

Project Grant Program – Individuals and Collectives 2019 Guidelines

PHASE 1 REQUEST FOR PROPOSALS – Deadline: March 11, 2019, 4:30 pm MST; Opens February 4
PHASE 2 APPLICATION – Deadline: May 13, 2019, 4:30 pm MST; Opens April 15

If you require any accommodations that would allow you to fairly access this process, please contact 403.476.2031 or email grants@calgaryartsdevelopment.com.

For more details see the **Accommodation and Accessibly** section below. If you have questions or concerns, see the [Investment Program FAQs](#) and **Application Checklist**.

Program Overview

This program is intended to provide one-time project funding to support artistic projects that exemplify what our artistic community has to offer and ensures citizens of Calgary continue to have access to meaningful, high-quality artistic experiences.

Apply for up to \$20,000 to cover almost any expense related to a project or initiative. Total funding available is **\$500,000**.

Who Can Apply: This program is open to individual artists, artistic collectives, and unregistered or unincorporated arts based groups or organizations in the city of Calgary, Mohkinstsis, working in any artistic discipline at any stage of practice.

We will only accept one application per individual/collective, and one application for a single project. A single project may receive funding through only one Calgary Arts Development project grant per calendar year.

Selection Process:

- Criteria: Artistic Impact, Public Impact, Planning
- Phase 1: Request for Proposals will be assessed by a peer assessment committee.
- Successful applicants will be invited to complete the full application in Phase 2.
- Phase 2 will be assessed by a peer assessment committee who will make final funding recommendations.

Notification of Results, Phase 1 Request for Proposal: Early April 2019

Notification of Results, Phase 2 Application: Late June 2019

Accommodation and Accessibility

The Calgary Arts Development Community Investment team is available at any time to answer questions and to offer support and feedback at any time during the application process.

Staff can answer specific questions and/or provide feedback up to two business days before the application deadlines. Please contact the team as early as possible to ensure they can provide the best support possible.

Calgary Arts Development is committed to open, fair and transparent processes. We will work with applicants who experience barriers to access our granting programs to develop accommodations that suit their abilities, including but not limited to:

- Translation
- Braille transcription
- Physical access to meeting spaces

Please contact 403.476.2031 or email grants@calgaryartsdevelopment.com.

Guideline Content

- Program Information
- Program Criteria
- Selection Process
- How to Apply
- Application Checklist
- Conditions of Grant and Reporting
- Deadline Extension Policy

Program Information

This program is intended to provide equitable access to one-time project funding to support artistic projects that exemplify what our artistic community has to offer and ensures citizens of Calgary continue to have access to meaningful, high-quality artistic experiences.

For the purposes of this program, a project can include research, development, curation, exhibition, production and/or creation of work in any art form. This program encourages applicants to consider a project as a discrete activity with a clear start and end date; this can include a discrete phase of an overall larger project.

The total pool of funding for this program is \$500,000. Applicants may request up to \$20,000 for their project.

Who can Apply?

This program is open to individual artists¹, artistic collectives², and unregistered or unincorporated arts-based groups or organizations in the city of Calgary, Mohkinstsis³, working in any artistic discipline at any stage of practice.

We welcome applications from those working in all artistic disciplines and their various cultural forms, including but not limited to: Indigenous arts; circus arts; craft arts; community and/or social practice; curation; dance; deaf and disability arts; digital arts; literature; film and media arts; multidisciplinary practice; music and sound; performance; theatre; and visual arts.

For applicants that are not based in Calgary, Mohkinstsis, Calgary Arts Development will determine eligibility through the applicant's commitment to the arts and the scope of their activities within Calgary's arts community.

What can you apply for?

For the purposes of this program, a project refers to the creation, research, development, curation, production, exhibition/presentation of work in any art form. Applicants will select a primary focus for their project out of the following options: Create/Develop, Program/Present, Strategy/Capacity, or Relationships/Community.

Artists can also apply for one phase of a larger overall project.

Projects more than halfway complete by the time of the deadline are not eligible.

Funds may go towards almost any expenses directly related to the creation, development and presentation of your project, for example:

- Artist fees
- Course fees
- Materials
- Equipment
- Travel
- Documentation

This program is not intended to support any of the following:

- Costs related to subsistence, living expenses or lost wages related to your project.

¹ This program is not intended to support amateur artists or arts administrators.

² An artistic collective refers to a group of artists working together, usually under their own management, towards a shared goal or initiative.

³ While projects do not have to take place in Calgary, Mohkinstsis, applicants must either be Calgary-based, or able to demonstrate that they consistently make significant contributions to the arts that are accessible to Calgary citizens.

- Tuition, or costs related to post-secondary or credit/degree/diploma granting educational programs.
- Purchase of equipment over a total sum of \$500.
- Purchase of any equipment not directly related to the project.

Please contact the Community Investment team if you have any questions about allowable expenses.

