



ARTISTS IN COMMUNITIES – Projects PROGRAM GUIDELINES

Application Closing Dates: March 1 and November 1

Artists in Communities is a SK Arts program supported by funding from Sask Lotteries through the partnership between SK Arts and SaskCulture Inc.

Contents

CONTACT	2
SUBMISSION	2
PROGRAM INFORMATION	2
PROGRAM PURPOSE	2
PARTNERSHIP ROLES AND RESPONSIBILITIES	2
ELIGIBILITY	3
Who can apply?	3
What kinds of projects are eligible?	4
What is the maximum amount of funding available for a project?	4
What is ineligible?	4
PUTTING THE APPLICATION TOGETHER	5
Planning an <i>Artists in Communities</i> Project	5
Evaluating the Project	6
Budget	6
Support Material	7
Artist Contract	8
PEER REVIEW PROCESS	8
NOTIFICATION OF ASSESSMENT RESULTS	9
SUCCESSFUL APPLICATIONS	9
UNSUCCESSFUL APPLICATIONS	10
CONFIDENTIALITY OF INFORMATION	10

CONTACT

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

SUBMISSION

Applications are only accepted online at: <https://saskarts.smartsimple.ca>

Note: Both the Community Applicant and the Artist Applicant must be in good standing with SK Arts prior to applying. Please contact SK Arts to verify your standing.

PROGRAM INFORMATION

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

Projects are unique and designed through collaborative planning. Through immersive experiences and active engagement, participants gain new appreciation for artistic practices.

Note: Changes have been made to grant request amounts and to receipt and contract requirements. Receipts for expenses are now required for reporting, and contracts with artists will be required prior to funding being released.

PROGRAM PURPOSE

Artists in Communities – Projects provides support for artists and communities to co-create projects through their combined knowledge, skills, and experience, and to:

- produce innovative, creative projects that are responsive to the community needs and have the potential for lasting impact while allowing the artist to build knowledge, cultural competencies, and deeper relationships with Saskatchewan residents.
- build awareness about social issues and facilitates change through the arts.
- encourage the participation of artists from a wide variety of aesthetic viewpoints, racial and ethnic backgrounds, cultures, and disability perspectives, who will honour, uplift, and be inclusive of the host community.
- ensure that the people of Saskatchewan have opportunities for deeper, active engagements with art while reducing the barriers for this type of experience in underserved and marginalized communities.
- align with the mandate and strategic priorities of SK Arts and our program partners.

For the purposes of this program, communities can be defined by geographic boundaries or by social/demographic factors.

PARTNERSHIP ROLES AND RESPONSIBILITIES

Most successful projects come out of genuine partnerships between the community organization and the professional artist. It is the responsibility of both partners through collaborative project development to plan and execute the project while respecting each other's roles. Indigenous Elders, Knowledge Keepers, or additional community partners can contribute specialized knowledge, skills, or resources, encourage inclusion, and deepen community relationships for long-term impact.

Community Applicant will have a shared responsibility for planning, development, execution, and evaluation of the project. Planning will involve identifying issues or ideas that are relevant to the targeted community. The community organization will be identified in the application as either the Primary or Secondary Contact, will take part in creating the application and, if the application is successful, will complete the final report with Artist Applicant. If the community organization is identified as the Primary Contact, the organization will assume the responsibility for registering an account and/or opening the *Artists in Communities* application through our on-line portal and inviting the Artist Applicant to contribute to the grant application, and for management of the grant funds.

Artist Applicant must meet SK Arts' definition of professional artist. To be considered a professional artist, an individual must meet at least three of the following criteria in a manner appropriate to their art form:

- The individual has received training and/or acquired knowledge and experience in a manner typical for their art form.
- The individual has begun creating a body of work since the conclusion of that training.
- The individual has been recognized as professional by others 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.

The artist serves as a collaborator and mentor for the project. This applicant will have shared responsibility for planning, development, execution and evaluation of the project. The artist will support those involved in the project in their development of knowledge and skills in the arts. The artist will take part in creating the application and, if the application is successful, submitting all required reports. If the artist is identified as the Primary Contact person, they will assume the responsibility for registering an account and/or opening the *Artists in Communities* application through our online portal and inviting the Community Applicant to contribute to the grant application and for management of the grant funds.

