



cultivating the arts

**ACCESS COPYRIGHT FOUNDATION
EVENTS GRANTS
APPLICATION PACKAGE**
Deadline: November 1

The Access Copyright Foundation was created to promote and support Canadian culture by providing grants to encourage the development and dissemination of publishable Canadian works. The Foundation re-invests resources back into the creative and publishing community by supporting activities that enhance the economic and creative environment in which they operate.

The Access Copyright Foundation provides grants to publishers, individual creators and publishing, writing and visual arts organizations through the following program components:

- Research Grants
- Professional Development Grants
- Events Grants

The Access Copyright Foundation grants program is administered by the Saskatchewan Arts Board in association with the Access Copyright Foundation.

Contact the Saskatchewan Arts Board’s Program Consultant before the deadline to discuss application and program requirements:

Carle Steel
(306) 787-9634 or toll free 1-800-667-7526
e-mail csteel@saskartsboard.ca

SEND BY MAIL OR COURIER TO:
Access Copyright Foundation Events Grants
c/o Saskatchewan Arts Board
201 Avenue B South
Saskatoon, SK S7M 1M3

Or

EMAIL THE APPLICATION TO: acfgrants@saskartsboard.ca

Note: Email submissions must be received by 11:59 pm C.S.T. on the deadline date

IMPORTANT: IN CASE OF POSTAL STRIKE OR DISRUPTION, PLEASE SEND APPLICATION BY EMAIL OR BY COURIER. IF YOU ARE SENDING YOUR APPLICATION BY MAIL, PLEASE LET US KNOW TO EXPECT IT.

**YOU WILL RECEIVE A CONFIRMATION EMAIL ONCE WE HAVE RECEIVED YOUR APPLICATION.
IF YOU DO NOT RECEIVE CONFIRMATION IN A TIMELY MANNER,
PLEASE CONTACT THE PROGRAM CONSULTANT.**

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**ACCESS COPYRIGHT FOUNDATION
EVENTS GRANTS
PROGRAM INFORMATION*****Deadline: November 1*****Purpose**

The *Access Copyright Foundation Events Grants* program promotes the development and public appreciation of Canadian publishing, literary and visual arts. Events Grants provide funding to organizations and artists groups to showcase publishable works to the public or to host professional development events for writers, visual artists, publishers and related arts professionals.

Events must celebrate and present Canadian content in a public context, or provide opportunities for learning, career advancement or creative discourse in publishing, writing or visual arts.

**Artistic
Discipline**

Events grants are available in the literary and visual arts.

**Grant
Term**

Funded projects must be completed no later than one year after their start date.

**Grant
Amount**

Organizations and artist groups may apply for up to 50% of total eligible project expenses to a maximum of \$7,500.

The demand for *Access Copyright Foundation Events Grants* generally exceeds available resources. Sufficient funds may not be available to support all the recommended applicants or to provide grants in the amounts requested.

Eligibility**Eligible Applicants****Organizations:**

Publishing, writing and visual arts organizations located in Canada that:

- Are legally registered in Canada as non-profit organizations
- Provide advocacy, research, promotion, public education, professional development and other support services to Canadian publishers, writers or visual artists or
- Have a program mandate that is based on the interests of Canadian publishers, writers or visual artists
- Have been in continuous operation for at least one year prior to the date of application and have provided services or presented programs with Canadian content throughout that period
- Have presented events, festivals or readings series to the public featuring Canadian literary or visual artists and content for at least one year prior to the date of application.

(Eligible Applicants continued...)

Eligibility (continued)

Eligible Applicants (continued)

Artist Groups:

Informal collectives or small groups of professional writers or visual artists that:

- Have a mandate to provide mutual support, critique, discourse, professional or skills development
- Have a minimum of five active members
- Have met or have convened online at least bi-monthly for one year prior to the date of application.

Ineligible Applicants

- Festivals and readings series with annual operating budgets over \$500,000
- Academic institutions hosting scholarly events not open to the public or to professional artists and writers
- Recipients of an Access Copyright Foundation grant with an outstanding final report.

Eligible Activities

ACF Events grants may be allocated toward the following kinds of activities:

- Symposia, conferences and conventions hosted that are consistent with the stated purpose of the program
- Workshops, lectures, facilitated retreats and seminars presented by and for professional artists, writers, publishers or arts professionals
- Annual general meetings with professional development, creative discourse or career advancement components
- Readings series, festivals, exhibitions and other public events showcasing Canadian writers or visual artists and their work
- Book awards ceremonies and associated programs (event costs only)
- Readings, panels, presentations, performances or lectures by Canadian writers, visual artists or publishing professionals as public components of conferences, symposia or professional development programs hosted by academic institutions.

