ACCESS COPYRIGHT FOUNDATION
– Marian Hebb Research Grants
APPLICATION PACKAGE
Deadline: February 1,2017

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:

- **Marian Hebb 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 PROGRAM CONSULTANT BEFORE THE DEADLINE
to discuss application and program requirements:

Joanne Gerber
Program Consultant
(306) 964-1163 or 1-800-667-7526
jgerber@saskartsboard.ca

DELIVER OR MAIL *ONE* COPY OF THE APPLICATION TO:

Access Copyright Foundation Research Grants
c/o Saskatchewan Arts Board
201 Avenue B South
Saskatoon, SK
S7M 1M3

Note:

- **Applications and support material must be delivered or postmarked on or before the deadline date.**
- **If the deadline falls on a weekend or holiday, applications may be delivered or postmarked on the next business day.**
- ***Do not* staple or clip application materials or place any items in folders.**

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ACCESS COPYRIGHT FOUNDATION
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PROGRAM INFORMATION
Deadline: February 1, 2017

Purpose

The *Access Copyright Foundation Research Grants* support inquiry and exploration relevant to Canadian publishing, writing and visual arts. Research projects will be designed to facilitate the creation of a publishable work, an innovative program, strategic initiative, study paper or report.

A clearly articulated Inquiry Question should guide the research approach and project activities. Areas of inquiry may include but are not limited to:

Creators

- Content, ideas, themes or techniques essential to the creation of a publishable work-in-progress

Organizations and Publishers

- Emerging trends, issues and challenges
- Digital technology: its creative, economic or cultural impact
- Innovative approaches to program design and delivery
- Strategic responses to changes in the economic and creative environment.

Artistic Discipline

Research grants are available in the literary and visual arts.

Grant Category

Creators

For individual creators (writers and visual artists) engaged in research essential to the realization of a publishable work-in-progress. Research may be content or process oriented.

Organizations and Publishers

For publishers or publishing, writing and visual arts organizations exploring issues relevant to the publishing industry or to writers and visual artists in Canada. Research may be specific to the interests of the organization or to issues in the creative and economic environment.

Grant Term

Funded projects must be completed no later than one year after their start date. Research Grant projects may be for a specific component or phase of a larger initiative that will extend beyond the grant term.

Grant Amount

Creators

Applicants may apply for 85% of eligible project expenses to a maximum of $7,500.

***Note*:** Creators Research Grants from the Access Copyright Foundation are taxable income. Successful Creators Research Grant applicants will be required to provide their Social Insurance Number to the Saskatchewan Arts Board before grant funds are released. The Access Copyright Foundation will issue T4As to creators for the year in which the grant is paid. Applicants are encouraged to contact a tax advisor or to review the *Income Tax Act* to determine the amounts that must be included in income, the amounts that may be excluded and the deductibility of related expenses.

Organizations and Publishers

Applicants may apply for 75% of eligible project expenses to a maximum of $10,000.

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

Eligibility

Eligible Applicants

Creators:

Professional writers and visual artists who have completed formal or informal training in their discipline, maintain an artistic practice, and publish or present their work in a manner recognized by their professional peers. Applicants must also be Canadian citizens or permanent residents (as defined by Citizenship and Immigration Canada) and meet at least one of the following criteria:

- One published book
- One exhibition catalogue
- Five publications in periodicals or journals.

Organizations and Publishers:

Publishers or publishing, writing and visual arts organizations located in Canada that:

- Are legally registered in Canada as non-profit organizations
  or
  Are public institutions in Canada operated by a government body, open to the public at least 120 days per year, and that maintain artistic control and separate financial records
  or
  Are independent professional book or periodical publishers at least 75% Canadian-owned and controlled
- Have a program mandate that is based on the professional development and interests of Canadian writers or visual artists
- Have been in continuous operation for at least one year prior to the date of application and have published or presented programs with Canadian content throughout that period.

