

## Community-Run Public Art Microgrant Program 2023 Guidelines

**September 11, 2023:** Full guidelines published

**September 25, 2023:** Applications open

**November 3, 2023:** Application deadline (no applications accepted after 4:30pm MT)

**Mid to Late November 2023:** Evaluation of applications

**Early December 2023:** Notification of results

**December 2023:** Funds distributed

**Applications must be submitted by 4:30pm MT on the deadline date.** We encourage submitting your application as early as possible. Please see the **Deadline Extension Policy** for information about extensions.

### Need help applying?

Calgary Arts Development is committed to open, fair and transparent processes. There are two policies available for anyone who may need support to apply to this program: the **Accommodation & Accessibility Policy** and the **Application Assistance Policy**.

We will work one-on-one with applicants who experience barriers to access to develop accommodations that suit their unique abilities and situations, and continually seek to learn and address inequities in our programs and processes.

### Program Overview

Recognizing that public art opportunities can come from grassroots ideas that are initiated and led by communities, Calgary Arts Development invites proposals for community-run public art projects.

This opportunity is open to community-run organizations, including informal groups that define themselves in terms of distinct communities, neighbourhood associations and non-profit organizations or charitable organizations.

Community-run organizations in Calgary/Mohkínsstsis are invited to apply for funding to hire local artists and create public art in their neighbourhoods. Communities are required to team up with local artists at any level of experience to explore any form of public art in any part of the city.

Projects must address one of the following five themes:

- **Foster truth & reconciliation**

- Learn about the truth of Canadian colonization and its ongoing impact on First Nations, Métis and Inuit peoples.
- Explore and create paths toward reconciliation and right relations with Indigenous peoples and the land.
- **Art for Social Change**
  - Consider how art can be a force for social change. Investigate and develop a project that could transform people's lives, even if on a small scale. Art as activism and activism as art.
- **Uncover little-known stories about the city or overlooked histories**
  - Team up with artists, Indigenous Elders or historians to create a project that connects people to places and spaces in different ways.
  - Celebrate overlooked people and events and the diversity or diverse learnings of your community.
  - Restore or uncover names of places.
- **Explore stories of your community**
  - Create and share stories of how local businesses or community organizations tell the story of where you live and what makes your community unique.
- **Bring beauty, joy, whimsy and hope**
  - Art doesn't have to be political or serious. Introduce whimsy, surprise and joy to your community.

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 for other projects.

This program cannot fund projects retroactively, meaning that projects that have begun before September 25, 2023 are not eligible.

Projects funded through this program must be completed by December 31, 2024.

**Communities may apply for up to \$10,000 to support eligible projects. Total funding available for this program is \$300,000.**

## **Commitment to Equity**

We acknowledge that the land we gather on, Mohkînsîstîs, is the ancestral territory of the Siksikaitîstîpî — the Blackfoot people — comprising the Siksika, Kainai and Piikani Nations, as well as Treaty 7 signatories, the Tsuut'îna Nation, and the Îyârhe Nakoda Bearspaw, Chiniki and Goodstoney

First Nations. Today this land is home to the Metis of Region 3 as well as many First Nations and Inuit peoples from across Turtle Island.

We acknowledge that there has been art, music, dance, storytelling and ceremony on this land since time immemorial and it is in the spirit of this land and its people that we do our work.

Calgary Arts Development is committed to the process of eliminating institutional racism, ableism and barriers in our programs, policies and practices by centring the creativity and leadership of those communities most impacted by structural inequities. Read our full **Commitment to Equity** statement on our website.

## Need Help Applying?

We recognize that barriers within the arts community exist, particularly for equity seeking communities, and that there are many unique entry points into an artistic practice and career in the arts. If you are unsure about eligibility, please reach out to discuss this with the program specialist before applying. You'll also find answers to some common questions in our **Investment Program FAQ**.

There are two policies available for potential applicants who may need accommodations or assistance to apply to this program, such as translating program guidelines and applications. These policies are available to potential applicants even if they decide not to apply to the program.

- An **Accommodation & Accessibility Policy** for potential applicants who experience barriers to access, to develop accommodations that suit their abilities and situations.
- The **Application Assistance Policy** for eligible applicants to alleviate some of the financial costs associated with preparing and submitting an application.

Calgary Arts Development is committed to open, fair and transparent processes. If you have any questions, want help with feedback on your application or if it's your first time applying, please don't hesitate to contact the program specialist as early as you can to ensure they can provide the best support possible. Staff can provide feedback on your application up to 10 days before application deadlines.