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

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

ELIGIBILITY

Who can apply?

- The partnership of Community Organization and Professional Artist must be in place prior to the submission.
- The Community Applicant can be any incorporated for-profit company or non-profit community-based organization (e.g., businesses, institutions, health care, Justice facilities, municipalities, First Nations, Métis Locals, K-12 schools [for projects outside of school hours], post-secondary institutions, artists collectives, Band Councils, etc.).
- The Community Applicant must be based in the province of Saskatchewan, may make no more than **one** application to *Artists in Schools* or *Artists in Communities* program at any submission closing date, and must be in good standing with SK Arts (i.e., have no overdue reporting on any prior grants) when the application is received and any grant payments are issued.

- The Artist Applicant may make more than one application at any submission closing date, up to the maximum allowable funding level as through the Residencies stream (\$45,000). The review panel will, however, consider the individual's ability to undertake multiple projects when assessing the applications.
- The Artist Applicant must be a Saskatchewan resident and in good standing with SK Arts (i.e., have no overdue reporting on any prior grants) when the application is received and any grant payments are issued.
- In the case of \$20,000 grants with more than one artist, at least 50% of the artists, including the lead Artist Applicant, must be Saskatchewan residents.
- SK Arts values diversity, seeking to be inclusive and accessible to all our applicants. For this reason, we ask applicant artists to self-identify with and organizations to engage with communities that may have been historically underserved by SK Arts or are otherwise considered marginalized (artists or communities outside urban settings, Indigenous, People of Colour, Deaf or disability artist, 2SLGBTQ+, or newcomers to Canada). This helps us assess whether the program is achieving its diversity goals.
- SK Arts accepts applications submitted in either English or French. French-language applications will be translated into English before they are provided to the reviewers. SK Arts will ensure at least one reviewer is able to read the application in its first language. For any languages other than English and French, applicants may apply to the Accessibility Fund www.sk-arts.ca/menu/grants/general-granting-info/accessibility-fund.html for translation services.

What kinds of projects are eligible?

- Projects that foster respectful, professional partnerships between artists and communities.
- Innovative and creative projects that are relevant and responsive to the community's needs.
- Projects that increase access to the arts for underserved or marginalized communities.
- Projects designed to connect with and engage participants in meaningful ways and have a lasting impact.
- Projects that build awareness about social issues and facilitate change through the arts.
- Projects that allow the artist to build knowledge, cultural competencies, and deeper relationships with Saskatchewan residents.
- Projects that encourage the participation of artists from a variety of aesthetic viewpoints, racial and ethnic backgrounds, cultures, and disability perspectives.

What is the maximum amount of funding available for a project?

- The maximum funding available for projects with one artist is \$10,000. The maximum funding available for projects with more than one artist is \$20,000.
- The process for assessing applications is competitive, and funds are limited. An application may not be funded or may not be funded for the full amount requested.
- SK Arts reserves the right to rescind any grant funds from applicants who do not meet the conditions for the release of funds, make significant changes to their project without approval, and/or do not begin their project within approved timelines.

What is ineligible?

- Organizations that receive annual or multi-year funding from SK Arts, SaskCulture Inc., Sask Lotteries, Creative Saskatchewan and/or creative industries associations supported by Creative Saskatchewan, unless the proposed projects expand inclusion, diversity, and equity access within existing programs, and/or explore new methods of presenting.

- Organizations that receive annual or multi-year funding defined above cannot have a grant open in any of the *Artists in Communities* or *Artists in Schools* streams of funding at the application closing date.
- K-12 Schools, school divisions, clusters of schools in a school division, and Band schools are only eligible to apply to the *Artist in Communities – Projects* stream for activities that used to be funded under the *Arts After Hours* program stream. If projects link to cross-curricular and cross-cultural educational outcomes, these applicants should explore the *Artists in Schools* program.
- Applications that do not include all the required information and support material, including balanced budgets, could be deemed ineligible.
- Projects that do not compensate artists, Elders or Knowledge Keepers for their work. (See Budget section on page 7, Artist Fees and Elders or Knowledge Keepers Fees.)
- Applications submitted by mail, email or fax.
- Projects that are not primarily artistic.
- Projects that promote hatred or intolerance.
- Fundraising activities, awards, sponsorships or re-granting activities.
- Activities that contravene provincial or federal law.
- Activities that use or present Indigenous cultural material, traditional knowledge or stories without permission from the community and involvement of either an Elder or Knowledge Keeper.
- Projects that start prior to the application closing date.
- Grants intended for capital purchases (e.g., basic equipment, kilns, computers, musical instruments, etc.). In most cases, renting equipment during the project term is preferred. If the cost of renting is higher than the purchase price, provide an explanation and rationale for purchase.

