

## **Artist-Initiated Public Art Microgrant Program 2021 Guidelines**

**Applications Open: September 9, 2021**

**Application Deadline: Applications will be accepted until October 18, 2021, 4:30pm MT**

**Notifications: Results will be sent out by early December 2021**

**Funds: Grant money will be released beginning in December 2021**

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Calgary Arts Development public art microgrant investment funds are provided through the Government of Alberta and The City of Calgary. We thank these funders for their generous support.

This microgrant program recognizes that public art opportunities can come from grassroots ideas that are initiated by professional artists.

Professional artists are defined as artists who are actively pursuing a career in the arts, who have invested in the development of their artistic skills, voice, and goals, and who primarily create artistic work on their own. Professional artists may have formal training, have shared their work publicly, have been compensated for their work, and have a relationship with their artistic communities and peers. Artists do not need to be working professionally in the arts full-time.

Calgary Arts Development invites Calgary and area artists or artist teams to submit their project ideas to create art in public spaces. Professional artists of all experience levels are encouraged to partner with community associations, businesses or private landowners to explore any form of public art in any part of the city.

This opportunity is open to Calgary-based professional artists of all disciplines. Individual artists or artist teams or collectives are eligible. Applicants must be 18 years of age or older.

The program seeks to inspire Calgarians and support local artists that have been impacted by the COVID-19 pandemic by providing an opportunity for artist-initiated public art projects.

Please note that this is a request for proposals and an initial artwork concept is required. Artist or artist teams will be expected to complete community engagement after they are commissioned to inform the final artwork concept. **Applications must be submitted by the stated deadline.** Late submissions will not be accepted. If you have any questions or need any help with completing an application, please contact us as soon as possible so we can get you what you need.

Applications are accepted through the [online grant interface](#). If this is your first time applying 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 [publicart@calgaryartsdevelopment.com](mailto:publicart@calgaryartsdevelopment.com).

The public art microgrant programs follow many of the same guidelines as Calgary Arts Development's other granting programs. Please see [Investment Program FAQ](#) for answers to common questions.

Please note that Calgary Arts Development staff are continuing to work remotely. If you have any questions about this program please contact Ophelia Liew, Public Art Engagement Liaison, at [ophelia.liew@calgaryartsdevelopment.com](mailto:ophelia.liew@calgaryartsdevelopment.com) or 403.264.5330.

## Accommodation & Accessibility

Calgary Arts Development is committed to open, fair, and transparent processes. If you have any questions, want feedback on your application or if it's your first time applying, please don't hesitate to contact us for support.

While we may not be able to meet in person at this time, our team is available to provide support over the phone, through email, or through the use of audio and video platforms.

Please see [Investment Program FAQ](#) for answers to common questions, and contact Ophelia Liew, Public Art Engagement Liaison, at [ophelia.liew@calgaryartsdevelopment.com](mailto:ophelia.liew@calgaryartsdevelopment.com) as early as you can to ensure they can provide the best support possible. **Staff can provide feedback on your application 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 and situations. Some examples of accommodations are:

- Translation of written materials into other languages.
- Transcription of verbal meetings or audio and video recordings into a written document.
- Verbal video or audio applications. If you would prefer to answer the application questions verbally you can submit an audio or video recording of yourself or our staff can help record your responses using an online platform, such as Zoom.
- Language interpretation for phone or video meetings (Note: This will depend on the availability of external service agencies).
- Grant writing assistance if you need help.

You may be eligible for application assistance to pay someone to help you prepare and submit an application if you need it or for any of the reasons listed below:

- An artist who is Deaf, hard of hearing, has a disability or is living with a mental illness.
- An artist facing language, geographic or cultural barriers.

Please contact Ophelia Liew, Public Art Engagement Liaison, at [ophelia.liew@calgaryartsdevelopment.com](mailto:ophelia.liew@calgaryartsdevelopment.com) or 403.264.5330 to inquire about application assistance.

## Program Overview

This microgrant program recognizes that public art opportunities can come from grassroots ideas that are initiated by artists.

Calgary Arts Development invites Calgary and area artists or artist teams to submit their project ideas to create art in public spaces. Professional artists of all experience levels are encouraged to partner with community associations, businesses or private landowners to explore any form of public art in any part of the city.

This opportunity is open to Calgary-based professional artists of all disciplines. Individual artists or artist teams or collectives are eligible. Applicants must be 18 years of age or older.

The program seeks to inspire Calgarians and support local artists that have been impacted by the COVID-19 pandemic by providing an opportunity for artist-initiated public art projects.

