

## Application Assistance Policy

**This document is for Calgary Arts Development's community investment programs and has been updated as of January 1, 2022**

We recognize that our granting programs and processes may contain barriers to access for many artists or organizations who are interested in applying. Our programs are written in English, shared online, and require applicants to submit online applications and reports in English. This creates technological, linguistic, communication, and cultural barriers, to name a few.

In recognition of these barriers, eligible applicants can request assistance to help alleviate some of the costs associated with preparing and submitting an application, final report or receiving and accepting an investment.

### Who can Request Assistance?

Individuals (or the primary contact for a collective) who self-identify as:

- 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.

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

### What Type of Assistance can I Request?

Eligible applicants can request assistance at any stage of the application process for the following activities:

- Reviewing program guidelines and deciding to apply.
- Preparing and submitting a grant application.
- Receiving and accepting a grant investment (i.e., interpreting notifications, completing, and returning an investment agreement, completing direct deposit, etc.).
- Preparing and submitting a final report.

### When do I Submit my Request?

- **Application:** Two to four weeks before you plan to submit but the sooner the better.
- **Grant 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 community investment team at [grants@calgaryartsdevelopment.com](mailto:grants@calgaryartsdevelopment.com) or 403.476.2031.

### 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 2022 grant investment 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	Maximum Contribution
Microgrants - Application	\$100
Original Peoples Investment Program - Application	\$200
Project Grants - Application	\$200
Operating/Unrestricted Programs - Application	\$350
All Programs - Grant acceptance and final reports	\$100

### Language translation

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

Program & Type of Assistance	Maximum Contribution
Microgrant - Application	\$300
Original Peoples Investment Program - Application	\$600
Project Grants - Application	\$600
Operating/Unrestricted Programs - Application	\$750
All Programs - Grant acceptance and final reports	\$300

### Application development

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

Program & Type of Assistance	Maximum Contribution
Microgrants - Application	\$300
Original Peoples Investment Program - Application	\$600
Project Grants - Application	\$600
Operating/Unrestricted Programs - Application	\$750
All Programs - Grant acceptance and final reports	\$300

## How will Requests for Assistance be Evaluated?

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

If approved, the program specialist will confirm the amount Calgary Arts Development is able to contribute. 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:

- Consult the [Investment Program FAQ](#).
- Call 403.264.5330 or email [grants@calgaryartsdevelopment.com](mailto:grants@calgaryartsdevelopment.com) with general inquiries.
- Contact the program specialist listed in the program guidelines for assistance.
- Ask someone you trust, like a family member, friend or colleague to help you.