Projects must be completed by September 1, 2020.

Program Criteria

This program will be assessed on the below criteria in two phases, a Request for Proposal and a full application, by a peer assessment panel of community members and artistic peers. A detailed description of the application phases can be found in the **Application Checklist**.

Artistic Impact: The thoughtfulness, quality and intention of the project being proposed, its potential to further the applicant's artistic goals, and its potential to meaningfully contribute to a related artistic discipline or community.

Public Impact: How clearly the artist has identified and understands their public and how meaningfully, intentionally and thoughtfully the applicant proposes to engage with them through the proposed project.

Planning (Phase 2 Criteria only): How effective, researched, thoughtful, and feasible the proposed project and budget are.

Applicants will indicate using a dropdown menu what the main focus of their proposed project is (selecting all that apply):

- Create/Develop
- Program/Present
- Strategy/Capacity
- Relationships/Community

Selection Process

Applications will be assessed by an independent, arm's-length assessment committee made up of artistic peers and community members.

Community members are Calgarians with an appreciation for the arts (any discipline) who actively attend arts performances and presentations. Artistic peers are artists and arts workers who possess professional experience and knowledge directly relevant to the arts sector.

Peer assessment committees are selected from a pool of public nominations and staff-identified individuals to ensure a broad diversity of perspective and experience across artistic disciplines and communities.

Phase 1: Request for Proposal

- A peer assessment committee comprised of three to five artistic peers and community members will assess the first phase
- Applications will be assessed on the criteria of Artistic Impact and Public Impact using a 1 - 10 scale for each criteria.
- A pool of 30 ~ 50 top-scoring applicants will be invited to complete Phase 2: Application. Applicants will be notified of Phase 1 results no later than April 13, 2019.

Phase 2: Application

- A peer assessment committee comprised of five artistic peers and community members will assess the second phase
- Applications will be assessed on the criteria of Artistic Impact, Public Impact, and Planning using a 1 - 10 scale for each criteria.
- Applicants will be notified of Phase 2 results no later than June 28, 2019.

Group Agreements

All members of the assessment committee will be expected to honour the following group agreements when discussing applications:

1. We commit to creating a safe space for everyone by:
 - a. Respecting each person regardless of how they identify, including their gender, sexuality, age, religion, beliefs, nation, etc.
 - b. Not interrupting others.
 - c. Being mindful of how much time/space we each take up in discussions.
 - d. Making time/space for others to speak.
 - e. Using "I" statements ("I feel," "I think," "I wonder," etc.).
 - f. Replacing criticism with questions and encouragement.
 - g. Respecting those who wish to listen silently.
2. We will respect all art forms, traditional, contemporary or other.
3. We will consider what the criteria mean for each applicant based on:
 - a. How they define their own practice.
 - b. What is appropriate within their artistic discipline.
 - c. Their stage of career/practice/experience/expertise in their form.

- d. A respect for the unique traditions and rights of different First Nations, Metis and Inuit nations/communities.
4. We will try to focus every conversation around what we appreciate about every project.
5. We will remember that this is not a panel of experts:
 - a. We will honour the knowledge and experience others share.
 - b. We will not impose arbitrary standards or ideas on an applicant or their project/activity that are not appropriate to the specific context.
 - c. We will acknowledge the experiences and values that may make each of us biased.
 - d. We will allow others to help us check in with our biases in a respectful and productive way.

Please refer to the **Assessment Committee Terms of Reference** for further information about the assessment process.

How to Apply

Applications will only be accepted online through [Calgary Arts Development's grant interface](#). Please see the above Equity Statement for information on accessibility and accommodation needs.

New users must set up an account to access the interface. For instructions on how to use the online grant interface, please refer to the **Granting Interface Questions** in our [Investment Program FAQ](#).

Applications must be submitted **before 4:30pm MST** on the day of the deadlines. Late applications will not be accepted. Extensions may be provided upon request in certain circumstances in advance of a deadline. Consult the **Deadline Extension Policy** below for more information.

Please note that anonymized application information from both successful and unsuccessful applications may be used for program evaluation and research purposes.

Application Checklist

Phase One: Request for Proposal

- Name and Contact Information**
- Project Name**
- Project Focus**
 - Select your primary focus for this project:
 - Create/Develop; Program/Present; Strategy/Capacity; Relationships/Community
- Requested Amount** (up to \$20,000)
- Discipline**
- Years of Practice**

- Artist Resume/CV** (upload 1MB)
 - If you are applying as an artistic collective please include each members' resume/CV and upload them as a combined single pdf.
- Artistic Practice** (500 words)
 - Briefly describe your artistic practice in terms of how you make your work and what is important to you.
- Proposal** (upload 2MB, PDF, no more than two pages)
 - Upload your project summary, considering the criteria of Artistic and Public Impact. You may consider the below questions as a guide.
 - What are the tasks, activities and/or events related to your project, and who are the individuals or partners involved?
 - What are your artistic goals for this project?
 - What is the relationship between this project and your overall artistic practice or vision?
 - Who is your public for this project in terms of audience, participants and/or communities? How you will engage and interact with them?
- Support Material**
 - Provide up to three pieces of support material showing recent work, projects or partnerships which demonstrate capacity for this proposal (assessors will read or view up to 10 minutes of material) (upload 2MB, PDF, JPG, DOC, DOCX, XLS, XLSX, or links).

