

# Micro-Grant Program

Application Guidelines



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Illustrations by Dakota McFadzean

## INTRODUCTION

These guidelines are intended to help you complete your Micro-Grant application. The information is divided into two main sections:

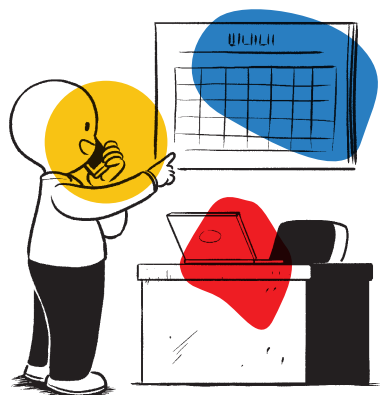
1. We **answer key questions** and define terms used in the application.
2. We provide a **step-by-step process** to the complete application with additional details to help you understand what we are looking for in each section.

**You may not need all the information or to use every section of this document** – the table of contents will help you find the information that you need quickly.

As an additional resource, SK Arts has a handy guide to Preparing Your Application. It is designed to help new grant applicants – and even those with more experience – approach this challenging task. You can find it [here](#). We have also created a number of video guides to help people who are not familiar with applying through SK Arts' online application system which can be found [here](#).

Your most important resource is the SK Arts staff. If you have any questions or concerns, please contact the appropriate **Program Consultant**. We want to help you submit the best application possible.

## What is the purpose of the Micro-Grant Program?



This program provides support to professional artists and arts organizations in order to:

- contribute to professional practice and development;
- advance the professional arts in Saskatchewan;
- respond to time-sensitive needs and unique opportunities;
- create access for first-time and underserved applicants; and
- achieve outcomes that are aligned with the mandate and strategic priorities of SK Arts.

### ***What do you mean “contribute to my professional development and practice”?***

The project or activity should help you develop skills (advance your artistic practice or development) or widen the impact of your work as an artist or arts organization.

### ***What is a time-sensitive need?***

It is something important that you must do right now as it will make a significant impact on your development as an artist, arts professional or arts organization. Your application cannot wait for the deadline of another grant program.

### ***What is a unique opportunity?***

A unique opportunity is a chance to create or present or promote your work, a chance to do something that is exceptional and out of the ordinary. It is not just another gig or project, and it may open other doors for your work in the future.

### ***What is an underserved applicant?***

Applicants who have never received SK Arts funding. Artists from rural areas or from equity-seeking communities might be considered underserved.

## What is a micro-grant project?

A micro-grant project is a small-scale project or something urgent that comes up that you see as a great opportunity. It may be something that cannot be applied for through another funding program at another time.

If you have a question about your project’s eligibility, contact the appropriate Program Consultant. If your project can be supported by another SK Arts program such as Independent Artists, Indigenous Peoples Art and Artists, Artists in Communities, Artists in Schools, SaskFestivals, PAOP, or other programs, then a Program Consultant can help you clarify this.

# ANSWERING YOUR QUESTIONS

## How much can I apply for?

### ***What is the difference between the Micro-Grant Program and the Independent Artists (IA) program?***

IA grants are typically for projects that are bigger in scope, duration and impact, so the grant amounts are higher. There are two IA deadlines per year (March 15 and October 1), while there is a Micro-Grant Program deadline on the first of every month. The turn-around time for the Micro-Grant Program is much faster. If your project happens before the next IA deadline and it is small-scale and time-sensitive, then it may be a good fit for the Micro-Grant Program.

Maximum funding available in a 12-month period is:

- \$1,000 for individual artists
- \$2,000 for arts organizations and collectives

## How often can I apply?

Applicants cannot receive more than the maximum funding available in any 12-month period.

Applicants can only apply unsuccessfully a maximum of twice in any 12-month period. If on July 1, 2022 you were unsuccessful, you can apply again as early as August 1, 2022. However, if you are declined again, the soonest you can apply for a micro-grant is July 1, 2023.

The Micro-Grant Program has a deadline on the 1<sup>st</sup> of every month. The online application form is typically opened for applications by the 11<sup>th</sup> of the previous month. For example, an April 1<sup>st</sup> deadline would start accepting applications on March 11<sup>th</sup>.