Ineligible Activities:

- Events held prior to September 1, 2018 or after the end of the stated project term
- Writer or artist retreats without a facilitated professional or skills development component
- Annual general meetings or conferences without eligible program components
- Readings, presentations, performances or lectures hosted by academic institutions with admission restricted to faculty or students
- Courses, workshops, seminars, retreats or studio programs offered as part of regular programming of recognized educational institutions, publishing or arts administration programs, arts service or training organizations
- In-house training, meetings or events for employees of an arts organization or publisher
- Fundraising events
- Events which do not pay honoraria, speakers fees or travel expenses to presenters
- Events with eligible expenses fully supported by grants from other funding agencies.

Eligibility *(continued)*

Eligible and Ineligible Expenses:

- Refer to the Budget instructions in Appendix 1 (*page 10*)

Ineligible Applications:

- Applications that fail to comply with the guidelines for submitting support material
- Applications delivered, postmarked or sent by courier after the deadline date
- Incomplete, illegible or unsigned applications (electronic signatures are acceptable)

Adjudication Criteria

A panel of qualified peers from the Canadian publishing, writing and visual arts communities assesses applications against the following adjudication criteria as applicable through a competitive jury process:

1. Merit of the Activity

- Relevance of the proposed event to the program objectives
- Evidence of sound programming in relation to the stated objectives for the event
- Merit and professional status of the hosting organization or artist group
- Evidence of the hosting organization or group's capacity to deliver the event
- Artistic or professional status and expertise of the presenters
- Evidence of sound project management, planning and promotion
- Evidence of sound financial planning including a budget with revenue from participant registrations, sponsorships, in-kind support or other funding
- Relationship of the budget to the scope and potential impact of the event.

2. Impact of the Event

- Potential benefit of the event to Canadian publishing, writing or visual arts
- Evidence that the event will showcase Canadian publishing, writing or visual arts in a public context
- Evidence that the program will provide opportunities for learning, career advancement or creative discourse in publishing, writing or visual arts
- Potential impact of the workshop, facilitated retreat or studio on participants' artistic practice or craft
- Evidence of strategic planning for documentation and dissemination in keeping with the scope and nature of the event.

Notification

- Please allow two weeks after the deadline date to receive notification of the Arts Board's receipt of your application and to contact the Program Consultant.
- The recommendations of the jury convened to adjudicate the program applications are forwarded to the Access Copyright Foundation Board of Directors for approval.
- The Access Copyright Foundation will notify applicants of grant decisions by letter within 90 days of the grant deadline.

(Notification continued...)

Notification *(continued)*

- Applicants may not contact jurors at any time, before or after notification of results. Doing so may disqualify an applicant from future funding.
- Unsuccessful Access Copyright Foundation grant applicants may resubmit eligible projects at future grant deadlines. Contact the Program Consultant to discuss the proposal before submitting another application.

Reports

Grant recipients are required to submit a final report, including a financial report, upon completion of their grant activity. Final reports are due no later than 60 days after the project end date. Information regarding reporting requirements is available on the Saskatchewan Arts Board website at www.saskartsboard.ca.

Confidentiality of Information

The personal and confidential information that the applicant provides in the application is collected, used and disclosed in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection and Electronic Documents Act*. This information is required to process the application. The applicant's personal and confidential information will only be disclosed as necessary to employees of the Saskatchewan Arts Board, the Access Copyright Foundation and to the adjudicators. If awarded a grant, the amount of the grant, the name of the recipient, the recipient's location, discipline and a short description of the project funded may be made known publicly. The Saskatchewan Arts Board's Program Consultant will promptly respond to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.

Recognition of Funders

Grant recipients are required to acknowledge the support of the Access Copyright Foundation wherever possible and appropriate. The Saskatchewan Arts Board will provide grant recipients with a document that outlines some of the ways that the Foundation's support can be acknowledged. The Foundation's logo is available on both the Access Copyright Foundation and the Saskatchewan Arts Board's websites.



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ACCESS COPYRIGHT FOUNDATION EVENTS GRANTS APPLICATION FORM

Deadline: November 1

- Applications must be delivered or postmarked by the deadline date. Email applications must be received by November 1, 11:59 pm C.S.T
- Please read the Program Information and Appendices to inform your application
- Please complete the Application Form in black ink or type
- To facilitate scanning, do not staple or paper clip application materials or place in folders.

PART 1: APPLICANT NAME

Applicant Legal Name:

Operating Name *(if applicable and if different than legal name):*

PART 2: APPLICANT INFORMATION

Applicant Mailing Address:

Phone:

E-mail:

Website:

Contact Name:

Contact Position in Organization:

Phone:

E-mail:

Year of establishment and/or incorporation

Non-profit or cooperatives number *(if applicable)*

Registered Charity Business Number *(if applicable)*

PART 3: GRANT INFORMATION

Artistic Discipline (*check one*):

Literary

Visual

Grant Request: \$

PART 4: PROJECT INFORMATION

Project Dates: From _____ to _____
(Day/Month/Year) (Day/Month/Year)

Project Location: (*Indicate where the event will be held*)

Project Statement:

In the space provided below, write a concise statement (maximum 25 words) that summarizes the proposed event.

