations and publishers

Professional Development Grants

April 1

Funding amount: Up to $3,000 for creators, arts professionals, organizations and publishers

Events Grants

November 1

Funding amount: Up to $7,500 for artists groups, organizations and publishers

Access Copyright Foundation has a total funding envelope of $250,000 per year for its three grant programs. The demand for Access Copyright Foundation grants exceeds available resources. Funds may not be available to support all the recommended applicants or to provide grants in the amounts requested.

Each grant program has one fixed deadline date per year. Applicants may apply to each deadline provided they have no overdue final report.

Applicants may apply for only one project at each program deadline. Publishers with several imprints or companies that share staff and resources may apply for only one project.

The grant application process is competitive, and funding is limited. Call the Program Consultant for advice or for jury comments on your prior applications.

The grant portal opens approximately two months before each deadline.
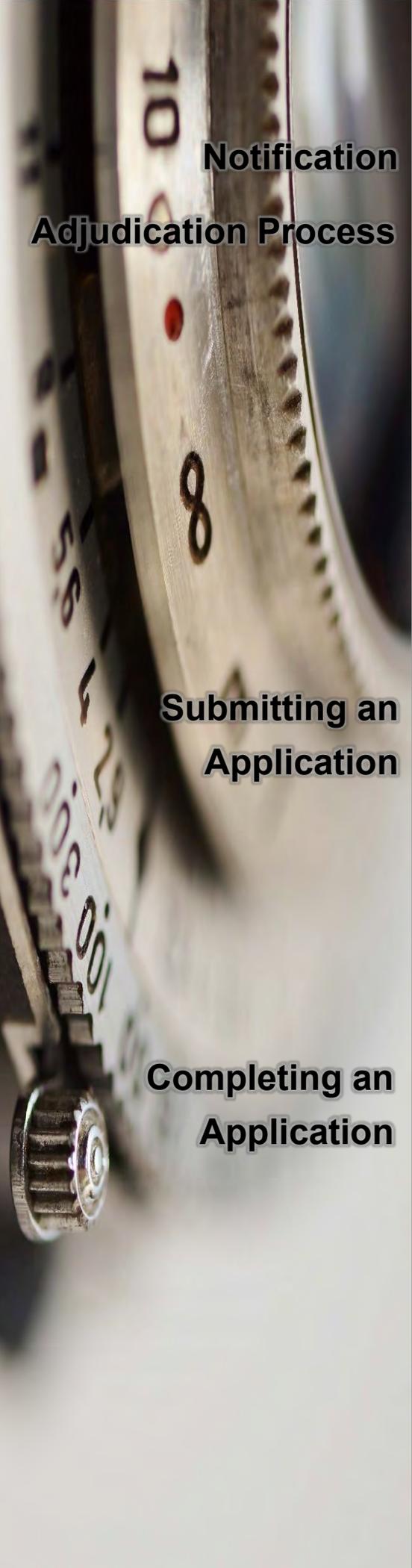
Notification

Adjudication Process

The assessment process generally takes 90 days from the deadline date. Grant results are sent to applicants by email.

Applications are assessed by an independent panel of writers, artists, publishers and arts professionals from across Canada, each with specific knowledge and experience appropriate to the grant program.

The jury uses adjudication criteria to assess each application against others in the competition. There are two categories of criteria: the merit of the project and the capacity of the applicant to carry out the project. Specific adjudication criteria are listed with each of the program-specific guidelines.

As with all funding programs, projects should be relevant to Access Copyright Foundation's values and objectives and aligned with the purpose of the grant program.

Applicants with questions about eligibility should consult with the Program Consultant before applying.

Submitting an Application

Access Copyright Foundation grants are administered by the Saskatchewan Arts Board. Applications are submitted through the Arts Board's Smart Simple online grant portal that may be accessed through our website, https://acfoundation.ca/. Please register well in advance of the deadline. If you have applied before for an Access Copyright Foundation grant, you will already have a user profile in the system. Your applicant profile will be tied to the email address used in your last application. To request a password, click on the Forgot Password? link and a new password will be provided. Please contact the Saskatchewan Arts Board at grants@saskartsboard.ca, or call toll-free at 1-800-667-7526 should problems arise.

Completing an Application

Application questions

Each program has a set of questions to provide the jury with enough information to adjudicate the applications received; refer to the specific program guidelines when completing your application.

Please note that project proposals may vary greatly within the same grant program. Applicants are not required to respond to questions or submit information irrelevant to their proposal. Submit only the information that is relevant to your project. If in doubt, refer to the adjudication criteria, or contact the Program Consultant.