## Who can apply?

**Professional artists and arts professionals**, working independently or collaboratively, who are Saskatchewan residents and Canadian citizens, or permanent residents, can apply.

**Professional arts organizations and collectives** whose primary centre of operations is in Saskatchewan can also apply.

### ***What is a professional artist?***

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

## ASK QUESTIONS EARLY

Even though the application portal is open until midnight on the deadline date, you can only ask questions of staff during office hours.

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.

### ***What is an arts professional?***

Arts professionals work in the arts sector, like arts managers or technicians, and have achieved similar status to professional artists through training and professional practice.

### ***What is a professional arts organization?***

Professional arts organizations are those with a centre of operations in Saskatchewan and a primary mandate in the arts, working in areas of research, creation, production, presentation, professional development, exhibition, publishing or community engagement.

### ***What is a collective?***

This is two or more professional artists who regularly create, produce, or present work together under a group name. Typically, a collective can show an established history of working together and has registered as an applicant in SK Arts' online grant system. One collective member serves as the contact person (must be a Saskatchewan resident), submits the application on behalf of the collective, and ensures that all grant and reporting requirements are fulfilled. Fifty per cent of the collective must meet the Saskatchewan residency criteria.

### ***Can an arts organization or festival apply if they receive operating funding from SK Arts (i.e. funding through PAOP or the Development or Established streams of SaskFestivals)?***

Yes, but only for a project that has not already received SK Arts funding, like an unforeseen opportunity that is time-sensitive and was not included in your most recent operating application. You must provide details of other public funding for your proposed project if any exists.

# ANSWERING YOUR QUESTIONS

## Can any artist apply? What makes someone eligible?



## What can I do with my grant?

### ***Can I still apply if I am currently working on a project funded through a different SK Arts program?***

Yes, but you must be in good standing, which means not having any overdue reports on prior SK Arts grants. Micro-Grant Program funding cannot be used to provide additional support to existing projects or activities that have received support through other provincial arts funding.

It's important to be sure you're eligible for a SK Arts grant before doing the work of preparing a grant application.

You must be based in Saskatchewan, meaning that you have maintained a permanent physical residence in the province for the past 12 months and live at that address for at least six months every year. You can be performing or have an extended residency out of province, but SK Arts may request proof that you meet the residency requirement.

If you have any questions about your eligibility, contact the appropriate Program Consultant to discuss your situation.

### ***What makes an applicant ineligible?***

You are ineligible to apply to the Micro-Grant Program if:

- you have already received the maximum amount awarded in this program over a 12-month period,
- you have applied unsuccessfully twice to this program in the past 12 months,
- you have any overdue reports on prior SK Arts grants, or
- you don't meet the criteria of being a professional artist or arts organization.

First Nation bands, community groups, and schools are not professional arts organizations and are not eligible to apply to the Micro-Grant Program. They may, however, be eligible for the Development funding streams of SK Arts' Artists in Communities or Artists in Schools programs.

Most activities that relate to artistic or organizational development are eligible. The focus of the application should be the rationale for how the project relates to the program purpose.

## GET A SECOND PAIR OF EYES

Give someone else your responses to the Project Proposal questions to review. They may even spot items that are missing or that you haven't fully answered.

## How are applications assessed?

### *Are equipment purchases eligible?*

You may request support for equipment expenses if you require certain tools or materials to create and present your work or the work of artists in a professional way.

### *Are travel and professional development outside of the province eligible?*

Yes. Both in- and out-of-province travel are eligible.

### *Ineligible Activities:*

- projects or activities that have received support through another provincial arts funding programs, including operating grant programs like the Professional Arts Organizations Program (PAOP) or SaskFestivals (Development or Established funding streams)
- projects that take place prior to the application deadline
- projects related to study or employment at an academic institution
- activities that do not comply with or respect cultural protocols
- activities that use or present Indigenous cultural material, traditional knowledge or stories without permission from the community
- projects that promote hatred or intolerance
- activities that contravene provincial or federal law

Although they are technically eligible projects, given the competitive nature of the Micro-Grant Program, SK Arts is **unlikely to support activities** excluded under our other funding programs, like commercial recording projects, new works where the artist is receiving a commission fee, strategic planning, board development, policy development, or music videos, **unless there is very compelling evidence** that this project would significantly impact the applicant's development.