(Eligibility continued…)

Eligibility
(continued)

Ineligible Applicants

- Employees or board members of Access Copyright and/or the Access Copyright Foundation
- Employees or board members of the Saskatchewan Arts Board
- Students registered in an undergraduate degree or certificate program
- Recipients of an Access Copyright Foundation grant with an outstanding final report.

Eligible Activities

- Research consistent with the stated purpose of the program
- Inquiry, information gathering and analysis essential to the work-in-progress and clearly designed to explore the Inquiry Question
- Travel requisite to the research project and undertaken during the grant term
- Creation of publishable literary, visual or photographic works informed by the research
- Preparation, documentation, publication and dissemination of the research results
- Development of innovative program or operational initiatives in response to the research results.

Ineligible Activities

- Exploration activities or assimilation of research undertaken prior to the application deadline or after the end of the project term
- Projects involving exploration integral to the creative process without a clear research activity component
- Research undertaken solely for academic purposes
- Research projects undertaken by undergraduate students
- Interviews involving a payment or honorarium to the interviewee
- Research activities, creative work or travel of marginal relevance to the Inquiry Question
- Self-assessment or internal review limited to an organization's current program or operational activities
- Project components fully supported by grants from other funding agencies
- Research and creation engaging writers and artists without compensation
- Equipment purchase or other capital costs.

Ineligible Applications

- Applications delivered, postmarked or sent by courier after the deadline date
- Applications submitted by e-mail or fax
- Incomplete, illegible or unsigned applications.

Adjudication Criteria

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

Note: Applicants are encouraged to consider the Adjudication Criteria when developing their project description.

ADJUDICATION CRITERIA

Creators

1. Artistic Impact
    - Potential impact of the proposed research on the applicant's work-in-progress
    - The applicant's resume and past creative work
    - The applicant's development of a distinct and personal body of published work
    - Merit of the work-in-progress in the context of that body of work
    - Merit of the applicant's work in the context of contemporary practice in the art form or genre.
2. Merit of the Activity
    - Relevance of the proposed research activity to the stated purpose of the program
    - Relevance of the proposed activity to the Inquiry Question and to the work-in-progress
    - Feasibility and economy of the research project
    - The applicant's ability to complete the work-in-progress
    - Merit of the activity in the context of contemporary practice in the art form or genre.

Organizations and Publishers

1. Merit of the Activity
    - Relevance of the proposed activity to the stated purpose of the program
    - Relevance of the proposed activity to the Inquiry Question
    - Potential benefit of the proposed research activities to the Canadian publishing industry or to the publishing, writing and visual arts communities *and/or*
    - Potential impact of the project on the publisher or organization's programs, operations or stakeholders.
2. Project Management
    - Evidence of a thorough and realistic work plan and timeline
    - Evidence that the publisher or organization has the expertise and capacity to complete the project
    - Strategic planning for the documentation, publication and dissemination of research results for the benefit of the publishing, writing and visual arts communities
    - Evidence of sound financial planning, including a realistic budget with sponsorships, partnerships, in-kind support or other funding as needed.

Notification

- Please allow three weeks after the deadline date to receive notification of the Arts Board's receipt of your application
- 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
- All decisions are final. Applicants may not contact jurors at any time, before or after notification of results. Doing so may disqualify an applicant from future funding.

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. A Final Report Form and information regarding reporting requirements is available on the Arts Board's website at www.artsboard.sk.ca.

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. Access to the Foundation's logo is available through the Arts Board's and the Access Copyright Foundation's websites.

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 applicant's name will be released publicly. The applicant's income tax reporting number is required as described in this application package. 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.

