

# Micro-Grant Program

Application Guidelines



## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>3</b>
<b>ANSWERING YOUR QUESTIONS</b>	
What is the purpose of the Micro-Grant Program?	4
What is a micro-grant project?	4
How much can I apply for?	5
How often can I apply?	5
Who can apply?	5
Can any artist apply? What makes someone eligible?	6
What can I do with my grant?	7
How are applications assessed?	8
What happens if my application is successful?	8
My last application was unsuccessful. Is it worth applying again?	9
<b>APPLICATION INSTRUCTIONS</b>	
Introduction	10
Applicant Information Tab	11
Project Details Tab	11
Project Proposal Tab	12
Support Materials Tab	13
Declaration Tab	14

Illustrations by Dakota McFadzean

## INTRODUCTION

These guidelines are intended to help you complete your application to the Micro-Grant Program. 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 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.

Your most important resource is 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.

# ANSWERING YOUR QUESTIONS

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

The Micro-Grant Program provides support to professional artists and arts organizations to achieve outcomes that:

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

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

A time-sensitive need is something you really want to do right now. It may come up after the deadline for another grant program (and can't wait for the next), or it may not quite fit the guidelines of another grant program.

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

A unique opportunity is one-of-a-kind. It is something that fits with your art practice but is different from how you usually go about it. It is not part of your regular way of working or what and how you create, and it is not something you do every year.

## What is a micro-grant project?

A micro-grant project is a small-scale project, something you really want to do right now and can't wait until another SK Arts program deadline. If something urgent comes up and you see it as a great opportunity, then it may be a micro-grant project.

If you have a question, contact the appropriate Program Consultant. If your project can be supported by another SK Arts program (like Independent Artists, Indigenous Peoples Art and Artists, or any other program), then the Program Consultant can help clarify this.

Click **here** to view lists of past recipients of the Micro-Grant Program.

### ***What is the difference between a Micro-Grant and an Independent Artists (IA) grant?***

There are only two IA deadlines per year (March 15 and October 1). If your project happens before the next deadline and is small-scale and timely, then it may be a good application to this program. IA grants are typically for projects that are bigger in scope, duration and impact. For more information, visit the IA page of our website.

# ANSWERING YOUR QUESTIONS

## How much can I apply for?

Maximum funding available in a 12-month period is:

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

## How often can I apply?

Applicants can't 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, 2019 you were unsuccessful, you can apply again as early as August 1, 2019. However, if you are declined again, the soonest you can apply for a micro-grant is July 1, 2020.

The Micro-Grant Program has a deadline on the 1st of every month. The online application form is typically opened for applications by the 15th of the prior month; for example, the portal for the April 1st deadline would start accepting applications around March 15th.

## 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?***

A professional artist is someone who has moved beyond training into professional practice and begun to produce a body of work that is locally, provincially, or nationally recognized.

### ***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 have a primary mandate in the arts and work in areas of research, creation, production, presentation, professional development, exhibition, publishing and/or community engagement.



# ANSWERING YOUR QUESTIONS



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

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

A collective 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. One applicant serves as the lead applicant, submits the application on behalf of the collective, serves as the contact person, and ensures that all grant and reporting requirements are fulfilled. The lead applicant must meet the eligibility requirements. If the lead applicant of the collective has an overdue final report for a prior SK Arts grant, the application will be ineligible.

### ***Can an arts organization or festival receiving operating funding from SK Arts apply? (ie. if you receive 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 applicable.

### ***Can I still apply even though I am currently working on a project funded by SK Arts?***

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 projects or activities that have received support through other provincial arts funding.

It's important to be sure you're eligible for (legally entitled to receive) an 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 at least one year and live at that address for at least six months every year. SK Arts may request proof that you meet the residency requirement.

Past grant recipients with overdue reports must clear those with us before applying again.

# ANSWERING YOUR QUESTIONS

## What can I do with my grant?

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

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 able to apply to the Development funding streams of SK Arts' Artists in Communities or Artists in Schools programs.

Most activities that relate to your artistic development are eligible. The focus of the application should be the rationale for how the project relates to the program criteria – pay attention to your response to the question related to the impact of the proposed project on your development.

### ***Are capital expenditures eligible?***

You may request support if you require the proper tools or materials to create and present your work 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
- 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

# ANSWERING YOUR QUESTIONS

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

## How are applications assessed?

- 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 self-publishing of manuscripts, new works where the artist is receiving another commission fee, recording projects, or music videos, **unless there is very compelling evidence** of the manner in which this type of project would 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.

- Is this a time-sensitive need or unique opportunity?
- Is this a first-time or underserved applicant?
- How does the proposed project contribute to your development as a professional artist or arts organization?

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

## 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 all the forms 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 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 on your notification letter or your grant may be forfeited.