Applications are reviewed by a panel of SK Arts program staff focused on how your activity aligns with the purpose of this program.

- How does the proposed project contribute to your development as a professional artist or arts organization?
- Do you have the ability to carry out the project?
- Is this a time-sensitive need or unique opportunity?
- Have you previously received funding or are an underserved applicant?

We consider the merit of the proposed activity, not the artistic merit of the project.



# ANSWERING YOUR QUESTIONS

## What happens if my application is successful?

### *Claiming the Grant*

If your application is successful, you will receive notification that includes the terms and conditions of funding and the form required to claim your grant. You must sign and submit the Request for Grant Payment Form to receive your funding. Your grant cheque will be released up to 30 days before the start of your project dates, after approval of your signed Request for Grant Payment Form by the Program Consultant.

Here are some other things you should be aware of:

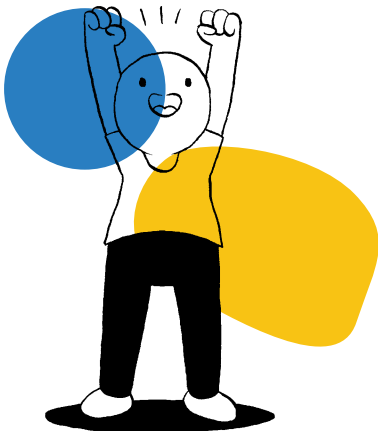
- SK Arts cannot divide your grant and/or pay portions of the grant to each member of your collective. Grants are issued in a single cheque to the designated payee.
- As a grant recipient, you must meet all conditions for the release of funds and claim your grant within 12 months of the date you were notified of the grant by email, or your grant may be forfeited.
- SK Arts is required to issue a T4A form to an individual applicant or to the primary contact on a collective application for grant amounts over \$500.
- SK Arts can issue payment in the name of an Artist Collective with a bank account under the group's name. In that case, no T4A is issued.

### *Reporting on the Project*

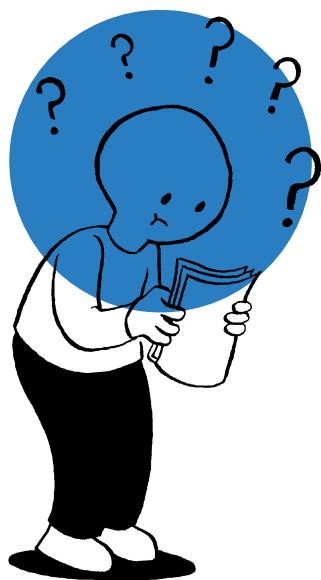
SK Arts is interested in how your project turned out and how the grant benefitted your work. You must submit a brief final report no later than 30 days after the end of your project term. You will need to discuss what you accomplished and the potential impact it will have for your organization or artistic career. You will need to explain how the money was spent, but a final budget and receipts are not required for the Micro-Grant Program.

### *Recognizing the Funder*

In this period of financial restraint, it is particularly important to acknowledge your public funding in any way possible. In addition to using the [SK Arts logo](#) on all printed and online materials related to your grant project, using the hashtag #SKarts, and acknowledging our support from the podium or stage, you should look for every opportunity to recognize the importance of public money dedicated towards arts activities in Saskatchewan. It is vital that the general population understand that the exhibition, performance or book they are enjoying, the event or screening they are attending in a public space, or the educational workshop in which they are participating are all made possible by SK Arts grants.



## My last application was unsuccessful. Is it worth applying again?



Please help us advocate for continued public support for the arts in Saskatchewan, and more funding for independent artists, by diligently acknowledging the impact of your grant.

The grant application process is competitive – your application was assessed with those from fellow artists and arts organizations as passionate about their work as you are about yours. Funding is limited, and many worthy applications are unsuccessful. Every deadline has a different group of applications.