ACCESS COPYRIGHT FOUNDATION
– Marian Hebb Research Grants
APPLICATION FORM
Deadline: February 1, 2017

- **Read the Program Information and Appendices before beginning this Application Form.**
- **Complete the Application Form in black ink or type.**
- **DO NOT STAPLE OR CLIP APPLICATION MATERIALS OR PLACE ANY ITEMS IN FOLDERS.**

PART 1: APPLICANT NAME	
Applicant Legal Name:	
Operating Name ***(if applicable and if different than legal name)*****:**	
Name for Cheque Issue ***(if different than legal name)*****:**	
PART 2: APPLICANT INFORMATION	
Applicant Mailing Address:	
Phone:	**E-mail:**
Fax:	**Website:**
Contact Name:	
Contact Position in Organization:	
Phone:	**E-mail:**
Year of establishment and/or incorporation ***(if applicable)*****:**	
Non-profit or cooperatives number ***(if applicable)*****:**	
Registered Charity Business Number ***(if applicable)*****:**	

PART 3: GRANT INFORMATION

Grant Category ***(check one)*****:**

❑ **Creators** ❑ **Organizations and Publishers**

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 research and project activities will be conducted)*****:**

Project Statement:

Complete the following sentence in 25 words or less:

Note: DO NOT write this statement on a separate page.

This project is to

Inquiry Question:

<u>In the space provided below</u>, write the Inquiry Question that the research activities will address. This may be specific to your work-in-progress, your organization or to issues in the creative and economic environment in which you operate.

<u>Note</u>:

- ***See Appendix 2 for additional information concerning the Inquiry Question.***
- ***DO NOT write the Inquiry Question on a separate page.***

Detailed Description of Project: ***(Maximum – 5 pages)***

<u>Include</u> a detailed description of the project and component activities that includes the following elements:

<u>Creators</u>:

- **A description and breakdown of the project activities and how they relate to the Inquiry Question**
- **An explanation of how the research proposed is integral to the realization of the work-in-progress**
- **An explanation of how this project will benefit your artistic development and/or body of work**
- **A commentary or reflection on your artistic practice that will enable jurors to assess the merit of the project in the context of your body of work**
- **A work plan and timeline for the project**
- **Information demonstrating your ability and availability to complete the research activities as proposed.**

<u>Organizations and Publishers</u>:

- **A breakdown of the project activities, explaining how they address the Inquiry Question**
- **A rationale for the relevance of the research project within the creative and economic environment in Canada.**
- **A description of the potential impact of the project on the interests of your organization or on Canadian publishers, writers and visual artists**
- **A work plan and timeline for the research activities, identifying project participants**
- **Information about your organization, programs and operations that will enable jurors to assess the merit and potential impact of the project**
- **Information about your organization, programs and operations that demonstrate your capacity to undertake and complete the research and resulting initiatives.**

<u>Note</u>:

- ***Refer to the adjudication criteria in the Program Information (page 5). These criteria will inform the content of your project description***
- ***Major changes to the project during the grant term must be discussed with the Program Consultant.***

PART 5: BUDGET

<u>Include</u> a budget that lists all revenue and expenses related to the proposed project.

***<u>Note</u>*:**

- ***See Appendix 1 for instructions concerning preparation of the budget***
- ***A revised budget will be required if the approved grant is less than 60% of the requested amount or if the project undergoes revisions during the grant term.***

PART 6: SUPPORT MATERIAL

<u>Include</u> information and material that will support the application.

- **Creators may submit up to ten pages of recently published work or of the work-in-progress.**

<u>Note</u>: See Appendix 2 for instructions concerning support material.