Please note that this is a request for proposals and an initial artwork concept is required. Artist or artist teams will be expected to complete community engagement after they are commissioned to inform the final artwork concept.

We will only accept one application per group, and only one application per project. You may not receive more than one Calgary Arts Development grant for the same project or phase of a project. Success in this program does not affect your eligibility to apply to other Calgary Arts Development grant investment programs.

This program cannot fund projects retroactively, meaning that projects that have begun before the deadline of October 18, 2021, are not eligible.

**Projects funded through this program must be completed by December 31, 2022.**

Applicants may apply for up to \$40,000 to support eligible projects.

**Total funding available for this program is \$150,000.**

## Commitment to Equity

As part of our responsibility to Calgarians to ensure equitable access to public funding, Calgary Arts Development is dedicated to addressing and working to eliminate institutional inequity in our programs, policies, and practices. We also acknowledge that our actions—both conscious and unconscious, past and present—have benefited some communities while limiting opportunities and outcomes for others.

## Who Can Apply?

This opportunity is open to Calgary-based professional artists of all disciplines. Individual artists or artist teams or collectives are eligible. Applicants must be 18 years of age or older.

Professional artists will be defined as artists who are actively pursuing a career in the arts, who have invested in the development of their artistic skills, voice, and goals, and who primarily create artistic work on their own. Professional artists may have formal training, have shared their work publicly, have been compensated for their work, and have a relationship with their artistic communities and peers. Artists do not need to be working professionally in the arts full-time.

Activities must take place in Calgary, and applicants must either be Calgary-based, or be able to demonstrate that they regularly make significant contributions to the arts that are accessible to Calgarians. If the applicant is 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.

We acknowledge that there are many artists who are new to the city of Calgary and may not be familiar with grant programs, whether they are eligible to apply or if they're able to receive a grant from a public funder. Artists do not need to be a Canadian citizen or permanent resident in order to receive a grant, but you do need to be able to report on this grant to Canada Revenue Agency. If you are a newcomer, immigrant or refugee artist and have questions or concerns, please know that our program staff are available to help navigate your unique circumstances and provide support.

Applicants or project teams may only apply to this program for one project. We will only accept one application per applicant, and one application per project. Success in this program does not affect your eligibility to apply to other Calgary Arts Development grant investment programs.

Please contact Ophelia Liew, Public Art Engagement Liaison, at [ophelia.liew@calgaryartsdevelopment.com](mailto:ophelia.liew@calgaryartsdevelopment.com) with any questions about eligibility before you begin your application.

## **Additional Requirements & Considerations**

The artwork must be publicly accessible.

The artwork must be safe for public interaction. Signed engineering drawings may be required.

The location (if applicable) must be approved by the site owner. The project applicant is responsible for obtaining approval from the site owner. For approval on City land, assistance can be provided if your project is approved for the grant. Please contact Ophelia Liew, Public Art Engagement Liaison, at [ophelia.liew@calgaryartsdevelopment.com](mailto:ophelia.liew@calgaryartsdevelopment.com) with any questions about submitting a project on City land before submitting an application.

The artwork must have a defined lifespan. It is recommended that the artwork be temporary (have a lifespan of five years or less).

Successful applicants will need to confirm a Commercial General Liability (CGL) insurance policy for bodily injury (including death) and property damage in an amount of not less than two million dollars (\$2,000,000) inclusive limit for any one occurrence.

Successful applicants will need to complete a scope and fee contract defining project deliverables and payment schedule.

Calgary Arts Development supports The City of Calgary's response to the federal **Truth and Reconciliation Committee's Calls to Action**, as documented in the **White Goose Flying report**. All applicants are encouraged to reflect on their journey and understanding of what Truth and Reconciliation is, and how it may relate to their proposed projects. Successful applicants are required to participate in a Truth and Reconciliation Learning Session prior to commencement of community engagement for the project.

If your work includes Indigenous content, works with Indigenous people, or would like to include Indigenous knowledge or ways of knowing and doing, it is recommended that applicants read:

- **Calls to Action found in the Truth and Reconciliation Commission of Canada**
- **White Goose Flying report**

To ensure the project is reflective of the Calgary area and its peoples, successful applicants will be required to complete community engagement to inform the final artwork concept.

To ensure the public art project meets project goals, as well as the requirements of this program, the artist or artist team will be required to work closely throughout the project with the Calgary Arts Development staff as well as other stakeholders.

Within 90 days of the project's completion, grant recipients are required to complete a final report about their experiences, including images of their project.