**If you have any questions or need any help completing an application, please contact Alex Lingnau, Project Lead, at [alex.lingnau@calgaryartsdevelopment.com](mailto:alex.lingnau@calgaryartsdevelopment.com) or 403.264.5330.**

## Who Can Apply?

This opportunity is open to community-run organizations, including informal groups that define themselves in terms of distinct communities, neighbourhood associations and non-profit organizations or charitable organizations in Calgary.

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 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 for other projects.

### Additional Requirements & Considerations

- A portion of the budget must be used to hire local artists to help carry out the project.
- The artwork must in a space that is open and accessible to all.
- The artwork must be safe for public interaction.

The location (if applicable) must be approved by the site owner. The project applicant is responsible for obtaining approval from the site owner. Please contact Alex Lingnau, Public Art Project Lead, at [alex.lingnau@calgaryartsdevelopment.com](mailto:alex.lingnau@calgaryartsdevelopment.com) with any questions about submitting a project on City land before submitting an application.

The artwork must be owned and maintained by the community or the private site owner for the duration of its lifespan (it is recommended the artwork be designed to require little-to-no maintenance). For example: a mural's typical lifespan is three to five years, so a maintenance plan would need to include how the community organization would deal with graffiti and then what will happen to the mural once the lifespan has elapsed; will the building owner keep it up as long as possible or would they like the wall painted back to its original colour?

Projects that require engineering approvals will not be considered (including sculptures).

## Truth & Reconciliation

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, involves work with Indigenous people or you would like to include Indigenous knowledge or ways of knowing and doing, it is recommended that applicants read the **White Goose Flying Report**.

## Location Bonus Scoring

Calgary Arts Development has identified the neighbourhoods listed below as lacking public art programming as well as arts opportunities provided through other granting programs. To encourage increased programming in these communities, 20 bonus points will be added to assessment scoring when considering projects taking place in these neighbourhoods:

Alpine Park	Crestmont	Keystone Hills
Ambleton	Currie Barracks	Legacy
Applewood Park	Diamond Cove	Lewisburg
Auburn Bay	Discovery Ridge	Livingston
Aurora Business Park	Eagle Ridge	Mayfair
Bayview	East Fairview Industrial	Mckenzie Lake
Belmont	Erin Woods	Mckenzie Towne
Belvedere	Erlton	Medicine Hill
Bonavista Downs	Evanston	Nolan Hill
Braeside	Falconridge	North Airways
Cambrian Heights	Foothills	North Haven Upper
Carrington	Forest Lawn Industrial	Oakridge
Castleridge	Glacier Ridge	Ogden Shops
Cedarbrae	Glendale	Osprey Hill
Chaparral	Glendeer Business Park	Palliser
Citadel	Golden Triangle	Parkhill
Cityscape	Greenview	Parkland
Coach Hill	Greenwood/Greenbriar	Pegasus
Cornerstone	Haskayne	Pine Creek
Cougar Ridge	Homestead	Point Mckay
Country Hills	Horizon	Queens Park Village
Coventry Hills	Hotchkiss	Queensland

Rangeview	Scarboro/ Sunalta West	Sundance
Red Carpet	Sherwood	Symons Valley Ranch
Rosemont	Silverado	Taradale
Rosscarrock	Skyline East	Temple
Roxboro	Skyline West	Twinhills
Royal Oak	Somerset	Valleyfield
Rundle	South Foothills	Wolf Willow
Saddle Ridge Industrial	Starfield	Woodbine
Sage Hill	Stonegate Landing	Yorkville
Sandstone Valley	Stoney	

## 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.

Project details:

- Funding up to \$10,000 is available to support projects.
- The successful applicant is responsible for managing their project budget.
- There are no additional funds available for cost overruns.
- A portion of the budget must be used to hire a local artist(s) to carry out the project.

Projects will 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.

This program supports projects that must be completed by December 31, 2024.

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 Alex Lingnau, Public Art Project Lead, at [alex.lingnau@calgaryartsdevelopment.com](mailto:alex.lingnau@calgaryartsdevelopment.com).

### Eligible Expenses:

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).
- Events in spaces that require paid entry.
- 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 is required.
- **Public Land:** 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).
- Please note that 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. A useful resource for identifying and getting approvals for City Land is **The City of Calgary Neighbourhood Services**.

When planning locations, note that events requiring paid entry are not eligible for public art grants.

### **Program Criteria & Scoring**

The selection panel will select project applications based on how the submissions respond to the following questions (rated out of a possible total 100 points).