PART 7: DECLARATION

Part A:

I, the undersigned:

- **Certify that the statements and information contained in this application are accurate and complete**
- **Agree to direct all questions concerning the results of this application to the Saskatchewan Arts Board**
- **Authorize the Saskatchewan Arts Board and/or the Access Copyright Foundation to:**
  - **Contact the applicant and/or any designated contact persons or officers of an applicant organization at any time regarding any matter related to this application and/or any conditions affiliated with funding received by the organization as a result of this application and**
  - **Include the applicant in the Saskatchewan Arts Board's and/or the Access Copyright Foundation's promotional mail distribution.**

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 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 Saskatchewan Arts Board about any major changes to the project that become necessary including significant budget revisions**
- **Acknowledge the Access Copyright Foundation funding when possible and appropriate and**
- **Provide 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
– Marian Hebb Research Grants

APPENDIX 1:
INSTRUCTIONS – BUDGET

Deadline: February 1, 2017

Budget

- List all revenue and expenses (confirmed and unconfirmed) directly related to the Research Grant activities.
- Indicate clearly which costs will be covered by the *Access Copyright Foundation Marian Hebb Research Grant*
- **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 Research Grant*

  Note: *Grant request cannot exceed 85% of total revenues for Creators projects or 75% for Organizations and Publishers projects*

- Any 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 Research Grant. For example, if you apply for an Access Copyright Foundation grant and to Canada Council for the same project components and both applications are successful, you must decline one grant. If you apply to both agencies to cover different components of the research project, you may accept both grants
  - If unconfirmed funding represents a significant portion of the projected revenues, it is recommended that an alternate budget "B" be provided to indicate how the project will be undertaken if other grant requests are unsuccessful
- Fundraising revenue
- In-kind contributions
  - List in-kind items in both revenue and expenses
  - Identify In-kind contributions and corresponding in-kind expenses with an asterisk (*)
- Personal contributions or allocations of organization's resources to the research project.

Expenses

Eligible Expenses

Eligible project expenses are limited to costs incurred during the Research Grant term by the applicant in the process of undertaking the project activities.

Project expenses may include but are not limited to the following:

Creators:

- A living allowance of up to $2,000 per month for writers and visual artists engaged in the research and creation of the work-in-progress

  Note: Do not itemize your living expenses

  - For applicants working on their projects full time, the maximum living allowance is $2,000 per month
  - For applicants working full time on a project that has a term of less than one month, the maximum living allowance is $100 per day (total maximum is $2,000)
  - Applicants who plan to work part time on their projects must prorate the maximum monthly living allowance accordingly
- Travel expenses incurred directly by the applicant to undertake the research activities:
  - Provide a breakdown of travel, ground transportation and accommodation costs based on current economy rates
  - Per diems or meal expenses during travel may only be claimed if the budget does not include a living allowance for the same period
- Other expenses that must be incurred by the applicant to undertake the project *(contact the Program Consultant to discuss)*.

Organizations and Publishers:

- Consultation and strategic planning directly related to the research project
- Personnel engaged to undertake project activities
- Travel expenses incurred to undertake the research
- Equipment rental (with a rationale)
- Administrative and business expenses directly related to the project
- Expenses related to the preparation, documentation, publication and dissemination of research results
- Other expenses that must be incurred by the applicant to undertake the project (contact the Program Consultant to discuss).

Ineligible Expenses

- Ongoing operational, production, personnel or program expenses
- Ongoing telecommunications costs (internet, telephone service)
- Equipment or other capital purchases
- Travel costs or expenses incurred by anyone other than the applicant
- Expenses not clearly required for the completion of the proposed project
- Project expenses covered by other grants, contributions or sponsorships.

ACCESS COPYRIGHT FOUNDATION
– Marian Hebb Research Grants

APPENDIX 2:
INSTRUCTIONS – SUPPORT MATERIAL

Deadline: February 1, 2017

Inquiry Question

Addressing the Inquiry Question must be essential to your ongoing work on your project. Clearly articulating the Inquiry Question should inform the scope of your research activities as well as the potential impact of the project. The following points are intended to assist in the formation of the Inquiry Question but are not intended to be prescriptive or exclusive:

Creators

- The Inquiry Question must be integral to the realization of your work-in-progress
- Exploring the Inquiry Question must clearly require the research activities proposed in your detailed project description
- Exploring the Inquiry Question must have potential benefits for the development of your artistic practice and body of work

Organizations and Publishers

- The Inquiry Question must be of direct relevance to your organization and/or to Canadian publishers, writers and visual artists
- The Inquiry Question arises from issues in the current creative and economic environment
- Exploring the Inquiry Question may lead to the development of innovative programming, operating or organizational initiatives
- Exploring the Inquiry Question will benefit the Canadian publishing industry or the publishing, writing and visual arts communities.