## **What Can You Apply For?**

Public art projects should have a clear start and end date, with a specific set of goals and must be publicly accessible. This program cannot fund projects retroactively, meaning that projects cannot begin before the application deadline.

This program supports projects that must be completed by December 31, 2022.

Please note that the eligible and ineligible expenses and activities listed below are given as examples and are not exclusive. If you have questions about eligible expenses or activities, please contact Ophelia Liew, Public Art Engagement Liaison, at **[ophelia.liew@calgaryartsdevelopment.com](mailto:ophelia.liew@calgaryartsdevelopment.com)**.

## **Eligible Expenses**

Funding up to \$40,000 is available to support projects.

The successful applicant is paid based on deliverables as per their scope of work contract.

The artist or artist team is responsible for their project budget. There are no additional funds available for cost overruns.

Projects will also be reviewed by program staff for budget feasibility to determine if the budget is appropriate for the type of art proposed, and whether the budget appropriately pays artists, Indigenous Elders, Knowledge Keepers, collaborators, etc. If the budget is not appropriate for the project, program staff may ask applicants to resubmit their proposal.

Funds from this program may go towards almost any expenses that are directly related to your project and its goals, for example:

- Accessibility expenses
- Artist fees
- Documentation
- Engagement expenses
- Fabrication expenses
- Honorariums
- Materials
- Marketing, publicity or outreach
- Meeting expenses
- Purchase of equipment, including hardware (up to a maximum of \$1,000 total)
- Professional fees (e.g., fees paid to individuals offering professional services such as web design, publicity or marketing, financial, accounting or legal services, etc.)
- Rental of equipment or space
- Technical fees (e.g., web service fees, licensing fees etc.)

## **Ineligible Expenses**

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

- Lost wages or salaries
- Purchase of or financial contribution towards equipment, land, or buildings over a total of \$1,000 (capital expenditures)
- Purchase of any equipment not directly related to the project

- Tuition, or other costs related to post-secondary or credit, degree, certificate, or diploma granting educational programs or artistic work related to those educational programs

### **Ineligible Activities**

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

- Art projects that are not publicly accessible.
- Projects started before the application deadline.
- Projects related to post-secondary or credit, degree, certificate, or diploma granting educational programs or artistic work related to those educational programs.
- Fundraising activities (e.g., activities undertaken for the purpose of raising funds on behalf of a political party or charity).
- Contests and competitions (e.g., grant funding cannot be re-granted in the form of prizes or awards).
- 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.
- Activities that promote hatred or intolerance.
- Activities that are illegal or contravene provincial or federal law.
- Activities related to campaigning for a specific political candidate or party in an election.

### **Siting & Locations**

Applications will be reviewed by program staff for site approvals prior to selection panel review. Projects that do not meet siting review criteria will not be considered.

#### **Siting Considerations:**

- **Private Land:** The location of the artwork needs to be approved by the site owner. A copy of a written agreement or letter of commitment with the site owner will be requested.
- If the proposed artwork is to be on public land, it is the responsibility of the artist or artist team to determine if it is City owned or provincially owned (call 311).
- It is not recommended for the artwork to be placed on provincially owned land.
- **City Land:** If the proposed artwork is to be on City land (i.e., parks, roads) or City infrastructure (i.e., pedestrian underpass) the applicant is required to collaborate with their community association to support the project. A copy of a written agreement or letter of commitment with the association will be requested before the location of the artwork can be approved by

The City. Additional assistance can be provided to work with The City after the project is commissioned.

## Selection Process

All eligible submissions will be reviewed by a selection panel consisting of one Indigenous Elder, two Moh'kinsstis Public Art Guiding Circle representatives, one arts professional, and three community members.

Assessment committees are chosen to represent 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.

**Conflicts of Interest:** Calgary Arts Development defines conflicts of interest as close family members, people who are involved in the activity being applied for or where there is a real or perceived financial benefit. If in doubt, assessors are encouraged to talk with Calgary Arts Development staff.

If a committee member has applied to the program or declared a conflict of interest, they will not assess those specific applications or be present for any discussions of those applications.

Anyone can ask to participate on a Calgary Arts Development assessment committee by emailing [publicart@calgaryartsdevelopment.com](mailto:publicart@calgaryartsdevelopment.com).

## Selection Criteria

The selection panel will select project applications on how their submissions meet the evaluation criteria below (rated out of a possible total 100 points).

### A. **Quality of Idea** (30 points)

- How does your idea connect or respond to the site?
- How will the site's history and use have an impact on your project?
- Is the artwork feasible for the budget provided?
- Applications will be reviewed for site approvals.