Project Dates

Grant application project dates are the period for which support is requested. Projects should usually be undertaken within the application year.

With some exceptions, applications should be made to the closest deadline before the project's start date. If the turnaround time between the grant deadline and results notification will interfere with planning or financing your project activities, you may submit your application the year before. For example, if the grant program deadline is April 1 and your project (course, travel, event) starts on April 15, you may apply the year before to ensure you have enough lead time to execute the project.

Except in the case of the Event grant program, project expenses cannot be retroactively funded. See Events grants guidelines for specific timelines for autumn events and conferences.

If your project plans change after you submit your application, please contact the Program Consultant to discuss revising the proposal or withdrawing the application before the jury meeting.

Word counts

Application questions have a set word count limit. Note that applicants are not required to provide the maximum number of words or pages, but only enough relevant information for the jury to assess their proposals against the adjudication criteria.

Budget

Budgets must be entered into the budget form on the grant portal. Please budget only for the project for which you are requesting funding. For example, if you are applying for a research grant for a manuscript-in-progress, include only eligible expenses directly related to the research activities, not for writing or publishing the book. Indicate in the Budget Notes column which expenses will be allocated to the grant.

Support Material Index

Please list the support material included with your application, along with explanatory notes for the jury. For example, identify writing samples as either past work or excerpts of the work-in-progress. If you are including website links, indicate the purpose and content, identifying links to previous events hosted, your upcoming program or to information about your organization, practice or project.

Support material

You may support your application with information that complements or substantiates your responses to questions on the portal. Examples of support material are provided in each program-specific guideline section. You do not need to provide all the documents or information suggested, only the most relevant. Please ensure that all text and images are legible and do not exceed page limits indicated in the guidelines. Excess material will not be considered during the adjudication process.

Internet links (Optional)

You may supplement your support material with relevant internet links. You do not need to provide the maximum number of links allowed, or links to information already included in your application or support material. Indicate in the index what information each link leads to, such as a training program, presenter website, or author page.

Claiming the Grant

If your application is successful, you will receive notification of the terms and conditions of funding and all the forms required to claim the grant. If the grant awarded is less than 60% of the amount you applied for, the Saskatchewan Arts Board may require a revised budget, project plan and/or project dates to show how you will undertake the project with less funding than requested.

You must submit a signed Request for Grant Payment form to receive funding.

Grant cheques will be released within a month of the notification of grant results, provided signed Request for Grant Payment forms have been submitted and approved by the Program Consultant. Please note:

- Grants are issued in a single cheque to the designated payee
- Grant recipients must claim their grant within 12 months of the date on the notification letter or the grant may be forfeited
- Access Copyright Foundation is required to issue T4A forms to grant recipients or to the lead applicant on collaborative applications for amounts over $500.

Completing the Project

Grants must be used for the project proposed and supported by the jury.

If for any reason your project must be delayed or modified, contact the Program Consultant as soon as possible. Access Copyright Foundation will consider extensions and/or changes of plan within the spirit of the original on a case by case basis.

Acknowledgement

As part of the conditions of the grant, applicants are required to recognize Access Copyright Foundation support wherever possible.

This may be done by acknowledging Foundation funding in speeches and presentations as well as at openings, performances, readings and events. Include Access Copyright Foundation's logo on all print and online material related directly to the project. Access Copyright Foundation's logo can be downloaded from our website: www.acfoundation.ca.

Reporting on the Project

Grant recipients are required to submit a brief but informative final report no later than 60 days after the end of the project term. The report must include as relevant to your project:

- a description of your project activities

- brief comments on how your vision for the project was realized or evolved

- documentation of your project, such as excerpts or samples of the work-in-progress, an event program or brochure, course registration, videos, photos, or published manuscripts

- brief comments on plans to produce, perform, present or publish your work-in-progress

- reflection on the impact of your research, including plans to implement and/or disseminate it

- a financial report reflecting the original or revised project budget, noting any changes. Retain receipts for your project expenses, as you may be requested to provide them after your final report is reviewed. If your project expenses were lower than anticipated, you may be required to return the unused portion of the grant.

We want to hear about your work!

Access Copyright Foundation is interested in learning more about your project and how the grant benefitted your work. Please send pictures of ACF-funded activities and keep us informed if the work has gained additional success after the final report has been submitted. Send photographs to acfgrants@saskartsboard.ca, or tag @AccessCopyright on Twitter or Facebook.