Support Material

Work Sample

Creators may submit project samples or samples of recent work *(maximum 10 pages)*

- Writing samples or illustrations should be selected to assist the jury in assessing the merit of your work and your ability to complete the work-in-progress
- Submit text or good quality images on USB drives or CDs in Word or PDF format, or on 8 ½ x 11 white paper, single-sided, page-numbered, double-spaced and clearly labeled. *Do not* submit books, magazines or original artworks.

(Support Material continued…)

Support Material *(continued)*

Resume – Creators

Applicants will submit resumes *(maximum 3 pages)* that include:

- Details that relate to the applicant's project
- Relevant professional training
- Professional achievements such as:
  - Professional associations or affiliations
  - Publication credits
  - Exhibition history
  - Collections and/or publications in which the applicant's work is represented
  - Names of professional arts companies or publishers with which the applicant has worked
  - Awards and shortlists
  - Commissions.

Note: ***Include resumes for all artists involved in the project.***

Organizational Profile – Organizations and Publishers

Applicants will submit a brief overview or profile of their organization that will provide context for the jury panel's adjudication of the application. The profile may include the following:

- The mandate/purpose of the publisher or organization
- A vision statement or description of the publisher or organization's visions and value
- A brief history including notable accomplishments
- An overview of the publisher or organization's most recent and current programs
- A description of strategic planning initiatives, and the process used to develop and reflect on programs
- Information about the organization's inclusion of Canadian writers and visual artists, and their work
- Contextual information about the organization or publisher's role in the Canadian publishing industry or within the Canadian publishing, writing and visual arts community
- Information about the affiliation, independence and Canadian ownership and control of the press.

Support Material — Instructions

Applications and support material are scanned and provided to the jury electronically. If support material cannot be scanned, please note the number of copies of an item that must be submitted with the application.

- The support material for the application will be relevant to the project and representative of your work or programming over the last five years
- Include an index that lists all of the items included as support material. Indicate the number of copies submitted for each item
- Label each item with the grant program name, applicant name and deadline date.

(Support Material – Instructions continued…)

Support Material — Instructions *(continued)*

- *Submit only 1 copy* of support material that can be scanned
- *Submit 4 copies* of any support material that cannot be scanned [e.g., catalogues, brochures, photographs (digital images are preferred), CDs, DVDs, etc.]
- *Submit writing or image samples* in Windows-compatible files on CDs or flash drives in Word or PDF format
- *Submit up to 3 pages of reviews, samples or letters of support* on 8.5 x 11 white bond, single-sided, page-numbered and double-spaced
- Ensure USB drives, CDs and DVDs are readable
- DO NOT use staples, page protectors, folders, binders, etc.
- DO NOT send:
    - Paper documents that are double sided as only one side of each page will be scanned and provided to the jury
    - Original art works.

Support Material — Other Information

- The Saskatchewan Arts Board's computers are Windows compatible only.
- The Saskatchewan Arts Board does not accept:
    - Files sent by e-mail or fax
    - CDs or DVDs that contain both audio and visual support materials and text *(provide these separately)*
- Please note that support material submitted by applicants will not automatically be returned by the Saskatchewan Arts Board. If applicants wish to have their support material returned, they should indicate this in their application. The material will be sent C.O.D. and the applicant will be responsible for all shipping costs. Notwithstanding such request, one copy of support material submitted by successful applicants will be retained by the Saskatchewan Arts Board on behalf of the Access Copyright Foundation
- 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.