Before applying again, take the following steps:

- Remember that you can only apply unsuccessfully to this program twice in a 12-month period. If on July 1, 2022 you were unsuccessful, you can apply again as early as August 1, 2022. However, if your application is declined again, the soonest you can apply for a micro-grant is July 1, 2023.
- Reread and reconsider your application components and support material.
- Update your resumé or organizational profile to reflect any accomplishments or credits since the last deadline you applied.
- Call the Program Consultant. They can often provide helpful comments from the assessment and suggest how you can more clearly present your project or strengthen your application.
- If you received notification that your 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 deadline. Your application may have been incomplete or failed to provide information needed by the reviewers to assess it against the assessment or eligibility criteria. Your budget may have included ineligible expenses, or the reviewers may have had questions about your residency or employment status affecting 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.**

# APPLICATION INSTRUCTIONS

## Introduction

Here's a concise walk-through of the application, section by section, to help you complete it.

If you have difficulty completing any section of the application, contact a Program Consultant for this program. SK Arts staff are familiar with the program, understand the assessment process and are happy to answer your questions.

*Due to the four-week response time on these grants, SK Arts is only able to accept Micro-Grant submissions in English. Applicants who find this challenging can request support from **SK Arts' Accessibility Fund** but are encouraged to contact their Program Consultant and **do this work well in advance** of the submission deadline.*

### ASK FOR HELP

Call your Program Consultant to ask questions, to discuss your ideas, or to review certain sections of your application. That's what we're here for.

### **Application Deadlines**

The final day to submit your complete application for assessment is non-negotiable. Even though the application portal closes at midnight, remember that SK Arts staff only work until 4:30 pm and not at all on weekends. You will have to ask any questions that you have before those times.

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

## Applicant Information Tab

### **Applicant Details:**

Your mailing address, telephone, email, and website should be filled in automatically from your profile, which you may have completed when you registered. If any information is incorrect or incomplete, you will need to update it in your profile in the SmartSimple program.

Answer the question regarding your SK Arts funding history by selecting the appropriate response from the dropdown menu provided.

### **Artistic History:**

You will be asked to provide evidence that you are a professional artist, professional arts organization or collective with one of the following options that you can choose from the dropdown menu:

#### Upload File

- **Individual Artists or Arts Professionals:** Upload a PDF that provides the review panel with relevant information that demonstrates you are a professional artist. This should include

your arts education and training that informs your practice, key accomplishments, exhibitions, performances, and other public recognition of your work as an artist. It can also include information about the body of work you've produced.

- **Organizations and Collectives:** Upload a PDF that provides a brief overview of your organization or group, which can include information such as your vision or mission, values, and history of activity. Collectives should include resumés for all artists in the group.

#### Provide Website

Provide a link to your website. This may be the same as the website in your SmartSimple profile.

#### Written Text

In the text box, explain how you meet the criteria for a professional artist, collective, or arts organization according to the definition in the guidelines.

#### ***Self-Identification:***

SK Arts values diversity, seeking to be inclusive and accessible to all our applicants. For this reason, we request demographic information on race/ethnicity and gender of all applicants. This helps us assess whether the program is achieving its diversity goals. This information will only be shared within SK Arts.

If you would like to self-identify as part of 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 disabled, 2SLGBTQ+, newcomer to Canada), you can describe in this text box.

#### ***Grant Information:***

- **Grant Request:** This amount is limited to a maximum of \$1,000 for individuals or \$2,000 for organizations or collectives. You can apply for any amount up to the maximum. You may only receive the maximum funding available for this program in a 12-month period.
- **Project Dates:** The period for which you are requesting support. All the project expenses you intend to cover with the grant must be incurred during these dates. You must begin your project within one

## Project Details Tab

# APPLICATION INSTRUCTIONS

## GIVE YOURSELF TIME

It takes time to put together a good application. We're all deadline driven, but if you leave it to the very last minute, you never know what may happen... your computer may crash.

## Project Proposal Tab

year of the Project Start Date in your application. Your Project Start Date cannot begin prior to the application deadline date. You should also consider the timely nature of the request (start dates six months after the deadline, for example, might not demonstrate a timely need).