Event Objectives:

In the space provided below, describe the objectives for the proposed event and for participants.

Description of Project and Event (*maximum 5 pages*):

Attach a description of the project activities and of the event that addresses the adjudication criteria (*page 4*) and includes relevant information such as:

- An overview of the event including curatorial vision, theme, venue, dates, components, etc.
- A proposed program for the event including topics, presenters, session formats
- Intended participants and/or audience and anticipated impact on their artistic or professional development
- Potential benefit to the Canadian publishing industry or to the publishing, writing or visual arts communities
- Your organization's programs, operations and capacity to organize and host the event
- A timeline, work plan, description of personnel, volunteers and resources
- A plan for advertising and promoting the event and if applicable, for documentation and dissemination
- A rationale for the facilitated retreat, workshop or studio
- A history of related events hosted by your organization or artist group

For events held prior to the application deadline, also include:

- An evaluation of the event (one to two pages)
- Registration and attendance figures
- Excerpts from participant or presenter feedback

Note:

Major changes to the project during the grant term must be discussed with the Program Consultant as soon as they arise.

PART 4: ORGANIZATION OVERVIEW

Attach a brief overview (1-2 pages) of your organization or artist group, including information such as your vision or mission statement, values and history.

PART 5: BUDGET

Attach a budget that lists all revenue and expenses related to the proposed project

Note:

- Follow the Budget instructions in Appendix 1 (page 10)
- A revised budget may be required if the approved grant is less than the requested amount or if the project undergoes revisions during the grant term

PART 6: SUPPORT MATERIAL

Attach information that will support the application. Support material may include:

- Presenters' bios
- Profile of membership (for member service organizations and artist groups)
- Promotional material or programs
- Summary of past readings or festivals including presenters and attendance, if applicable
- Other relevant information

Note: *Please see the Support Material instructions listed in Appendix 2 (page 13).*

PART 7: DECLARATION

Part A:

I, the undersigned, certify that the statements and information contained in this application are accurate and complete.

I agree to direct all questions concerning the results of this application to the Saskatchewan Arts Board

Part B:

I, the undersigned, understand that if this application is successful, the applicant will receive a cheque for the amount approved. By cashing this cheque, the applicant agrees to:

- provide the Access Copyright Foundation, through the Saskatchewan Arts Board, with a revised budget if the approved grant amount is less than 60% of the requested amount
- spend the money as proposed in the budget
- consult with the Access Copyright Foundation, through the Saskatchewan Arts Board, about any major changes to the project that become necessary, including significant budget revisions, as soon as the changes arise
- acknowledge the Access Copyright Foundation funding when possible and appropriate and
- provide the Access Copyright Foundation, through the Saskatchewan Arts Board, with a final report, including a financial report that explains how the grant was spent.

Signature

Name (*print clearly*)

Position

Date

**ACCESS COPYRIGHT FOUNDATION
EVENTS GRANTS****APPENDIX 1: BUDGET*****Deadline: November 1*****Budget**

- List all revenue and expenses (confirmed and unconfirmed) directly related to the Events Grant activities
- The grant request must be no more than 50% of the total eligible expenses as listed in the program guidelines, to a maximum of \$7,500
- A budget template is provided for your convenience, however; you are free to use your own budget document to support your project.
- The budget must balance (total revenue must equal total expenses).

Revenue

All potential revenue sources must be listed, with an indication of whether they are confirmed or unconfirmed.

Revenue may include but is not limited to:

- Amount requested from the *Access Copyright Foundation Events Grant* to a maximum grant of \$7,500. Grant request may not exceed 50% of total eligible expenses
- Projected registration fees from event participants
- Ticket sales, sales of books and other merchandise
- Funding requested or received from other sources such as government agencies, community organizations and groups, foundations, private donors, sponsors, etc.
 - Indicate whether the funding is confirmed
 - Funding from other sources may not be assigned to the same expenditures as those covered by the Events Grant. For example, if you apply for an Access Copyright Foundation grant and to the Canada Council or your provincial arts agency for the same project costs and both applications are successful, you must decline or request approval to reallocate one grant toward other eligible expenses.
 - If unconfirmed funding represents a significant portion of the projected revenues, it is recommended that you provide an alternate budget “B” to indicate how the project will be undertaken if other grant requests are unsuccessful
- In-kind contributions and sponsorships
 - In-kind items must be listed as both revenues and expenses.
 - Identify In-kind contributions and corresponding in-kind expenses with an asterisk (*).