Overdue reports

Recipients of Access Copyright Foundation grants must file outstanding reports before applying for further funding from any of the programs. If your final report becomes overdue after the deadline but during adjudication of a subsequent grant application, your application may either be removed from the competition or may be recommended for funding provisional on submission and approval of the overdue report. If you fail to submit the outstanding report within 30 days of results notification, the new grant will be rescinded and the funding reallocated. Grant recipients unable to provide a final report on their project become ineligible to apply for further funding from Access Copyright Foundation for five years after the deadline at which the overdue grant was awarded. If you cannot submit your final report by the due date, contact the Program Consultant to discuss an extension.

MARIAN HEBB RESEARCH PROGRAM GUIDELINES

Purpose of the Marian Hebb Research Program

Marian Hebb Research grants support inquiry, information gathering and exploration relevant to Canadian publishing, writing and/or visual arts. Research projects should inform the creation of a publishable work, an innovative program, strategic initiative, study paper or report.

What we fund

Creators

For individual creators (writers and visual artists) engaged in research essential to the realization of a publishable work-in-progress, the research grant may be used to inform the content of a work or to explore an artistic process or technique.

Research may entail gathering information or authenticating detail by accessing primary or secondary sources. Eligible activities may include travel, interviews, consultation or archival and bibliographic investigation focused on the content, ideas, themes or techniques of a publishable work-in-progress.

Organizations and Publishers

For publishers or publishing, writing and visual arts organizations exploring issues relevant to the publishing industry, or to writers and visual artists in Canada, the research grant may be specific to the interests of the organization or to issues in the creative and economic environment.

Research may take the form of consultations, interviews, pilot projects, research studies or any other method of collecting the information that responds to the inquiry question.

Adjudication Criteria

Jurors assess the application against the following adjudication criteria:

Creators

Activity
- Relevance of the research activities to the inquiry question and the work-in-progress
- Impact of the research and work-in-progress on the applicant's larger body of work
- Appropriateness of the project budget to the potential impact of the research.

Applicant
- Merit of the applicant's past work and/or professional resume
- Merit of the work-in-progress
- The applicant's ability to complete the work-in-progress.

Organizations and publishers

Activity
- Relevance of the inquiry question to the current needs of the organization, publisher and/or sector
- Potential impact of the proposed research activity on the publisher, organization and/or sector
- Workplan and budget appropriate to the potential impact of the research
- Planning for the strategic dissemination and response to the research results.

Applicant
- Merit and professional status of the applicant organization within its sector
- Relevance of the research to the organization's mandate
- The organization's expertise and capacity to undertake and strategically implement the research results.

Application Instructions

Grant Request

Applicants may request any amount up to the maximum grant of $7,500 for creators and $10,000 for organizations and publishers.

Project Dates

Marian Hebb Research Grants cover only the research phase of a work-in-progress or project. The realization of your work or project will usually extend beyond the grant term. Your research grant project and term should be restricted to activities, travel and expenses required to conduct the proposed research and briefly assimilate it for inclusion in your larger project.

Subsistence and/or expenses required to complete, revise, publish or produce your work are ineligible. Funded research activities should be completed within one year of the start of your grant term.

Project or Event Location

Provide names of the communities or locations where you will undertake the research activities.

Brief Project Description

This short statement acts as an identifier or label for your grant application in adjudication materials, grant payment forms and announcements about grant awards.

Inquiry Question

A clearly articulated inquiry question should guide your research approach and provide a rationale for your project activities. The question, broad or narrow, should convey the focus of your inquiry to the jury.

Jurors will consider whether exploring the inquiry question is essential to realizing your work-in-progress or project and whether your proposed research activities are essential to exploring the inquiry question.

If you would like to discuss your inquiry question with the Program Consultant, please do not hesitate to call.

Detailed Project Description

Provide a detailed project description that will provide the jury with enough information to assess the merit of your proposed research. Include as applicable:

Creators

- A detailed description of your project activities and how they relate to your inquiry question
- An explanation of how the research proposed is integral to the realization of your work-in-progress
- An explanation of how this project will benefit your artistic development and/or body of work
- A work plan and timeline for your project
- Information demonstrating your ability and availability to complete the research activities as proposed.

Organizations and Publishers

- A breakdown of the project activities explaining how they address your inquiry question
- A rationale for the relevance of the research project within the creative and economic environment in Canada
- A description of the potential impact of the project on the interests of your organization or on Canadian publishers, writers and/or visual artists
- A plan to disseminate your research results
- A work plan and timeline for the research activities, identifying your partners and project participants
- Information about your organization, stakeholders and programs that will enable jurors to assess the merit and potential impact of the project
- Information about your organization and operations that demonstrates your capacity to complete and implement the research.

