

## Public Art Application Assistance

This document has been updated as of June, 2022

We recognize that barriers to access exist for many artists who are interested in applying. Calls to Artists are written in English, shared online, and require applicants to submit online applications, documents, and reports in English. This contributes to physical, technological, linguistic, communication and cultural barriers, to name a few.

In recognition of these barriers to access, eligible applicants can request assistance to help alleviate some of the costs associated with preparing and submitting an application.

### Who can Request Assistance?

Applicants who self-identify as:

- An applicant who is Deaf, hard of hearing, Blind or lives with reduced vision, has a disability or is living with a mental illness.
- An applicant facing language, geographic, or cultural barriers.

Before requesting assistance, please ensure that you are eligible to apply to that particular program.

### What Type of Assistance can I Request?

### When do I Submit my Request for Assistance?

- **Application:** Two to four weeks before you plan to submit but the sooner the better.
  - **Acceptance:** As soon as you know your results.
- **Updates/Reports:** Four weeks prior to your report due date.

## How do I Request Assistance?

To request assistance please contact the public art team at [publicart@calgaryartsdevelopment.com](mailto:publicart@calgaryartsdevelopment.com) or 403.264.5330. extension 221

### You will need to provide:

- The name and contact information of someone who can help you.
  - This could be a trusted friend or family member, or a professional service provider.
  - We may be able to make recommendations, depending on the service being requested.
  - The amount you are requesting, including the service provider’s hourly rate. Please see the maximum contribution amounts below for each program.

## Maximum Contribution Amounts

Depending on the type of service or assistance you are requesting, Calgary Arts Development has outlined the maximum amounts that we are currently able to provide towards our 2021-22 programs.

### General transcription or editing services and organizing of support materials

Applicants who identify barriers within the writing process directly due to a physical or learning disability or due to living with mental illness.

Program & Type of Assistance	Hours	Maximum Contribution
All Public Art Programs - Application	4-6 hours	\$160 - \$200
All Public Art Programs – Acceptance and Final Reports	2-3 hours	\$80 - \$100

### Language translation

Applicants writing an application in another language who require translation into English, including American Sign Language.

<b>Program &amp; Type of Assistance</b>	<b>Hours</b>	<b>Maximum Contribution</b>
All Public Art Programs - Application	4-6 hours	\$350 - \$600
All Public Art Programs – Acceptance and Final Reports	2-3 hours	\$150 - \$300

### Application development

Applicants who identify having a cognitive or developmental disability and require support to frame their ideas and concepts.

<b>Program &amp; Type of Assistance</b>	<b>Hours</b>	<b>Maximum Contribution</b>
All Public Art Programs - Application	4-6 hours	\$350 - \$600
All Public Art Programs – Acceptance and Final Reports	2-3 hours	\$150 - \$300

### How will Requests for Assistance be Evaluated?

After receiving the required information, program staff will review requests and determine eligibility.

If approved, the public art staff will confirm the amount Calgary Arts Development is able to contribute based on a quote from your service provider. Your service provider must then send an invoice for the approved amount. Staff will process the invoice and pay the service provider directly through electronic fund transfer.

If you are not eligible or do not wish to request application assistance, below are some other ways you can get help with your application:

- Call 403.264.5330 extension 221 or email [publicart@calgaryartsdevelopment.com](mailto:publicart@calgaryartsdevelopment.com) with general inquiries.
- Check the specific program Call to Artists for application details and contact information for assistance.
- Attend a virtual or in person information session for the program or request a recording of the session. Information session dates are listed in the Call to Artists and on the program webpage.
- Ask someone you trust, like a family member, friend or colleague to help you.