



ARTISTS IN SCHOOLS – Projects
PROGRAM GUIDELINES
Application Closing Dates: May 15 and November 1

Artists in Schools is a SK Arts program supported by funding from Sask Lotteries through the partnership between SK Arts and SaskCulture Inc. and the Government of Saskatchewan through the Ministry of Education.

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CONTACT

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

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SUBMISSION

Applications are now accepted online only.

Note: Both the Co-Applicant (school) and the Co-Applicant (artist) must be in good standing with SK Arts prior to submitting an application. Please contact SK Arts to verify your standing.

PROGRAM INFORMATION

The *Artists in Schools* program offers Saskatchewan K-12 students arts and learning experiences that are directly linked to cross-curricular and cross-cultural educational outcomes through partnerships with professional artists. Projects are unique and designed through collaborative planning. Through immersive experiences and active engagement, students gain a new appreciation for artistic practices and creative processes, supporting a life-long learning in the arts.

Note: Changes have been made to grant request amounts and 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 Schools – Projects funding supports schools working in partnership(s) with a professional artist in a traditional classroom or school setting. Program partners design and deliver a program that engages students collaboratively in arts activities that are directly linked to cross-curricular and cross-cultural educational outcomes. Collaborative partnerships are encouraged to design a unique experience, not a pre-packaged lesson.

Artists in Schools projects are collaborative, inquiry-based learning projects. Through established partnerships, art projects are designed to meet the specific needs and interest of the school community and enhance the students learning experience through meaningful artistic activities. Projects can focus on any grade level or art form (dance, drama, literary, visual, music, media arts or multidisciplinary).

PARTNERSHIP ROLES AND RESPONSIBILITIES

Most successful projects come out of genuine partnerships between the school 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. Additional community partners can contribute specialized knowledge, skills, or resources, and/or by raising the profile for long-term impact.

Co-Applicant (School) will have a shared responsibility for planning, development, execution, and evaluation of the project. Planning will involve identifying regular arts education and other curriculum outcomes, key questions, issues, or ideas that are relevant to the targeted school. The school 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 all final reports with Co-Applicant artist. If the school is identified as the Primary Contact, the school will assume the responsibility for registering an account and/or opening the *Artists in Schools* application through our online portal and inviting the Artist applicant to contribute to the grant application, and for management of the grant funds.

Co-Applicant (Artist) must meet SK Arts' definition of professional artist¹. 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 responsibility for registering an account and/or opening the *Artists in Schools* application through our online portal and inviting the School applicant to contribute to the grant application, and for management of the grant funds.

Community Partners (Potential) are genuine partnerships appropriate to the activity and size of the school. The role of the Potential Community Partner(s) is defined by the Co-Applicants; Community Partners are not required to take part in drafting the application.

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.

Curatorial Organizations are organizations that act on behalf of schools and artists to present projects. These applicants must explain their mandates and how they connect with the school and artists with whom they propose working. If the Curatorial Organization is identified as one of the Co-Applicants (Artist or School), it is expected they will assume the responsibilities as described by either Co-Applicant (School) or Co-Applicant (Artist) and will work collaboratively with the school and/or artist in the design and execution of the project.

¹ A professional artist is defined as an individual who has completed training in a recognized art form (either through formal study or through a process of mentoring/apprenticeship), has produced a body of work in their artistic discipline that has received critical recognition, and who is recognized as professional by their peers within their arts community.

ELIGIBILITY

Who can apply?

- The partnership between the school and Professional Artist must be in place prior to submission.
- The Co-Applicant (school) is a provincial school, school division, Band school, Tribal Council, private school or Adult Basic Education Program that works with Saskatchewan arts education curriculum.
- The Co-Applicant (school) must be based in the province of Saskatchewan, may make no more than one application to *Artists in Schools* or *Artists in Communities* 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 Co-Applicant (artist) may make more than one application at any submission closing date, up to the maximum allowable funding level as through residencies (\$45,000), although the review panel will consider the individual's ability to undertake multiple projects when assessing the applications.
- The Co-Applicant (artist) 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.
- 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.

What kinds of projects are eligible?

- Projects that foster respectful, professional partnerships between artists and schools.
- Projects that support innovative arts and learning experiences directly linked to cross-curricular and cross-cultural educational outcomes.
- The project must reflect an appreciation for high-quality arts programming and be developed in response to the school's needs.
- Projects designed to connect with and engage students in meaningful ways and have a lasting impact.
- Projects designed to engage with students and develop inquisitiveness by demonstrating a positive commitment to an inquiry question. The inquiry question will encourage students to make connections, construct meaning, and reflect critically on their own work.
- A project that is a repeat or continuation of a previous project is eligible; however, the application must explain why the continuation is important.

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 industry associations supported by Creative Saskatchewan, unless the proposed projects explore **new** approaches for presenting and/or methods of expanding access within existing programs.
- 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.
- Applications that do not include all the required information and support material, including balanced budgets, could be deemed ineligible.
- Applications submitted by mail, email or fax.
- Schools that submit more than one application per closing date.
- Projects that do not compensate artists for their work. (See *Budget: Artist Fees*)
- Projects that are not primarily artistic.
- Projects that do not link to cross-curricular and cross-cultural educational outcomes.
- 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 or 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 Project Planning Webinar for *Artists in Schools* and *Artists in Communities*.
www.sk-arts.ca/menu/grants/preparing-your-application.html
- **Project Documentation:** See the *Artists in Schools* page of our website, under FORMS AND INFORMATION, Project Tools, for information including frequently-asked questions and documentation tools.
www.sk-arts.ca/ais

Planning an *Artists in Schools* Project

- It is recommended **both** Co-Applicant partners be registered in the online application portal and start working on their application 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 project must identify arts education curriculum themes and objectives or learning outcomes that will be addressed during the project, in addition to objectives or outcomes from other content areas.
- 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 outcomes.
- It is important that the Co-Applicants understand the needs and size of the school (or classroom) where the project will take place; together they will establish an inquiry question that best reflects what the school would like to explore and develop activities accordingly.
- The partnership negotiates a contract that best suits the school, the project, the students and the artist(s). The partnership will also determine the artist fees according to the agreed-upon terms.
- For projects that explore Indigenous art forms, skills, languages, knowledge, teachings, and/or worldviews, traditional Knowledge Keepers or Elders must be confirmed.
- The applicants need to consider the impact of their project and how it will be measured or evaluated.