PUTTING THE APPLICATION TOGETHER

The following resources are available on SK Arts' website:

- **Preparing Your Application:** Grant Writing Guide and tutorials: www.sk-arts.ca/menu/grants/general-granting-info/preparing-your-application.html
- See the *Artists in Communities* page of our website (<https://sk-arts.ca/menu/grants/grants-by-type/artists/community-organizations.html>) for information including frequently asked questions and the following, under APPLICATION AND INFORMATION, Artists in Communities Tools:
 - **A Project/Residency Documentation and Evaluation guide** provides suggestions for how the program can be documented as it progresses.
 - **A Cultural Inventory / Cultural Needs Assessment** form suggests ways you can assess assets and needs related to culture in your community.
 - **Sample Partnership Contract** is a template for use after your application has been awarded funding.

Planning an *Artists in Communities* Project

- **Both** Applicant partners must be registered in the online application portal, and it is recommended that applications be started at least one month before the closing date.
- Preparation time will include coordinating the project with established partnerships, gathering support material, working out budget information, and submitting the application online. **Applicants will not be able to submit their applications after the closing date.**

- The ideas, objectives, roles, and responsibilities of all identified partners must be reflected in the application with evidence of clear communication, collaborative planning, and project development.
- The established partnerships need to be appropriate, intact, and have a mutually beneficial relationship for the quality and depth of the project and for the partners to achieve their goals.
- It is important Applicants understand the needs and challenges of the community where the project will take place and together develop project activities that are innovative, creative and responsive to those needs and challenges.
- NOTE: For the purposes of this program, communities can be defined by geographic boundaries or by social/demographic factors.
- Projects that explore Indigenous art forms, skills, languages, knowledge, teachings, and/or worldviews must include an Elder or Knowledge Keeper in their ongoing activities. A letter of agreement from the Elder or Knowledge Keeper is required as support material to the application.
- Projects should consider accessibility for individuals with disabilities, including but not limited to individuals who are Deaf, hard of hearing, Deaf-Blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness or chronic illness.

Projects should consider a minimum of one public component that is free of charge for community participants and/or audience.

Evaluating the Project

- Together, the Applicants are expected to reflect on and evaluate the project, then submit a final report after the project is completed.
- In your planning, consider how you will celebrate the completion of your project. How could you reflect on the successes and challenges both personally and collectively?
- How did this project impact or make change in your community?

Budget

- Applicants will submit a budget through the online application.
- The budget for your project must balance, meaning your Total Revenue must equal your Total Expenses. A balanced budget shows the need for the grant but also indicates that you can complete the project with the grant and your other available financial resources.
- List all income, sponsorships, funding and personal resources you plan to devote to the project under *Revenue*.
- In *Revenue Notes*, indicate revenue as confirmed or unconfirmed. If a contribution is unconfirmed, indicate alternate plans for acquiring these funds if they are not available from the source(s) listed in the budget.
- Cash or in-kind contributions can come from partners or businesses in the community, fundraising or other grant sources. This is not a requirement for receiving a grant. Include in-kind contributions in both revenue and expenses.
- Funding from other sources may not be assigned to the same expenses as those covered by the *Artists in Communities* grant.
- Under *Expenses*, list project costs incurred during the project term to complete the activities outlined, indicating which costs the grant is intended to cover. For each expense, you will be asked to say how much is covered by the *Artists in Communities* grant that you are requesting. The total of these amounts should be equal to your grant request. You may

need to attach breakdowns of some categories if you have many individual expense items. Remember to assign the same dollar cost to items listed as in-kind donations under *Revenue*.