### B. **Engagement** (20 points)

- Explain how community engagement will be included in the project (e.g., are you having discussions with the community? Are community members participating in informing the artwork concept?)
- What tools and methods will you use to reach people in the community engagement?
- Are you creating an artwork that is connected to the community and the people in it?

**C. Fostering Dialogue** (20 points)

- What kind of dialogue do you hope to foster with your artwork? (e.g., diversity, empathy, accessibility, equality, social justice and the environment, etc.)
- How will your artwork achieve this?
- How can you explore ways to learn about Indigenous history and the impact of colonialism, and create a path towards reconciliation?

**D. Curriculum Vitae or Resume and 10 Images of Past Work or Ideas** (30 points)

- Proven ability to manage projects on time and on budget.
- Demonstrated past work and ideas.
- Qualifications
- Local to Calgary and area.

Committees will read applications and rate each criteria section, A, B, C, and D above, out of 10.

Each criterion will be rated out of a score of 10 and will be multiplied based on the available points in each section. For example, a score of 7 out of 10 on fostering dialogue will equal 14/20.

**Scoring Guidelines**

10	Exceeds expectations
8	Somewhat exceeds expectations
6	Meets expectations
4	Somewhat meets expectations
2	Does not meet expectations
0	Lack of valid response

Calgary Arts Development staff will download each assessor’s evaluations into a scoresheet.

The committee will discuss each application and make final funding decisions in a meeting facilitated by the public art staff.

Assessment committees are held to the **Group Agreements** intended to commit to open, generous, and respectful evaluations and communications.

Please see the **Disclosure of Grant Information Policy** for information about how Calgary Arts Development collects and uses information submitted through grant applications.

## Application Checklist

The [Investment Program FAQ](#) 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.

Staff are 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 call 403.264.5330 or email [publicart@calgaryartsdevelopment.com](mailto:publicart@calgaryartsdevelopment.com) as early as you can to ensure they can provide the best support possible.

Further description and information about each application requirement can be found in the application form in the grant interface.

Please note that the grant interface uses character counts, rather than word counts. Keep in mind that the maximum character amounts listed below are not necessarily the goal—if you can be clear and succinct in fewer words that is great. These ranges are merely suggestions for each of the written sections.

- Project name
- Lead artist name
- Contact information (name, address, phone, email)
- Additional artists names (if applicable)
- If applying as a team, how will the team be structured? What are the roles of each team member?
- Brief description (1,000 character maximum)
- What kind of public art are you creating? (Examples: mural, painted utility box, experiential, participatory, performance, social practice)
- Total funding request
- Project start date
- Projects end date
- Describe your concept
  - A concept drawing is recommended (if applicable)
- How do you intend to realize your concept?
  - If you are creating an object, for example, what are the high-level steps you need to take to deliver your final artwork, e.g., materials, fabrication, installation.
- What is the artistic outcome of this project?
- Are you (or will you be) collaborating with Indigenous Elders or Knowledge Keepers?
  - Please include an email or letter from the Elder to show that you have had these conversations and they are aware of their participation.

- Notes:
  - Successful applicants are required to pay Elders and Indigenous Knowledge Keepers to acknowledge their time and efforts to support your project. This should be included in your project budget.
  - We encourage successful applicants to include a Treaty 7 Land Acknowledgment protocol within their project.
- If your work includes Indigenous content, works with Indigenous people, or would like to include Indigenous knowledge or ways of knowing and doing?
  - Recommendations:
    - Engage with Indigenous communities, Indigenous Elders or Indigenous Knowledge Keepers.
    - Include Indigenous Elders or Indigenous Knowledge Keepers on your project team.
    - Engage with Fort Calgary, Glenbow Museum, Blackfoot Crossing, Native Student Centre, etc.
- Is your project exploring ways to learn about Indigenous history and the impact of colonialism, and create a path towards reconciliation? If so, how?
- Explain how you will include community engagement in your project. (e.g., Who in the community do you propose to engage with? How are you proposing to engage with them? Are you having discussions with the community? Are community members participating in informing the artwork concept and/or the creation of the artwork?)
- How will the project benefit the community? (1,250 character maximum)
- How does your idea connect or respond to the site? How will the site's history and use have an impact on your project?
- What kind of dialogue do you hope to foster with your artwork? (e.g., diversity, empathy, accessibility, equality, social justice and/or the environment, etc.) How will your artwork achieve this?
- Proposed location of project
  - Who owns the site:
    - Private land
    - City land
- Will the artwork be publicly accessible? How is it accessible to the public? (1,250 character maximum)
- Do you have approvals to use the site?
  - For private land, please attach a letter of commitment from the site owner.
  - For approval on City land, assistance can be provided if your project is shortlisted for the grant.