- **Program Theme (25 Points)**
  1. Explain how your idea relates to the project theme chosen.
- **Community Engagement (25 points)**



1. How will you and the artists include community engagement in your project? (e.g., Is the artist having discussions with the community? Are community members participating in informing the artwork concept or the creation of the artwork?)
  2. Explain how the project will be responsive to community engagement and understanding of the project's context in the community.
- **Community Benefit (30 points)**
    1. Explain how the project will benefit the community? What difference do you hope to make in your community or beyond?
  - **Project Plan & Maintenance Plan (20 points)**
    1. Provide details of the project plan including a timeline and plans for how the artwork will be installed and maintained and who will be responsible for that maintenance.
    2. Provide the anticipated lifespan and what will happen when the lifespan concludes.
    3. Provide details of how you will work with artists, including artist bios if applicable.
  - **Proof of site (Yes/No)**
    1. Provide documentation of proof that the site owner has given their approval of this project. This could be an email or letter.
  - **Location Bonus Points (Yes/No)**
    1. What neighbourhood does the project take place in?
  - **Budget Feasibility (appropriate / inappropriate)**
    1. Does the budget appropriately pay artists, Indigenous Elders, Knowledge Keepers, collaborators, etc.?
    2. Is the budget appropriate for the type of art proposed?
    3. Do you have a contingency?

### 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
1. Committees will read applications and rate criteria section 1, 2, 3 and 4 above, each out of 10.
  2. Criteria sections 5 will be rated as yes/no depending on proof of site permissions.

3. Criteria section 6 will be awarded 20 bonus points depending on whether the project takes place in a community underserved by arts programming.
4. Criteria sections 7 will be rated as appropriate / inappropriate.
5. 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 community engagement will equal 28/40.

The selection 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. s

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

## How Are Grants Awarded?

Applications to the program will be reviewed by an independent assessment committee made up of artist peers and community members. The membership of the peer assessment committee will be chosen through public nominations and staff expertise.

Anyone can ask to participate on a Calgary Arts Development assessment committee by completing the **Assessor Nomination Form** or by emailing [publicart@calgaryartsdevelopment.com](mailto:publicart@calgaryartsdevelopment.com).

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).

## How Do You Apply?

Applications are accepted through our **online application interface**. The application form will be available on the date the program opens. Applicants must create an organization profile in order to apply. If the organization's primary contact also has an individual artist profile, they must use a different email address to create the organization's account.

If you need support with creating your organization profile and/or need help applying due to accessibility concerns, please contact **[publicart@calgaryartsdevelopment.com](mailto:publicart@calgaryartsdevelopment.com)**.

## Successful Applications

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.

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.

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 the **White Goose Flying Report**.

## Project Reporting & Final Reporting

Through the project implementation, successful applicants are required to inform CADA in advance of any community engagement, installation dates and celebration dates for potential opportunities to participate.

Within 90 days of the project's completion, microgrant recipients are required to complete a final report.

### In your final report, we would like to know:

- What artists did you work with?
- Do you feel you were successful in expressing the theme you chose? How so?
- How did you use community engagement to inform your project? How did artists participate in community engagement?

- How did your project end up benefiting the community? What difference has it made in your community?
- How was the artwork installed? Has the maintenance plan for the artwork change? If so, how?
- How the grant funds were spent. You'll be asked to share an updated budget with actuals. Please keep receipts and invoices for tax purposes. You may also be asked to provide them.
- How many members of the public participated in the project?
- How many artists participated in the project?
- How many people received payment for their participation in the project?
- If you did this project again, are there any changes you would make to your project plan or implementation? If so, what changes would you make?
- Please provide images of the final project, and if possible images from engagement activities. (file attachment)
- Optional: Anything else you'd like to share with Calgary Arts Development.

Successful applicants may also be invited 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.

## About the Public Art Program

The City of Calgary will continue to fund public art by setting aside one percent of eligible capital project budgets. This model remains responsive to upturns and downturns in the economy.

Both Calgary Arts Development and The City adheres to the **Public Art Policy** which directs how tax payer dollars are used to commission new artworks, acquire existing artworks, deliver public art activities and events, provide access to the public art collection and maintain and conserve the collection.

## **Additional Files**

### **Policies**

[Deadline Extension Policy](#)  
[Accessibility & Accommodation Policy](#)  
[Application Assistance Policy](#)  
[Disclosure of Grant Information Policy](#)

### **Other**

[Group Agreements](#)  
[Assessor Nomination Form](#)

## **Contact Information**

If you have any questions or need help completing an application, please contact **Alex Lingnau**,  
**Project Lead**, at [alex.lingnau@calgaryartsdevelopment.com](mailto:alex.lingnau@calgaryartsdevelopment.com) or 403.264.5330.