# ANSWERING YOUR QUESTIONS



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

- SK Arts is required to issue a T4A form to an individual applicant or to the lead applicant on a collaborative application for grant amounts over \$500.
- SK Arts can issue payment in the name of an Artist Collective or Collaboration with a bank account under the group's name. In that case, no T4A is required.

### ***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 (available for download on our website) 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.

Please help us advocate for continued public support for the arts in Saskatchewan by diligently acknowledging the impact of your grant.

The grant application process is competitive – your application was assessed with those from fellow artists as passionate about their projects as you are about yours. Funding is limited, and many worthy applications are unsuccessful. Before applying again, take the following steps.

- 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.

# ANSWERING YOUR QUESTIONS



## Introduction

- Call the Program Consultant. They can often provide helpful comments from the peer review panel and suggest how you can more clearly present your project or strengthen your application.

**Remember that you can only apply unsuccessfully to this program twice in a 12-month period.** If on July 1, 2019 you were unsuccessful, you can apply again as early as August 1, 2019. However, if you are declined again, the soonest you can apply for a micro-grant is July 1, 2020.

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. Many of these issues can be resolved easily.

**Calling to discuss your results professionally and acting on that feedback is the best response to an unsuccessful application.**

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 one of the Program Consultants for this program. SK Arts staff are familiar with the program, understand the peer review process and are happy to answer your questions.

### ***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.

# APPLICATION INSTRUCTIONS

## Applicant Information Tab

Your mailing address, telephone, email, and website should be filled in automatically from your registration page. If any information is incorrect or incomplete, you will need to update it on your registration page in the SmartSimple program.

### **Artistic Resumé:**

- **Artists or Arts Professionals:** Attach a PDF that provides the review panel with relevant information that demonstrates you are a professional artist or arts professional. This should include your arts education or training that informs your practice, key accomplishments, exhibitions, performances, and other public recognition of your work. It can also include information about the body of work you've produced. Include resumé(s) for all artists in a collaborative project.
- **Arts Organizations:** Attach a PDF that provides a brief overview of your organization, which can include information such as your vision or mission, values, and history of activity.
- **Collectives:** Attach a PDF that provides an overview of your collective, highlighting your history of working together. You might want to also include resumé(s) for all of the members of your collective.

## Project Details Tab

**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.

- **Grant Request** – This amount is limited to a maximum of \$1,000 for individuals or \$2,000 for Organizations/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** – Your project dates are 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 year of the Start Date on your grant notification. Remember that your project start date cannot be prior to the application deadline date, and you should also consider the timely nature of the request (start dates six months after the deadline, for example, might not demonstrate a time-sensitive need).
- **Artistic Discipline** – Indicate the artistic discipline you believe the project most closely identifies with.

# APPLICATION INSTRUCTIONS

- **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 but a large portion of the work on this project is taking place in a smaller community in the province.
- **Brief Project Description** – This 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. Save the details for the responses on the Project Proposal tab, but tell us here what you want to do with the grant (workshop a script, conduct research for a 10-minute film, purchase supplies to create paintings for an upcoming exhibit, attend a specific workshop or retreat, etc.) in 25 words or less.

## Project Proposal Tab

### ***Describe what you plan to do during your proposed project.***

In 200 words or less, tell us about your project, keeping in mind that the Micro-Grant Program is intended for small-scale projects that are time-sensitive and/or unique opportunities. If it is something urgent that has come up and you see this as a great opportunity, like travel support for a residency or unexpected opportunity to present an artist's work locally, then it could be a strong proposal to this program. If you have any questions, contact the Program Consultant.

### ***Describe what the impact of your proposed project will be on your development as an artist, arts organization, or group.***

In 400 words or less, 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 help the review panel understand why it is critical for you to undertake this activity at this particular time.

## Support Materials Tab

**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.

### ***Description of how the funding for your proposed project will be spent.***

In 200 words or less, tell us of how you plan to spend the money. You do not need to provide a full breakdown of revenue and expenses, unless you have already created one and wish to provide a more full picture of your proposal. You must provide details of other public funding for your project, if applicable.

### ***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 – it helps with the assessment of your application. Letters of support 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 (maximum file size 2 GB)
- audio – mp3 files

Before uploading materials, change your file names to something that will help people 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 prove your status as a professional artist. Links to websites, Instagram accounts, or other forms of social media illustrating your work might also be appropriate.

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

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

# APPLICATION INSTRUCTIONS

## Declaration Tab



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

If you want to receive information about the SK Arts' programs, activities and upcoming grants 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 these 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.



**SK Arts**

1355 Broad Street  
Regina, Saskatchewan S4R 7V1  
306.787.4056  
800.667.7526  
info@sk-arts.ca  
www.sk-arts.ca  
f skartsboard  
t @saskarts