Expenses

Eligible Expenses

- The following expenses are eligible for ACF funding:
 - Honoraria and fees for invited speakers, presenters, facilitators and event planners
 - Travel and accommodation for invited speakers, presenters and facilitators
 - Meeting room and public venue rental
 - Audio-visual equipment rental
 - Production of conference materials such as participant packages, papers and handouts
 - Promotion: advertising; production and distribution of promotional materials
 - Documentation of event: videography, photography, catalogues, compilations for web or print publication
- Include a breakdown of expense items such as:
 - Honoraria or fees for speakers or presenters
 - Presenters' travel and accommodation costs
 - Venue costs such as meeting room and public space rental, AV equipment rental
 - Advertising, promotional and conference materials
 - Documentation expenses
- Indicate which costs will be covered by the *Access Copyright Foundation Events Grant*.

Note: *Grant recipients are required to submit a final report including a financial report with receipts for expense items supported by the Access Copyright Foundation Events Grant.*

Ineligible Expenses:

- Administration, planning, operational and staff costs of host organization
- Presenters' honoraria or speaking fees for employees of host organization
- Presenters' honoraria or workshop fees for members of host artist group
- Subsidies or bursaries toward participants' travel, accommodation or registration fees¹
- Meals, catering and refreshment costs
- Prizes, cash awards or gifts
- Equipment purchase, capital costs
- Expenses covered by sponsors or grants from funding agencies.

¹ *Eligible participants may apply to the Access Copyright Foundation Professional Development Grants program for assistance with travel, accommodation and/or registration expenses.*

**EVENTS GRANTS
BUDGET**

Deadline: November 1

Read the Budget requirements (pages 10-11) before beginning this template. You may use your own template if preferred.

BUDGET			
Revenue:	Proposed Budget	Confirmed? (Y/N)	Revenue Notes
ACF Events Grant			
Other Grants			
Cash contributions/donations			
Sponsorships			
Ticket sales and participant fees			
Book and merchandise sales etc.			
In-kind contributions			
Other			
Total Revenue			
Expenses:	Proposed Budget	ACF Expense?	Expense Notes
Artist fees, honoraria			
Travel and accommodations			
Venue rental			
Program Materials			
Communications/Promotion <i>(list)</i>			
Documentation expenses			
Other <i>(list)</i>			
Total Expenses			

**ACCESS COPYRIGHT FOUNDATION
EVENTS GRANTS****APPENDIX 2: SUPPORT MATERIAL***Deadline: November 1*

Note: *Please do not exceed the maximum page allowances for support material. Excess material will not be forwarded to the jury.*

**Support
Material****Presenters' Bios**

Attach a brief bio (*maximum 3 paragraphs*) for proposed speakers, performers and presenters

Presenters' bios should include relevant information on professional achievements such as:

- Publication credits
- Exhibition history and notable commissions
- Awards and nominations
- Collections and/or publications in which the presenters' work is represented
- Education, professional employment and affiliations in the arts or publishing

Other Support Material

Attach additional material that will support the application (*maximum 10 pages*)

Additional support material may include:

- Artist group members' bios (see above)
- Event program or participants' package
- Literature on hosting organization
- Advertising or promotional material (for proposed or related past events)
- Information about venue
- Reviews or testimonials from past participants of hosted events.

Support Material – Continued

Email applications

- Please include the name of your organization in the subject line of your email, and in the file name of all attachments.
- In the body of the email, please include an index that lists the items in your application, including the application form and support material files.
- Submit all reviews, samples, brochures, programs or letters of support in PDF or Word format.
- Submit digital images and scans in PDF or JPG formats.
- Please ensure that all files are readable.

Print Applications

- Include an index that lists all of the items included as support material. Indicate the number of copies submitted for each item
- Submit reviews, samples or letters of support on 8 ½ x 11 white paper (single-sided, double-spaced, page-numbered) or on a flash drive or CD in Word or PDF format (Windows)
- Submit only 1 copy of flash drives, CDs and support material that can be scanned
- Submit digital images in PDF or JPG formats.
- Submit 4 copies of support material that will not be scanned [video clips on DVDs, photographs (digital images are preferred), brochures, catalogues, etc.]
- Label flash drives, CDs, DVDs and any support material that will not be scanned with applicant name, program name, award category, and application deadline date. Please ensure that all files are readable.

Do not submit:

- Paper documents printed double-sided.
- Original works of art.

Note:

- Support material submitted by applicants will only be returned if the applicant requests the material within 30 days of notification of grant results. If the application is successful, one copy of support material submitted will be retained by the Saskatchewan Arts Board on behalf of the Access Copyright Foundation
- As administrator of the Program, the Saskatchewan Arts Board makes every effort to handle and return support material safely however, the Arts Board is not responsible for the loss of any material