Note: An artist will not replace or be a substitute for teachers or arts education specialists or assume responsibility for overall management of a classroom. It is expected that a teacher will remain with their class when the artist is present and engage the students in activities that support the project goals.

Inquiry

- The purpose of the inquiry question is to develop and engage the students' inquisitiveness by asking participants to make connections, reflect critically, and construct meaning through creative processes. What is learned can be invaluable for future planning of arts activities and new processes of discovery.
- The inquiry question is relevant to school needs (i.e., issues, concerns, interests, themes, etc.):
 - It directs the partnerships as they work towards a shared goal while valuing the perspectives and contributions of others.
 - It expresses what students will think about and investigate throughout the project.
 - It encourages meaningful engagement by students and guides the project from its onset, and it may be changed and refined as the project evolves.

Evaluation

- Together, the Co-Applicants are expected to evaluate and submit a final report after the project is completed.
- The applicants will consider the criteria to measure the success of their project and evaluate the impact based on measurable outcomes.
- Applicants should factor into their evaluation the potential for projects to change and the inquiry question or process to adjust according to discoveries made throughout the project.

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 Schools* 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 Schools* 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 Schools* grant. Funding from other sources may not be assigned to the same expenses as those covered by the *Artists in Schools* grant.
- The Co-Applicant Partner school 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 Co-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 www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110-employee-self-employed/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.
- Other: Enter any additional costs you will incur to complete your project, such as an Elder's fee or honoring gifts, etc.

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 submitted should be readable, relevant to the project, and as recent as possible.
- There are two types of support material:
 1. Supports the expertise of the Artist
 2. Supports the project
- List and itemize all the support material included with the application.
- SK Arts will accept up to three items of support material for the Co-Applicant (artist) and up to three items of support material to support the project (see list of possible items below). The maximum items of support material to submit cannot exceed six in total and must not exceed the restrictions of 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.
- It is highly recommended both applicants include support material as part of the application. Artists must submit at least two items from the list below. Reviewers consider the artist's past and present work in assessing artistic merit.

Co-Applicant (Artist) Support Material and Technical Requirements

Choose a maximum of three items from this list:

- Artist CV (*maximum 3 pages*): in Word or PDF
- Audio (*maximum 5-7 minutes*): MP3
- Video (*maximum 5 minutes running time, not to exceed a total file size of 2 GB*): AVI, MOV, MPG, MP4 files
- Still images (*maximum 10*): JPEG files
- Print (*maximum 10 pages manuscript*): double sided, page numbered, portrait format, in Word or PDF

Project Support Material (Maximum 3 items)

- You may include other relevant material to support your project and/or that notes expertise or knowledge, such as newspaper or magazine clippings, brochures, or other types of documentation (*maximum 1-2 pages*).
- Letters of support (*maximum 1 page*)
- Projects that explore Aboriginal art forms, skills, knowledge, teachings, and/or world views 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.

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 in a forthright manner. The Act also recognizes the artist as a professional and emphasizes the importance of fair compensation. All projects will require that a written contract be developed 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. Artistic Merit

- The partners, through collaborative planning, aim to develop and present high-quality artistic programming (reflected in the statement from the Artist) that is relevant and uniquely designed to address the school's specific identified needs reflected in the statement of the community partner.
- The artist 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.

2. Project Engagement

- The school has the potential to evolve and/or expand the way students view arts processes and practices, thereby enriching art experiences and encouraging the school's artistic and cultural development.
- The inquiry question(s) is thoughtful and responsive to the needs of the school, connects to arts education and/or other curricula, and is appropriate for the proposed project's objectives.
- The project engages the school in a meaningful way by encouraging participants to make connections, construct meaning and reflect critically on their work.

3. Partnership Planning

- The quality and depth of the partnership(s) are appropriate, and there is evidence that both partners have a common understanding of the project and are committed to its success.
- The ideas, objectives, roles and responsibilities of all identified partners are reflected in the application, and there is evidence of clear communication, collaborative planning and project development.
- The timeline, work plan, and budget are appropriate for the project term.

4. Evaluation

- The inquiry question and planned activities can be measured and evaluated against the school needs and objectives.
- Project documentation is well considered, and there is a plan to document the project for further reflection and future planning.

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

NOTIFICATION OF ASSESSMENT RESULTS

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

SUCCESSFUL APPLICATIONS

If your application was successful, you will receive a notification e-mail 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 Co-Applicant Partners and School Principal must sign and submit the Request for Grant Payment form to receive funding. A cheque for the approved grant amount will be released to the Co-Applicant Primary Contact indicated in the application no sooner than 30 days before the beginning of the project term.

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, Sask Lotteries, and the Government of Saskatchewan through the Ministry of Education, particularly on all print material and at openings, receptions, performances, events or other public functions. SK Arts will provide grant recipients with an acknowledgement statement and access to the logos through SK Arts' website.

Recipients of funding are required to submit a final report to be completed after the project term, 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 recipient(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, 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 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 project.

UNSUCCESSFUL APPLICATIONS

If your 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 money 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 email 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 the partnership 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., the Ministry of Education, and the adjudicators. 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.