Budget

Eligible Expenses

Eligible project expenses are limited to costs you will incur during the grant term in the process of undertaking your research activities. Project expenses may include but are not limited to the following:

Creators

Expenses directly related to your research project including travel; accommodation; ground transportation; meals or per diems; admissions or access fees for museums, libraries, archives and special collections; photocopying or printing of archival material; translation services; or other costs essential to conducting the inquiry

You may claim subsistence support up to a maximum of $2,000 per month to cover living expenses while working full-time on your project. If you plan to undertake the research part-time, prorate the subsistence amount accordingly. If your grant term is less than one month, you may claim up to $100 living allowance per day.

Organizations and Publishers

Expenses directly related to the research project, including planning, consultants' fees (time, travel, business expenses) and administrative or other expenses that must be incurred to undertake the project.

Ineligible Expenses

- Costs incurred for the creation, revision, production, printing or publishing of the work-in-progress

- Extended stays or travel to additional destinations not related to the research project

- Travel expenses for anyone other than the applicant or researcher contracted for the project. If you require access support to undertake research due to a disability, please contact the Program Consultant

- Normal operating expenses such as rent, utilities and employee remuneration including staff time dedicated to the research project

- Costs associated with self-assessment or internal review limited to your organization's current program or operational activities

- Payment or honorarium to an interviewee, with the exception of gifts made to Indigenous Elders or Knowledge Keepers according to cultural protocol.

Support materials

Attach materials that will support your application (maximum 10 pages). If you are working on a manuscript, you may submit an additional 10-page sample of your work-in-progress. Support material may include:

Creators

- A ten-page sample (text or images) of recently published work or of the work-in-progress

- Your literary or artistic resume

- Support letters, correspondence or documents confirming access to restricted collections, sites or interviewees necessary to your research.

Organizations and Publishers

- An overview of your organization, its mandate, stakeholders and programs

- A professional resume and/or proposal from the consultant, project manager or researcher to be engaged for the research project

- A draft contract specifying the proposed timeline, work plan, terms and payment.

You may supplement your support material with up to five internet links to sites relevant to your organization, the research project or activities.

Material submitted in excess of the maximums indicated will not be considered during the adjudication process.

Click **here** to apply now. Applications are due by 11:59 p.m. CST on the deadline date. Staff is available to assist with applications and the online portal weekdays from 8:00 - 4:30 p.m. CST. The portal will be open to applicants approximately two months before the program deadline. Please start your application on the portal in advance of the deadline; we are not able to help you after hours or on weekends.

PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES
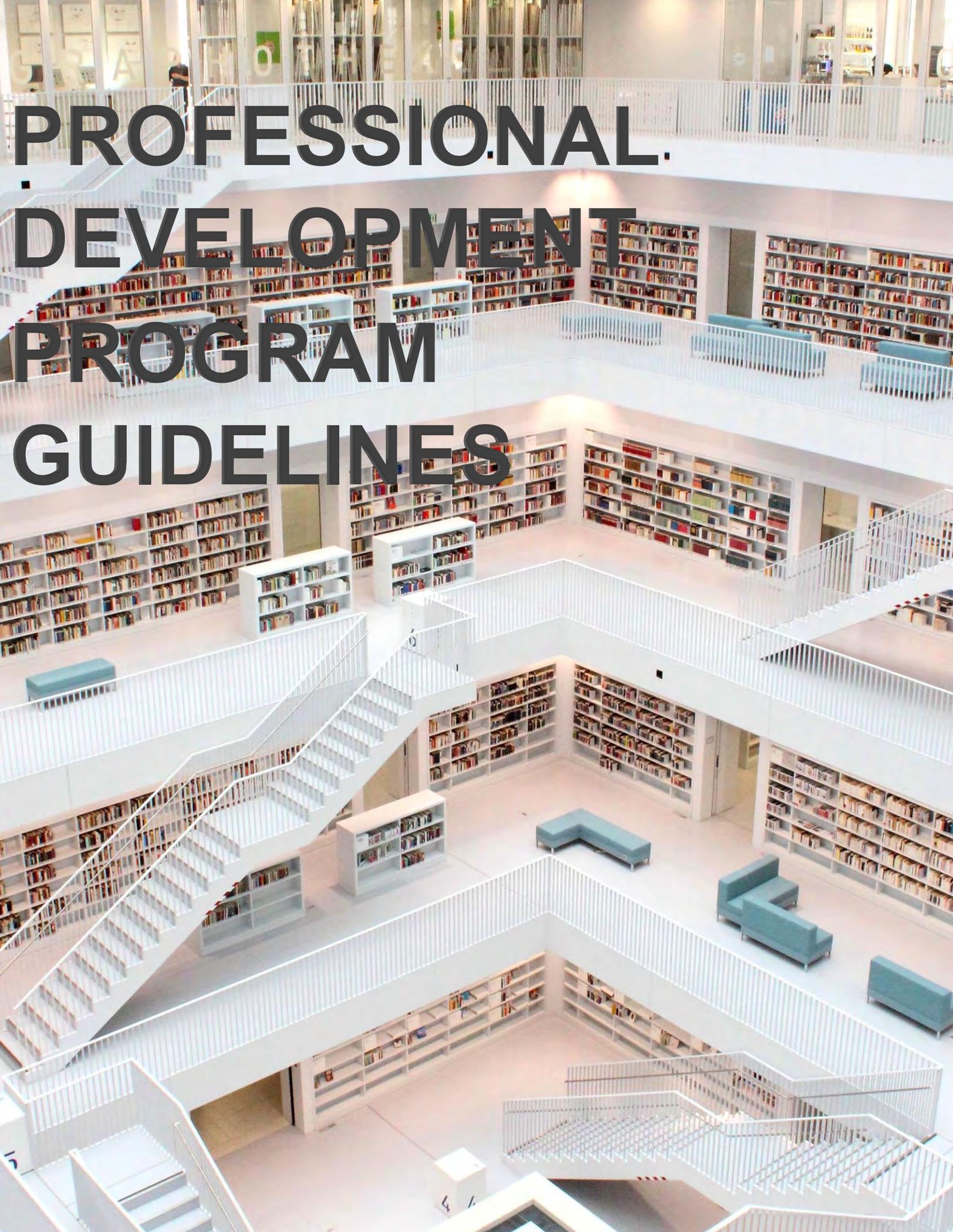
Purpose of the Professional Development Program