- **Artistic Discipline:** Indicate the artistic discipline you believe the project most closely identifies with.
- **Project or Event Location:** Tell us the communities in which your project will take place. It is important for SK Arts to know, for example, if we are funding you as a Saskatoon-based artist, with a large portion of the work on this project taking place in a smaller community in the province.
- **Brief Project Description:** Tell us exactly what you want to do with the grant (attend a residency program, build crates and ship your artwork to an exhibition, send staff to a professional development course, travel to attend an arts award event, perform or audition, etc.) in 25 words or less. This will be the only chance to clearly state what you plan to do. The 25-word statement of your project acts as an identifier or label for your grant application in assessment materials, grant payment forms and announcements about grants.

The questions on this tab can be answered in writing or by video. Select your preference from the dropdown menu. If you select "Short Video", just film yourself describing your project, and upload the video file to the application. Make sure your description or video is under the specified word limit or time limit, as applicable.

### ***How does the project develop you as an artist, arts organization or collective?***

Explain the rationale for your project as it connects to your professional practice. Clearly identify how accomplishing this project will advance you as an artist, collective or organization. **Remember that this is an important question that speaks directly to the program's purposes and assessment criteria.** By describing the outcomes of your project, you can help the review panel understand why it is critical for you to undertake this activity at this time.

### ***How will you spend the grant money?***

Tell us how the funding for your proposed project will be spent. You do not need to provide a full breakdown of revenue and expenses, unless you have already created one and wish to provide a fuller picture of your

## Support Materials Tab

proposal. You must provide details of other public funding for your project, if any exists.

### ***How is this project a time-sensitive or unique opportunity?***

Tell us about your project, keeping in mind that the Micro-Grant Program is intended for small-scale projects that are time-sensitive or unique. If it is something urgent that has come up and you see this as a great opportunity, such as travel support for a residency or an unexpected opportunity to present an artist's work locally, then it could be a good fit for this program. If you have a question, contact the Program Consultant.

### ***What is support material?***

Applicants are strongly encouraged to provide support material that demonstrates the nature of their work as it pertains to the proposed project. Letters of support from other arts professionals can help affirm that you are a professional artist, particularly for first-time applicants.

You may only submit a **maximum** of three pages of any documents, five images, and five minutes of audio or video materials. Excess material will not be reviewed.

Please follow the following technical requirements for submitting work samples:

- text: PDF files
- still images: JPEG files
- video: AVI, MOV, MPG, MP4 files (maximum file size 2 GB)
- audio: MP3 files
- weblinks: enter these by clicking on the Internet Links button

Before uploading materials, change your file names to something that will help the review panel know what they are looking at.

### ***Should I include work samples?***

Artistic merit is not part of the assessment in the Micro-Grant Program, but work samples might be useful if they help explain a project or can affirm your status as a professional artist.

# APPLICATION INSTRUCTIONS



## Declaration Tab

### ***Do I need an invitation from a gallery or festival?***

It is important to confirm if you have already been invited to play at a festival, exhibit at a gallery, or perform in a recital, so include a copy of that invitation with your support material. Receiving an invitation is different from a self-directed tour or setting up your own show. Opportunities to be part of a showcase are eligible, but only with a letter of invitation or confirmation of performance.

### ***How do we demonstrate we are a professional arts organization if we do not receive operational funding from SK Arts?***

Provide examples of your past programming to show that you present professional artists in a professional way. Provide information about arts expertise on your board or staff. Make sure that the overview of your organization, submitted on the Applicant Information tab, indicates that you have a **primary** mandate in the arts, instead of being a social service agency that is presenting some arts programming, for example.

### ***Release of Information:***

If you want to receive information about SK Arts' programs, activities and upcoming grant deadlines, you must tick the box to authorize us to add your name to our mailing list.

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, we may also provide the addresses of grant recipients on request to media and/or to your MLAs and MPs.

### ***Acknowledgement:***

To enable us to process your grant application, you **must** tick the box provided here to indicate that you have read and understood the explanatory statements.



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 skartsboard

 saskarts

 saskarts

SK Arts acknowledges that the land currently known as the Province of Saskatchewan is comprised of portions of lands from Treaties 2, 4, 5, 6, 8 and 10, the territories of the Nêhiyawak, Anihšînāpēk, Dene, Dakota, Lakota and Nakota nations, and the homeland of the Métis.

We give thanks to the host Indigenous communities in this province, as we bear the collective responsibility to honour and respect their protocols and homes and to engage meaningfully with their knowledges in our work.