

Project Grant Program - Individuals and Collectives 2020 Guidelines

Updated May 2020

Deadline: July 27, 2020, 4:30pm MDT

Applications Open: June 1, 2020

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Application must be submitted by the stated deadline. Late submissions will not be accepted. Please see the [Deadline Extension Policy](#) for information about extensions.

Applications are accepted through the [online grant interface](#). If this is your first time submitting an application to Calgary Arts Development you will need to create a profile from the login page. If you have any questions or need assistance in setting up a profile or creating an application, please contact grants@calgaryartsdevelopment.com.

Please note that Calgary Arts Development staff are continuing to work remotely. If you have any questions about this program please review the [program FAQs](#) or contact Taylor Poitras, Specialist, Individuals and Collectives Programs, at taylor.poitras@calgaryartsdevelopment.com or 403.264.5330 ext.215 through voicemail.

Accommodation and Accessibility

Calgary Arts Development is committed to open, fair and transparent processes. While we may not be able to meet in person at the current moment, our team will be available to answer questions and offer support during the application process either over the phone, through email, or through the use of audio and video platforms.

Please see the [program FAQs](#) or answers to common questions, and contact the program specialist as early as you can to ensure they can provide the best support possible. Staff can provide feedback up to one week before application deadlines.

We will work one-on-one with applicants who experience barriers to access to develop accommodations that suit their abilities. Some examples of accommodations are:

- Translation of written materials
- Grant writing assistance
- Transcription
- Video or audio applications
- Interpretation for phone or video meetings (note: this will depend on the availability of external service agencies)

Program Overview

This program is intended to provide one-time project funding to individual artists and artistic collectives in Calgary working in any artistic discipline who pursue a professional practice. This program is not open to arts administrators.

This program supports projects that strengthen our artistic communities and ensures that citizens of Calgary (known as Mohkinstsis in Blackfoot) can experience what they have to offer.

Projects may include the creation, development, production, or presentation of artistic work. Applicants may also apply for mentorship, professional or career development projects. Projects or expenses related to post-secondary, credit or diploma granting programs and institutions are not eligible. This program cannot fund projects retroactively. Projects which will be fully completed before the application deadline of July 27, 2020 are not eligible.

Projects should have a clear start and end date, with a specific set of goals. This could include one distinct phase of a larger project.

Projects funded through this program should be completed by December 31, 2021.

Applicants may request **up to \$10,000** to cover almost any expense related to their project. Total funding available for this program is **\$750,000**.

This program will be assessed by a peer committee. Please see the assessment process below, and [Terms of Reference](#) for further information.

Who Can Apply?

This program is open to individual artists and artist collectives working in any artistic discipline in the city of Calgary who pursue a professional practice. For definition of terms please review the [program glossary](#).

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

While projects do not have to take place in Calgary, applicants must either be Calgary-based, or be able to demonstrate that they regularly make significant contributions to the arts that are accessible to Calgary citizens. If you are not based in the city, Calgary Arts Development staff will determine eligibility through the applicant's commitment to the arts and the scope of activities within Calgary's arts community.

Please reach out with any questions about eligibility before you begin your application.

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

What Can I Apply For?

Funds from this program may go towards almost any expense directly related to the creation, development or presentation of your project, for example:

- Artist fees
- Course fees
- Documentation
- Honorariums
- Materials
- Marketing
- Per diems
- Purchase of equipment (up to \$1,000 total)
- Rental of equipment or space
- Travel expenses
- Subsistence expenses such as rent, food, child care, etc. may be included pending a conversation with the program specialist.

Funds from this program are not intended to support any of the following:

- Lost wages or salaries.
- Tuition, or other costs related to post-secondary or credit, degree, or diploma granting educational programs or artistic work related to those educational programs.
- Purchase of or financial contribution towards major pieces of equipment, land, or buildings over a total of \$1,000.
- Purchase of any equipment not directly related to the project.

Program Criteria

Projects will be funded based on the following considerations:

Artistic Impact (35 points)

- The applicant understands and demonstrates how they develop, preserve, or innovate within their artistic and cultural disciplines and communities.
- The proposed project is compelling, high quality, and relevant to the artist's practice and goals.
- The proposed project has the potential to develop the artist's practice or their artistic and cultural disciplines and communities.

Community Connection (35 points)

- The applicant understands who their communities are, which may include artists, collaborators, partners, mentors, participants or audiences.
- The applicant understands and demonstrates how they will connect with or consider their communities as part of this project.
- The applicant understands and demonstrates why this project is important to the communities they've identified or how it will allow them to better connect with their communities in the future.

