

## Individual Artist Grant Payment Instalment Policy

This policy has been updated as of February 7, 2022

Calgary Arts Development makes grant investments to support and benefit artists, and is committed to reducing barriers where possible.

We recognize that while income taxes are reported on the calendar year, artistic projects may occur over multiple years. Depending on when the grant cycle and fund disbursement falls in the year, expenses may occur in the next tax year, which may mean that artists cannot deduct all of their project expenses when they file their income taxes. While it is possible for artists to file an adjustment for these deductions in the following year, we recognize that this may create tax implications and financial challenges in the short-term. Calgary Arts Development has created a grant payment instalment policy to help alleviate this challenge in some circumstances.

### Eligibility

- This policy is intended for individual artists and artists accepting funds on behalf of artist collectives. Arts organizations are not eligible for this policy.
- This policy is only valid if the published timeline for the grant program states that grant payments will be made between September and December.

### Grantees can choose to have their grant paid in instalments if they meet the following criteria:

- The majority of the project is taking place in the upcoming calendar year according to the information submitted with the application.
- The majority of the project expenses will be incurred in the upcoming calendar year according to the information submitted with the application.

### If eligible, grantees can choose to have their grant paid through two options:

- 50% of the grant amount paid in the current year, 50% of the grant amount paid in January of the upcoming year.
- 100% of the grant amount paid in January of the upcoming year.

If your grant application is successful and you are eligible for the instalment policy outlined above, please inform us of your preferred payment option within seven days of receiving the successful grant notification at [grants@calgaryartsdevelopment.com](mailto:grants@calgaryartsdevelopment.com).



Successful individual artists and collective grantees will be issued a T4A tax slip for the entire amount of their grant in each calendar year. We recommend that any artist submitting a grant application to Calgary Arts Development review the CRA guidelines for artist grants and consider the potential tax impact as part of their project planning. Calgary Arts Development does not provide tax advice. We recommend that artists seek the qualified advice of a tax planner or accountant.

More information about artist grants and taxes can be found in our [Investment Program FAQs](#).