- What is the anticipated lifespan of the artwork?
  - It is recommended the artwork be temporary (have a lifespan of five years or less).
- Who will own the artwork for the duration of its designated lifespan?
  - Will it become the property of the community association, community group, private site owner?
  - Note: The City of Calgary will not own or maintain the artwork even if it is located on City land. The artwork must be owned and maintained by the community or the artist for the duration of its designated lifespan.
- Describe any agreement you have for using the site for the duration of the lifespan of the work:
  - What is your plan to obtain an agreement to use the site for the duration of the artwork's lifespan?
  - Who will own the artwork? Will it become the property of a community association? The private landowner? The City of Calgary? Note that ownership of the artwork by The City of Calgary would have to be negotiated if you are awarded the grant and cannot be guaranteed.
- What maintenance will be required over the artwork's lifespan? Who will be responsible for the maintenance? Please clearly define any required maintenance funding required in the budget.
- How will you ensure the artwork lasts for the duration of its lifespan? (E.g., design, construction, and technology?)
  - Note: it is recommended that artists consult with public art program staff on preventive conservation design considerations and maintenance planning.
- Tell us about any safety concerns you foresee, and how you will address them. (e.g., is there a risk of the artwork falling on anyone, is there a climbing risk, does the artwork have sharp or pointed edges, etc.)
- Do you have other funding sources? If so, are they pending or confirmed?
- Project budget
- Project timeline or work plan
- Three references are required. References should include a current contact name including current telephone number, address and email address. Calgary Arts Development reserves the right to contact references without prior notification. References from Calgary Arts Development or City of Calgary staff members will not be counted as part of the required references.

## Attachments

- Letter of interest or letter of commitment from all collaborators, if applicable, including other artists.
- Project budget (upload and use the required [standard template](#))
- Specific amounts should be allocated for artist fees, insurance, fabrication, materials, installation costs and de-installation, if applicable, promotions/marketing, engagement, technical reviews / engineer reports, if applicable.
- A current resume or curriculum vitae
- Support material (up to four optional upload fields, maximum 3MB each, video and audio material should be provided as a link)

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.

## Voluntary Demographic Survey

As part of the online application Calgary Arts Development has begun collecting voluntary demographic information from grant program applicants. 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.

### Your responses to these questions:

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

Will not be saved to your applicant profile in the grant interface.

## **Additional Files**

### **Application Templates**

#### **[Project Budget](#)**

### **Policies**

#### **[Deadline Extension Policy](#)**

#### **[Accessibility & Accommodation Policy](#)**

#### **[Disclosure of Grant Information Policy](#)**

### **Other**

#### **[Group Agreements](#)**

#### **[Application Assistance](#)**

#### **[Frequently Asked Questions](#)**

#### **[Assessor Nomination Form](#)**

## **Successful Applications & Final Reporting**

Applicants will be notified of their results by email. Successful applicants will be required to negotiate a scope and fee agreement and sign and return the agreement within 30 days of receiving it in order to receive funding.

We use electronic fund transfers to make grant payments. If your application is approved, you will be required to provide a void cheque or direct deposit form with your banking information. Please let us know if you need any help with this.

Calgary Arts Development will provide a T4A tax form for individuals who receive more than \$500 in total during the 2021 tax year. This includes the primary applicant who may be representing a collective of artists. Please note that you must have a valid Canadian Social Insurance Number or Individual Tax Number to receive this grant. If you have any questions about tax requirements for artist grants, it is a good idea to discuss these with a tax professional or consult CRA guidelines. There is also additional tax information in our **[Investment Program FAQ](#)**.

### **Final Reporting**

We're interested in hearing how the grant benefitted your practice and communities and what you learned through the process. We will ask you to report this back to us through a final report online, due 90 days after your final activity.

**We would like to know:**

- What you accomplished and how this changed or helped your community. We are also curious about any learnings or changes from your original proposal.
- How this funding impacted your communities (others involved) or your own sense of community.
- How the grant funds were spent. Please upload a new budget with actuals. Please keep receipts and invoices for tax purposes. You may also be asked to provide them.
- Please share any materials that resulted from your activities, such as images, website links, video or audio material, written samples, etc.
- Optional: Anything else you'd like to share with Calgary Arts Development.

Successful applicants may also be asked to participate in optional surveys, research, and peer-to-peer learning. Please contact [publicart@calgaryartsdevelopment.com](mailto:publicart@calgaryartsdevelopment.com) with any questions about reporting requirements.