Planning (30 points)

- The applicant has demonstrated clear and achievable goals for the project.
- The applicant has demonstrated a clear understanding of what is required to complete the project (who they will work with, what it will cost, how much time it will take, and what tasks and activities are required).
- The project has a clear, well-researched, and achievable timeline and budget.

Scoring Matrix

The peer assessment committee will use a scoring matrix to assess each criterion according to the information requested and provided in the application.

Artistic Impact

Weak	Fair	Good	Strong	Exceptional
1 – 18	19 – 25	26 – 29	30 – 32	33 – 35

Community Connection

Weak	Fair	Good	Strong	Exceptional
1 – 18	19 – 25	26 – 29	30 – 32	33 – 35

Planning

Weak	Fair	Good	Strong	Exceptional
1 – 10	11 – 17	18 – 24	25 – 27	28 – 30

Exceptional: Responses to application questions are clear, relevant, and directly address criteria. The applicant demonstrates a deep understanding of their role in their communities or artistic discipline. The application provides a clear and detailed description and plan for the project. The application creates overwhelming trust and confidence that the project will be completed as described, and that the applicant will reach their goals.

Strong: Responses to application questions are clear, relevant, and directly address criteria. The applicant demonstrates a strong understanding of their role in their communities or artistic discipline. The application provides a clear description and plan for the project. The application creates significant trust and confidence that the project will be completed as described, and that the applicant will reach their goals.

Good: Responses to application questions are sufficient and address criteria. The applicant demonstrates a general understanding of their role in their communities or artistic discipline. The application provides a sufficient description and plan for the project. The application creates trust that the project will be completed as described, and that the applicant will reach their goals.

Fair: Responses to application questions are limited and may not directly address criteria. The applicant demonstrates a vague understanding of their role in their communities or artistic discipline. The application provides limited description and plan for the project. The application provides limited evidence to create trust and confidence that the project will be completed as described, and that the applicant will achieve their goals.

Weak: Responses to application are insufficient and do not address criteria. The applicant does not demonstrate an understanding of their role in their communities or artistic discipline. The application does not provide enough information about the project or their plans. The application does not provide evidence to create trust and confidence that the project will be completed as described, and that the applicant will achieve their goals.

Assessment Process

As regulations for gatherings and physical distancing remain in flux, assessments may occur remotely using online meeting tools. This may affect the assessment process, timeline and make up of the committees outlined below. Applicants will be notified if significant changes must occur.

Applications to the program will be assessed by an independent, arm's-length assessment committee made up of artistic peers and community members. The program specialist and Calgary Arts Development staff will select committee members.

Any individual may request to participate in a peer committee by completing the [Assessor Nomination Form](#) or by emailing taylor.poitras@calgaryartsdevelopment.com.

Membership of each committee is designed to reflect the broad diversity of Calgary and its artistic communities, including but not limited to: artistic discipline, gender, sexuality, age, religion, beliefs, nation, physical and neurological identities, etc.

- Five-member committees.
- Representation across artistic disciplines and practices.
- Artistic Peers: Artists and arts workers with experience and knowledge in the arts community as artists, staff, volunteers, board members, etc.
- Arts Champions and Artistic Community Members: Individuals who actively participate in, experience, and advocate for the work of the arts community; have perspectives and skill-sets transferable to the arts sector.
- If a committee member has submitted an application to the program, they will not assess their own application, or applications where they have declared a conflict of interest (e.g.: close family members, they are working on the project being applied for, etc.).

Assessment committees will read and score applications in the online granting interface according to the [Program Criteria](#) and [Scoring Matrix](#), and then discuss each application and make final funding decisions in a meeting facilitated by the Specialist, Individuals and Collective Programs. Assessment committees are held to the [Terms of Reference](#) and [Group Agreements](#) intended to commit to open, generous, and respectful conversations.

Please see the [Disclosure of Grant Information Policy](#) for information about how Calgary Arts Development collects and uses information submitted through grant applications.

Voluntary Demographic Survey

Calgary Arts Development has begun collecting voluntary demographic information from applicants to investment programs. These questions are an important part of Calgary Arts Development's aim to increase understanding, at an aggregate level, of the individuals seeking funding, while providing the arts sector with much needed data on the demographics of its workforce.

Completion of the demographic questions is not required, and is being collected on a voluntary basis. You are not required to complete these questions, and you can choose which questions not to answer as there is a "prefer not to answer" option for each. The information provided in this section will not be used in the application process or in the assessment, and answers will not be provided to assessors.

Your responses to these questions:

- Are voluntary.
- Will remain anonymous.
- Will only be shared in combination with many other responses (in aggregate form).
- Will not be connected to you personally.

Application Checklist

The [Project Grant Program - Individuals and Collectives FAQs](#) includes answers to common questions, definitions of terms, and some helpful suggestions. It may be helpful to review these as well as the program criteria as you work through your application.