Phase Two: Application (Only successful applicants to the Request for Proposals Phase)

- Beginning and End Dates** of the project
- Project Description** (upload 2MB, PDF, no more than one page)
 - Provide a detailed project description including any information not provided in Phase 1: Request for Proposals.
- Artistic Impact** (600 words)
 - Describe how this project aligns with the program criteria of artistic impact.
- Public Impact** (600 words)
 - Describe how this project aligns with the program criteria of public impact.
- Timeline for Project** (upload 2MB, PDF, XLS, XLSX)
- Project Budget** (upload 2MB, PDF, XLS, XLSX)
 - Account for the entire scope of the project. If your overall expenses exceed the amount you are applying for, explain how you will cover additional costs.
 - Use the notes section to clarify line items and specify whether other revenue or in-kind support is confirmed or pending.
- Evaluation Section** (600 words)
 - What does success mean to you?

- How will you know you have achieved your goals?
- How will you capture your learnings and measure the success of the project?
- Support Material**
 - Attach files or links that are related to your project and help strengthen your case, such as examples of previous work, documentation related to expenses, materials describing the project, and so on (up to four attachments, each with a maximum size of 4MB, PDF, JPG, DOC, DOCX, XLS, XLSX) (assessors will read or view up to 10 minutes).

Conditions of Grant and Reporting

Applicants will be notified of their results in both phases by email. Successful applicants will be required to sign and return an Investment Agreement no later than 30 days after notification in order to receive funding. Calgary Arts Development will provide a T4A for the grant amount. For information about tax requirements for artist grants, please consult the [CRA guidelines](#).

A **Final Report** will be due by **December 1, 2020**. In addition to a final report, successful applicants will be invited to participate in an optional peer-learning focus group facilitated by an external facilitator. Artists funded through this program will be invited to participate in a short annual survey to measure long-term program impact. Successful applicants may be invited to complete a social network analysis survey, the Equity, Diversity, and Inclusion Census, and an optional Calgary Arts Professionals Survey.

Final Report

A **Final Report** will be assigned to successful applicants in the grant interface with a deadline of December 1, 2020.

- Describe the result of your project.** Did anything change from the original application (800 words)?
- Describe how you achieved your artistic goals** and the artistic and public impact as described in your application (800 words).
- Describe the learnings you captured** and measurements of your success captured throughout the year using the evaluation processes identified in your application (800 words).
- Upload your budget with actuals** (2MB, XLS, XLSX).
- Support Material**

Unsuccessful Applicant Reporting

Unsuccessful applicants may be invited to participate in an optional peer learning focus group facilitated by an external facilitator. Artists may be invited to participate in a short annual survey to measure long-term program impact. Participants would be compensated for their participation.

Collection, Use, Disclosure of Grant Information

Personal information is received by Calgary Arts Development from people and organizations who apply for grants, members of committees assessing applications, and many others in the course of its activities. Calgary Arts Development will never reveal personal information to any third party without your prior knowledge and consent, unless required to do so by law.

Information provided in both successful and unsuccessful grant applications may be used to plan, evaluate and review programs, and for generating statistics for these activities: statistical reporting, studies, issue and trend analysis. Information shared when reporting in these ways will be anonymized and only shared in aggregate. No personal information provided in grant applications will be shared publicly without prior applicant consent.

Deadline Extension Policy

For clients who intend to submit applications but will miss the deadline, a written request for extension must be received by Calgary Arts Development before the deadline.

Requests not received in time will result in ineligibility for that granting period. The request must state the reason(s) the application deadline cannot be met. Acceptable reasons may include:

- Personal health or family crisis
- Birth or death of a family member
- Unforeseen personal priority

Calgary Arts Development staff will review the request for extension. If in Calgary Arts Development's sole discretion the reason for the extension is compelling, a deadline extension will be granted. A written notice explaining Calgary Arts Development's decision will be sent to the applicant. Extensions will only be granted if doing so will not materially affect the planned assessment process.

Notwithstanding the foregoing, Calgary Arts Development, in its sole discretion, may grant an extension in extenuating circumstances.

Questions

Consult the [Investment Program FAQ](#) for answers to common questions about the program.

Our team is here to support you! If you have any questions about the program contact the Community Investment team at grants@calgaryartsdevelopment.com or 403.476.2031.