



## **EQUIPMENT PURCHASE FUND GUIDELINES**

*Application Deadline: October 6, 2021 – 4:30 p.m.*

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

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

With this one-time program, SK Arts is also experimenting with a different way of applying for funding and considering applications.

### **Submission Process – A Different Way of Applying**

To apply, contact:

**Carmelle Pretzlaw**  
**Administrative Coordinator: Programs**  
**(306) 787-4153 (Regina)**  
**[cpretzlaw@sk-arts.ca](mailto:cpretzlaw@sk-arts.ca)**

Request that a Program Consultant get in touch with you about the Equipment Purchase Fund. You can make this initial request through your preference of phone call, voicemail, or email. In that initial contact, Carmelle will also help you register on our online grants system if you have never done so before and will open an Equipment Purchase Fund grant record in the grants system for you.

The Consultant will contact you to ask you for:

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

You may also choose to provide two optional pieces of information:

- self-identification within a community that may have been historically underserved by SK Arts or is otherwise considered marginalized (emerging artists, artists outside of urban settings, Indigenous, People of Colour, Deaf or disability artist, 2SLGBTQ+, newcomer to Canada, etc.), and/or
- the name and contact information for a person willing to be a Supporter for you.

This information is entirely optional. You can choose not to include it if you are uncomfortable with self-identification and/or if your work as a professional artist is evident without a Supporter's endorsement.

During your discussion with the Program Consultant (email, telephone, videoconference – again, this is your preference), your information will be entered into the online application record in our grants system; you will be able to verify this information after it is entered. If you prefer, you can complete the basic information in the online system before your conversation with the Program Consultant and simply confirm it with the Program Consultant.

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

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

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

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

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

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

**There is a total of \$50,000 available through this program.** During the application process, applications will be divided into smaller items (\$2,500 or less) and larger items (between \$2,501 and \$5,000). Depending on the number of applicants in each category, the lottery may be weighted to support a greater number of smaller requests.

### **Who can apply?**

Any professional artist, in any discipline, with Saskatchewan residency who demonstrates a significant, ongoing commitment to the development of their professional artistic practice may apply. This commitment to your practice can be confirmed by a CV, your website, a grants history with SK Arts, or a testimony from someone in your community who is willing to endorse your work (see the section on Supporters above).

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

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

### **Who is ineligible?**

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

### **What is ineligible?**

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

### **Assessment and Rationale**

The information gathered through your conversation with a Program Consultant will be considered by a separate review panel who will determine your eligibility for the Equipment Purchase Fund.

All eligible applicants will be entered into a lottery system, which will be weighted to give some preference to emerging artists and individuals from underserved communities. Under this system, an eligible applicant is not at an advantage or disadvantage as a result of grant-writing skills and/or past success with SK Arts applications. Not everyone can write a good grant application. Not everyone has access to a computer with reliable internet capacity to enter the necessary information or is comfortable talking with someone on the phone. **The choice remains yours about how best to apply.**

### **Deadline**

The final deadline for contacting Carmelle Pretzlaw, Administrative Coordinator: Programs, at (306) 787-4153 (Regina) or [cpretzlaw@sk-arts.ca](mailto:cpretzlaw@sk-arts.ca) is **October 6, 2021, at 4:30 p.m.** This will ensure that a Program Consultant is able to follow up on your submission prior to the draw in mid to late October.

## Notification

Results will be available in early November 2021.

## Reporting

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

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

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

## Recognition of Funders

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

## Release of Information

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

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

## Confidentiality of Information

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