Taylor Poitras, Specialist, Individuals and Collective Programs, is available to assist applicants, answer questions, and provide feedback on your drafted application, up to one week before the program deadline. If you would like assistance or feedback, please reach out as early as you can to ensure they can provide the best support possible.

- Contact Information (name, address, phone, email)
- Project Name
- Funding Request (up to \$10,000)
- Start and End Date of Project
- Type of Project
- Artistic Discipline
- Years of Practice
- Artistic Resume or CV (upload):
 - If you are applying as an artistic collective please include each members' resume or CV and upload them as a combined single pdf.
- Introduction to Artistic Practice (100 - 300 words):
 - Briefly describe your (or your collective's) artistic practice in terms of the work that you make, your process and what is important to you. This description is an introduction to your artistic practice and overall goals, as opposed to the specific project or project goals.
- Project Description (300 - 600 words):
 - Please describe your project including what will occur, when it will take place, where it will take place and who will be involved.
- Artistic Impact (200 - 500 words):
 - What are your artistic goals for this project and why? This could include goals related to growth, outcomes, processes, relationships, professional development, etc.

- What will artistic success look like for you in this project and why? This could include quantitative or qualitative measures.
- Community Connection (200 - 500 words):
 - Who are you connecting with in this project and how are you planning on connecting with them? This could include artists, collaborators, partners, mentors, participants or audiences. If you are not actively engaging with community at this phase of your project, please describe how you are considering them.
 - Why is it important to connect to the communities you've identified and how will you know if you've been successful? If you are not actively engaging with community at this phase of your project, please describe how considering them in this phase will contribute to the success of your project and future connections.
- Project Timeline or Work Plan (upload):
 - Tell us how you will accomplish your project. Include all important artistic and community-related activities, tasks, events, milestones, etc.
 - Please make note of things that are confirmed or pending where necessary.
 - If your project plan involves any aspect of public gathering or presentation we strongly recommend that you consider how this might be impacted if restrictions continue. Reflect on what you have learned about the current circumstances and share how you are considering these and include any necessary contingency plans.
- **Project Budget** (upload of standard template required):
 - Consider how you will dedicate expenses to achieve your goals in this project.
 - 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, show calculations and specify whether other revenue or in-kind support is confirmed or pending.
- Support Material (up to four optional upload fields, maximum 3MB each, video and audio material should be provided as a link)
 - Attach files or links that strengthen your case or help assessors understand more about your project or practice. Provide a brief description of what you have included in each upload area.
 - Examples of Support Material: Samples of work, documentation related to expenses, confirmation or planning documents, letters of support directly related to your project or practice and so on.
 - If you are working with other artists, we recommend including their resume or CV here, or letters of support.
 - Remember, you can combine multiple documents into one document to upload, so long as it is under 3MB.

Audio or video files cannot be directly uploaded to the granting interface. Instead, they must be uploaded to a file sharing site such as YouTube, Vimeo or Dropbox with the link provided in the application. If the link requires a password to access the audio or video file, please provide that in your application as well. Please contact us early on if you require assistance.

Additional Files

Application Templates

[Project Budget](#)

Policies

[Deadline Extension Policy](#)

[Accessibility and Accommodation Policy](#)

[Disclosure of Grant Information Policy](#)

Other

[Terms of Reference](#)

[Group Agreements](#)

[Frequently Asked Questions](#)

[Assessor Nomination Form](#)

Successful Applications and Final Reporting

Applicants will be notified of their results by email. Successful applicants will be sent an investment agreement via DocuSign and are required to sign and return the agreement within 30 days of receiving it in order to receive funding.

Calgary Arts Development will provide a T4A tax form for the total grant amount to applicants that are individual artists, or to the primary applicant who is representing a group of artists such as a collective. For information about tax requirements for artist grants, please consult the [program FAQs](#) and the CRA guidelines.

A final report will be due through the online grant interface 90 days after the completion of the project, indicated by the applicant as the end date in their application. The final report will include:

- Upload a budget with actuals. Please keep receipts and invoices as you may be asked to provide them (2MB).
- Describe your experience of completing the project or activity. Did you achieve your artistic goals? Did anything change from your original proposal (500 words maximum)?
- Briefly describe what impact this funding made on your sense of community (500 words maximum).
- Additional comments you would like to share with Calgary Arts Development (500 words maximum).
- Optional support material (up to four upload fields, maximum 3MB each, video and audio material should be provided as a link).

Successful applicants may also be asked to participate in optional surveys, research, and peer-to-peer learning.

Please contact grants@calgaryartsdevelopment.com with any questions about reporting requirements.