What we fund

Access Copyright Foundation Professional Development grants provide access to specialized training and continuing education for writers and visual artists; arts professionals employed by or working freelance for Canadian publishers and publishing, writing, and visual arts organizations.

Professional development may be undertaken through formal or informal means such as:

- Workshops, courses, conferences or seminars

- Online or correspondence courses

- Internships or professional exchanges

- Mentorships or apprenticeships

- Residencies, colonies or studio programs for professional artists

- Career development events or consultation.

In addition to the general list of ineligible activities listed on page 7, the following activities **are not** eligible for funding:

- Retreats or residencies without a clear learning or professional development outcome

- Studies undertaken towards the completion of an academic degree by registered graduate or undergraduate students

- In-house training, apprenticeship or skills exchange conducted by fellow employees of an arts organization or publisher

- Manuscript evaluation or editing without a mentorship or training component

- Mentorship, training, apprenticeship or consultation by a writer, artist or arts professional without a contract specifying the terms and compensation

- Professional development or training fully supported by grants from other funding agencies, bursaries or sponsorships

- Equipment purchase or other capital costs, with the exception of texts or course material required to complete the proposed courses or program

Applicant Categories

- Activities not directly related to the learning and professional development objectives outlined in the application.

Funded projects should be completed no later than one year after their start date.

Creators

Professional writers and visual artists seeking to develop their craft, learn new skills, acquire specialized knowledge, train with an established professional peer or pursue career development opportunities.

Arts Professionals

Professionals working freelance in the writing, publishing and visual arts sector (including but not limited to editors, illustrators, designers, publicists and consultants) seeking to acquire new skills or knowledge, attend creative industry events or pursue career development opportunities.

Organizations and Publishers

Employees of publishers or publishing, writing and visual arts organizations seeking to enhance their expertise and knowledge through professional exchange, continuing education, skills development or attendance at creative industry events. Organizations and publishers must apply on behalf of the employee seeking professional development.

Adjudication Criteria

Jurors assess applications against the following adjudication criteria for each of the applicant categories:

Creators

Activity

- Benefit of the proposed professional development activity to the applicant's artistic practice, professional status or career development
- Merit and professional status of the host organization, learning institution or mentor
- Appropriateness of the project budget to the potential impact of the professional development.

Applicant

- Appropriateness of the learning objectives to the applicant's career development
- Merit of the applicant's work and artistic or professional resume
- Evidence of the applicant's ability to carry out the project.

Arts Professionals

Activity

- Relevance of the proposed professional development activity to the applicant's learning objectives, professional practice or career
- Merit and professional status of the program, event, conference, learning institution or mentor
- Appropriateness of the project budget to the potential impact of the professional development.

Applicant

- Appropriateness of the learning objectives to the applicant's career development and work in the writing and publishing sector
- Applicant's professional status and contribution to the Canadian writing, publishing and visual arts sector
- Evidence of the applicant's ability to carry out the project.