- In *Expense* notes, indicate which expenses will be covered by the *Artists in Communities* grant. Funding from other sources may not be assigned to the same expenses as those covered by the *Artists in Communities* grant.
- The Organization Applicant may be required to deduct and/or remit employer and employee contributions which can include but may not be limited to Canada Pension Plan, Employment Insurance and Workers' Compensation. If the Applicant Partner needs to deduct and/or remit any of these items, they should be included in the budget. For more information, see the Canada Revenue Agency's guide, "Employee or Self-Employed" at: <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110/employee-self-employed.html>
- SK Arts is required to issue T4A forms for taxation purposes for amounts over \$500 issued to individuals.
- Grant recipients will submit *Final Actuals* and revised *Revenue Notes* and *Expense Notes* at the end of the project as part of their final report, including an explanation of any variances in final actuals from the proposed budget.
- Artist Fees: SK Arts is committed to the professional status of the artist and won't fund projects in which artists are not paid for their work. Refer to the appropriate industry organization – such as CARFAC (www.carfac.sk.ca), ACTRA (www.actrasask.com), or Canadian Federation of Musicians (www.cfmusicians.org) – for minimum fee schedules.
- Elders or Knowledge Keepers Fees: such as an Elders or Knowledge Keepers fee or honoring gifts, etc.
- Other: Enter any additional costs you will incur to complete your project.

Support Material

- Support materials help reviewers assess your project against the assessment criteria and provide them with evidence that the project will succeed. The work samples and documents relevant to your project should be readable and downloadable (Do not include links for which an account is required to access material, e.g., Spotify or private Facebook and Instagram accounts) and as recent as possible.
- It is highly recommended both applicants include support material as part of the application. There are three types of support material:
 1. Supports the expertise of the Artist
 2. Affirms the support of Indigenous Elders or Knowledge Keepers
 3. Supports the project
- Artist(s): A resumé is required (maximum three pages). Upload a PDF or Word document that provides the review panel with the relevant information that demonstrates your professional artistic practice. This should include any arts education, training (both formal or informal) that informs your practice, key accomplishments, exhibitions, performances, awards and other public recognition of your artistic/creative work. It can also provide information about the body of work you have produced.
- SK Arts will accept up to two items of support material for the Artist(s) in addition to their resumé, and up to three items of support material to support the project (see list of possible items below). The maximum items of support material submitted cannot exceed five in total and must meet the limited restrictions within each item. Excess material will not be forwarded to the reviewers or considered during the peer review process. This ensures that all applicants have an equal opportunity to present their work.

- List and itemize all the support material items included with the application.

Artist Applicant Support Material and Technical Requirements

Choose a maximum of two items from the list (projects with more than one artist can include up to two items each):

- Audio (*maximum 5-7 minutes*): MP3 files
- Video (*maximum 3 minutes, 2 GB*): MPG, MOV, AVI or MP4 files. *Links to streaming video are preferred to electronic video files.* If including videos, make sure to indicate the specific time code for reviewers.
- Still images (*maximum ten*): JPEG files
- Documents (*maximum ten*): Upload in PDF or Word format.

Elder or Traditional Knowledge Keeper Support Material (Maximum one item)

Projects that explore Indigenous art forms, skills, knowledge, teachings, and/or world views must include an Elder or Knowledge Keeper in their ongoing activities.

- Letter/email of agreement or a video statement from all participating Elders or Traditional Knowledge Keepers are required as support material to the application.

Project Support Material (Maximum three items)

- You may include other relevant material to support your project, e.g., community or organizational information, links to website, Facebook, Needs Assessment documentation, YouTube video links: *maximum 3 pages, 3 links, and video files not to exceed 3 minutes or 2 GB.* If including videos, make sure to indicate the specific time code for reviewers. *Links to streaming video are preferred to electronic video files.*

Artist Contract

The Arts Professions Act, now in effect in Saskatchewan, requires that written contracts be used in all transactions between professional artists and those who hire them, engage their services or use their creative work. These written contracts help solidify the relationship between the artist and those who contract their services by providing a clear understanding of the transaction. This provides an extra measure of protection to both parties and assists projects in moving forward. The Act also recognizes the artist as a professional and emphasizes the importance of fair compensation. All funded projects will require that a written contract be developed, submitted and used between the artist and the community partner at the start of the project.