Organizations and Publishers

Activity

- Relevance of the proposed professional development activity to the organization or publisher's learning objectives and needs
- Merit and professional status of the host event, conference, learning institution, mentor or consultant
- Appropriateness of the project budget to the potential impact of the professional development.

Applicant

- Merit and professional status of the applicant organization or publisher within its sector
- Relevance of the learning objectives to contemporary needs within the organization/sector
- Evidence that the organization or publisher has the capacity to undertake the professional development activity within the project term.

Application Instructions

Applicant Name

Publishers and arts organizations apply on behalf of the employee receiving the professional development. Creators and Arts Professionals apply on their own behalf.

Grant Request

Applicants may request any amount up to the maximum of $3,000.

Project Dates

Access Copyright Foundation funding covers expenses incurred after the deadline. For courses that begin before the deadline, pro-rate costs accordingly.

Project Location

Provide names of the communities where the professional development activities will be undertaken.

Brief Project Description

This short statement of the project acts as an identifier or label for your grant application in adjudication materials, grant payment forms and announcements about grant awards.

Learning and Professional Development Objectives

Please describe hoped for learning outcomes of your proposed professional development activity. Objectives may relate to the acquisition of specific skills, expertise, knowledge or artistic craft, or to advancing your career or professional practice.

Detailed Project Description

Provide a detailed project description that will provide the jury with enough information to assess the merit of the proposed professional development activities.

If you have not yet been accepted into a course of study or residency at the time of application, please send notification of acceptance to the Program Consultant when received. Grants are conditional on acceptance into programs or residencies.

Include as applicable:

Creators

- A description of the project activities and how they relate to your learning outcomes and professional development objectives

- A reflection on your practice that will enable jurors to assess the merit of the professional development in the context of your body of work, artistic development and/or career

- A description of the course, workshop, residency, studio or program

- Information about the hosting educational institution, arts service or training organization or mentor

- Details and rationale for travel required to access the professional development.

Arts Professionals

- A description of the project activities and how they relate to your learning and professional development objectives

- A reflection on your freelance practice that will enable jurors to assess the merit of the professional development in the context of your career development and contribution to the writing, publishing and visual arts sector
- A description of the industry event, course, workshop, program or mentorship
- Information about the hosting organization, educational institution, arts service or training organization or mentor
- Details and rationale for travel to be undertaken by either you or your mentor.

Organizations and Publishers

- A description of the project activities and how they relate to your employee's learning and professional development objectives

- Information on the role of the employee receiving the professional development and how the specialized knowledge and skills acquired will benefit them and your organization

- Information about the publishing symposium, conference, forum, summit or other creative industry event and its potential benefits

- A course, program or workshop description including information about the mentor, hosting educational institution, publisher, arts service or training organization

- Details and rationale for travel to be undertaken by either the employee receiving the professional development or the mentor/trainer/established professional peer

- Other information about your organization, programs and operations that will enable jurors to assess the merit, feasibility and impact of the project.

Budget

Eligible Expenses

Access Copyright Foundation funds only costs directly related to the project, including tuition, program, residency or studio fees; conference registration fees; mentor honoraria; travel, meals and accommodations; and required texts or

other materials essential to completing the professional development.

Support materials

Attach materials that will support your application (maximum 5 pages). If your professional development activity includes working on a manuscript, you may submit an additional 10-page sample of your work-in-progress. Support material may include:

- A sample (text or images) of recently published work or of your work-in-progress

- Your literary or artistic resume (creators); professional resume (arts professionals); organizational overview (organizations and publishers)

- An artistic or professional resume from the established arts professional or master artist to be engaged for mentorship, craft development or career consultation

- A draft contract specifying the proposed learning objectives, timeline, work plan, terms and payment

- Letter of acceptance to the proposed program

- Screen capture of course or conference description and fees.

You may supplement your support material with up to five links. These may include links to your website, the host educational institution or retreat, conference program, etc.

Material submitted in excess of the maximums indicated will not be considered during the adjudication process.

Click **here** to apply now. Applications are due by 11:59 p.m. CST on the deadline date. Staff is available to assist with applications and the online portal weekdays from 8:00 - 4:30 p.m. CST. The portal will be open to applicants approximately two months before the program deadline. Please start your application on the portal in advance of the deadline; we are not able to help you after hours or on weekends.

EVENTS

PROGRAM

GUIDELINES

Purpose of the Events Program

Events grants provide funding to festivals, reading series, arts service associations and artists groups to showcase published works to the public or to host professional development events for writers, visual artists, publishers and related arts professionals. Events must celebrate and present Canadian literary work in a public context, or provide opportunities for learning, career advancement or creative discourse in publishing, writing or visual arts in Canada.

What we fund

Events grants support a range of activities that promote the development and appreciation of Canadian publishing, writing and visual art. They can include, but are not limited to:

- Festivals, reading series, exhibitions, symposia, conferences and conventions, or other events showcasing Canadian writers or visual artists and their work to the public

- Book award ceremonies and associated programs (event costs only)

- Workshops, lectures, facilitated retreats and seminars presented by and for professional artists, writers, artist groups, publishers or arts professionals

- Professional development, creative discourse or career advancement components of annual conference or general meeting

- Readings, panels, presentations, performances or lectures by Canadian writers, visual artists or publishing professionals as public components of conferences, symposia or professional development programs hosted by academic institutions or arts organizations.

The following activities **are not** eligible for funding:

- Writer or artist retreats without a facilitated professional or skills development component

- Writer or artist retreats and workshops facilitated or presented by a group member

- Annual general meetings or conferences without professional development, creative discourse or career advancement components
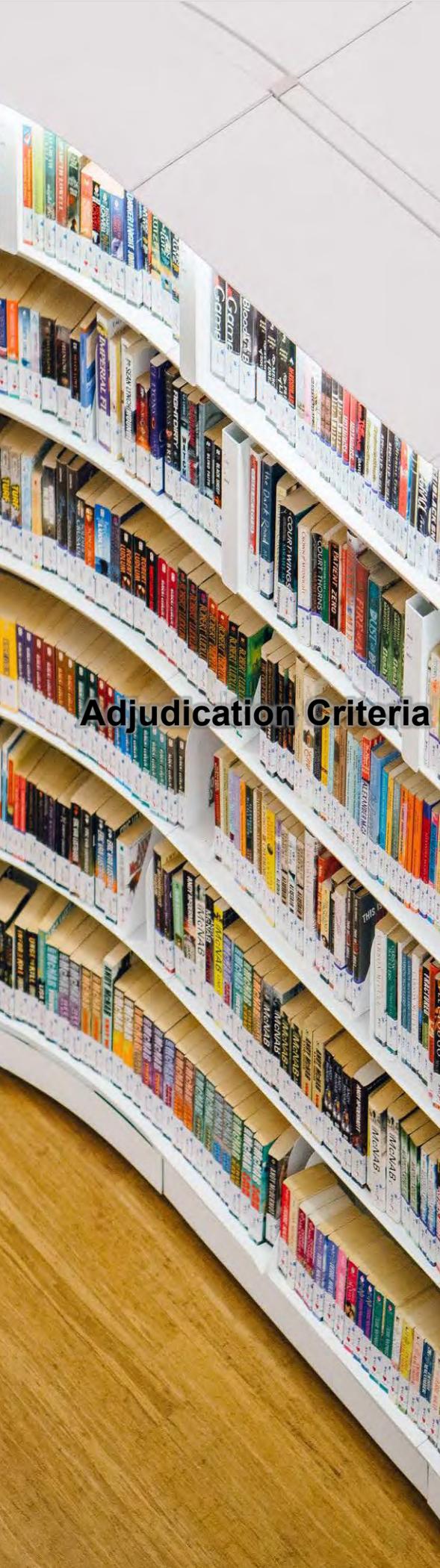
- Presentations, performances, panels or lectures hosted by academic institutions, closed to the public

- Courses, workshops, seminars, retreats or studio programs offered as part of regular programming of recognized educational institutions, publishing or arts administration programs, arts service or training organizations

- In-house training, meetings or events for employees of an arts organization or publisher

- Fundraising events

- Events which do not pay honoraria, speakers fees or travel expenses to presenters

- Festivals and readings series with annual operating budgets over $500,000

- Events without a clear thematic link to published or publishable work, such as performing arts conferences or visual art exhibitions or conferences.

Adjudication Criteria

Jurors assess the application against the following adjudication criteria:

Activity

- Merit of the objectives for the proposed project or event and their potential impact on participants and/or audience
- Artistic or professional status and expertise of the program presenters
- Potential impact of the proposed program on Canadian publishing, writing or visual arts.

Applicant

- Evidence of sound past programming and management
- Appropriateness of the event budget to the scope and potential impact of the event
- Capacity of the organization to deliver the event.

Application Instructions

Grant Request

Applicants may request any amount up to the maximum grant amount of $7,500. Please note that Access Copyright Foundation grants are not usually the only source of funding for events, and that your application may not be fully funded.