PEER REVIEW PROCESS

Applicants are to consider the Assessment Criteria when developing the content of their application. SK Arts will rely on third-party review and assessment of this application as part of its due diligence. An independent panel of reviewers will assess applications through a competitive process based on the following:

1. Project Quality

- The project aims to develop and present creative, innovative, high-quality artistic programming that is relevant and uniquely designed to address the community's identified needs and challenges.
- The artist(s) is recognized as a professional by their peers and will be assessed by their past work and current practice as identified in their support material.

- The project allows for the artist to build knowledge, cultural competencies, and deeper relationships with Saskatchewan residents.
- If applicable, Indigenous Knowledge Keepers and Elders are included in the project activities in ways that are respectful, honorable, and significant.

2. Project Impact

- The community has the potential to evolve and/or expand the way participants view arts processes and practices.
- The community has the potential to evolve and/or expand the way participants view racial and ethnic backgrounds, and culture and disability perspectives, thereby enriching the community's artistic and cultural development.
- The project is thoughtful and responsive to the needs of the community and is appropriate for the proposed project's objectives.
- The project increases access to the arts for underserved or marginalized communities.
- The project engages the community in a meaningful way by encouraging participants to make deeper connections, share perspectives and facilitate change.
- The project has the potential for sustained impact.

3. Achievability

- The ideas, objectives, roles, and responsibilities of all identified partners are reflected in the application and there is evidence of collaborative planning and project development.
- The project plan and budget are appropriate for the project term.

For more information about SK Arts' peer review process and how funds are allocated, visit our website at <https://www.sk-arts.ca/menu/grants/general-granting-info/assessment.html>.

NOTIFICATION OF ASSESSMENT RESULTS

Applicants are typically informed of grant decisions by e-mail no later than 90 days after the application closing date.

SUCCESSFUL APPLICATIONS

If your application was successful, you will receive notification that includes the terms and conditions of funding. If the grant awarded was less than 60% of the amount requested, you must submit a revised budget, project plan and/or project dates to show how you will undertake the project with less funding than requested.

The Applicant Partners both must sign and submit the Request for Grant Payment Form and provide an agreement signed by both parties to receive funding. A cheque for the approved grant amount will be released to the Primary Contact indicated in the application no sooner than 30 days before the beginning of the project term.

A copy of a signed contract between the artist(s) and the community partner (organization) is required before funds will be released.

A grant recipient must begin the project no later than 12 months from the start date initially approved.

Recipients of funding are required to acknowledge the support of SK Arts and Sask Lotteries, particularly on all print material and at openings, receptions, performances, events or other public functions. SK Arts will provide grant recipients with access to the logos through SK Arts' website.

Recipients of funding are required to submit a final report to be completed during the grant period, including a description of activities accomplished, budget, receipts, documentation, etc. Final reports are due no later than 60 days after the project end date.

SK Arts may contact one or both partner(s) at any time regarding any conditions affiliated with the grant received based on the application.

Recipients of funding must communicate any major changes with SK Arts including any modifications to the project or dates, and/or significant budget revisions. If the project is significantly changed without approval, SK Arts reserves the right to rescind the grant.

Request receipts when you pay artist fees and other professional fees and keep all receipts for expenses over \$100 to be included in reports.

Applicants are encouraged to invite people – SK Arts staff, community stakeholders, MLA's, MP's, etc. – to any presentations that result from the residency.

UNSUCCESSFUL APPLICATIONS

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

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

If you received an e-mail informing your partnership that the application was considered ineligible or was not recommended for funding, the Program Consultant can explain what the problem was and whether you can apply at the upcoming closing date.

- The application may have been incomplete or failed to provide information needed by the review panel to assess it against the assessment or eligibility criteria.
- Your budget may have included ineligible expenses, or the review panel may have had questions about your eligibility.

Many of these issues can be resolved. Calling to discuss your results professionally, acting on the feedback and reapplying is the best response to an unsuccessful application.

CONFIDENTIALITY OF INFORMATION

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