Project Dates

Because many festivals and events are held in the early autumn, Events grants may be directed toward eligible activities retroactive to the November 1 deadline. If your programming begins or your event falls between September 1st and November 1st, you may apply for a grant to support either this year's or next year's project expenses. If you are applying for an event that has already taken place, include supplementary information as indicated in the detailed project description.

Project or Event Location

Provide names of the communities where your project, event, series, or tour will take place.

Brief Project Description

This short statement of the project acts as an identifier or label for your grant application in adjudication materials, grant payment forms and announcements about grants. If your event has a working title, include it.

Detailed Project Description

Refer to the Adjudication Criteria when completing your detailed project description. Your project description should give the jury enough information to assess the merit of the event, your capacity to plan and host it and its potential impact on your intended audience.

Include information relevant to your project such as:

- Your objectives and rationale for the event
- An overview of the event including your curatorial vision, the theme, venue, dates or components
- A proposed program for your event including topics, session formats, streams
- Proposed presenters

- A list of participants or audience and potential impact of the event on their knowledge of Canadian writers and literature or on their artistic or professional development

- A timeline, work plan, and description of personnel, volunteers and resources

- A plan for advertising and promoting your event and, if applicable, for documentation and dissemination

- An indication of the potential benefit to the Canadian publishing industry or to the publishing, writing or visual arts communities.

For events held prior to the application deadline, also include:

- An evaluation of the event

- Registration and attendance figures

- Excerpts from participant or presenter evaluations

Organizational Overview

Please provide a brief overview of your organization or artist group including information such as:

- Your vision or mission statement, values and history

- A history of related events hosted by your organization or artist group

- Brief bios for members of your artist group

- Your organization's programs, operations and capacity to organize and host the event.

Budget

Eligible Expenses

Access Copyright Foundation funds expenses directly related to the event such as presenters' honoraria, travel and accommodation, venue rental, audio visual and conference materials, promotion and advertising, event programs, and documentation.

Ineligible Expenses:

- Administration, planning, operational and staff costs of your organization

- Presenters' honoraria or speaking fees for employees of your organization or members of your artist group

- Artists fees and other expenses for non-literary components of an event, such as musical performances, plays or film screening

- Subsidies or bursaries toward attendees or participants' travel, accommodation or registration

- Meals, catering and refreshment costs for the event

- Award adjudication costs, prizes, cash awards or gifts

- Equipment purchase, capital costs

- Expenses covered by sponsors or grants from funding agencies.

Completing the budget

List all revenue and expenses, confirmed and unconfirmed, directly related to the Events grant activities. The budget must balance (your total revenue must equal your total expenses). Your project budget must be entered into the online portal.

Expenses

To inform the jury about how you will use the grant requested, provide a breakdown of expense items such as:

- Honoraria or fees for speakers or presenters

- Presenters' travel and accommodation costs

- Venue costs such as meeting room and public space rental, AV equipment rental

- Advertising, promotional and conference materials

- Documentation expenses.

Indicate which costs are to be funded by Access Copyright Foundation by using the Notes column on the budget form. You may include ineligible expenses to balance your project budget (see list above), but do not allocate Access Copyright Foundation grant to those expenses.

Revenues

All potential revenue sources must be listed with an indication of whether they are confirmed or unconfirmed. ACF funds may not be allocated toward the same expenses fully funded by other grants, funding or sponsorships.

Revenue may include but is not limited to:

- Amount requested from the Access Copyright Foundation

- Projected registration or admission fees from event participants

- Ticket sales or sales of books and other merchandise

- Funding requested or received from other sources such as government agencies, community organizations, foundations, private donors or sponsors

- In-kind contributions and sponsorships.

If the Access Copyright Foundation request or other unconfirmed funding is the major revenue source for your event, it is advisable to upload an alternate "Plan B" budget with support material, indicating how you will undertake your project if one or more of the applications is unsuccessful.

If another funding source for the designated project expenses becomes confirmed, you may request approval to reallocate your Access Copyright Foundation Events grant toward other eligible expenses listed in your budget.

In-kind items must be listed as both revenues and expenses. Identify in-kind contributions in the budget notes column on the portal budget tab.

Support materials

Attach material that will support your application (maximum 10 pages). Support material may include presenters' bios, membership profiles (for arts service organizations and artist groups), promotional materials, festival/conference programs and/or information from previous events. Do not send physical copies of support material.

You may supplement support material with up to five links to your organization and past events. See note on page 10.

Click **here** to apply now. Applications are due by 11:59 p.m. CST on the deadline date. Staff is available to assist with applications and the online portal weekdays from 8:00 - 4:30 p.m. CST. The portal will be open to applicants approximately two months before the program deadline. Please start your application on the portal in advance of the deadline; we are not able to help you after hours or on weekends.