





**INDEPENDENT ARTISTS PROGRAM**  
**– Dance**

**PROGRAM INFORMATION**

*Application Closing Dates: March 15 and October 1*

**GRANT TYPE**

**Creative**

Supports the creation or development of work in any art form, or the continuation of work in progress.

**Production and Presentation**

Supports the production, presentation and exhibition of new artistic works, and/or the remounting of existing works.

**Professional Development**

Supports opportunities that will develop and advance artistic practice through specialized study, instruction or training in a formal or informal setting.

**Research**

Supports independent research in the arts, research on new techniques or technologies and research related to new work.

***An application may be moved to another Grant Type by the Arts Board or the jury panel if it is determined to be more relevant to the application.***

**APPLICANT CATEGORY**

**Emerging Professional Artists**

- Have completed training in their discipline through formal or informal studies or apprenticeships
- Are recognized by their peers as having achieved the level of emerging professional in their field and
- Have attained critical recognition for a body of work independent of academic study that demonstrates their emerging professional status.

**Established Professional Artists**

- Have produced a significant body of work in their discipline over a number of years
- Have made a contribution regionally, nationally or internationally to their discipline and
- Are making a sustained and progressive contribution to the art form.

***An application may be moved to another Applicant Category by the Arts Board or the jury panel.***

**GRANT AMOUNT**

**Maximum grants available are:**

<i>Grant Type</i>	<i>Established Artists</i>	<i>Emerging Artists</i>
<b>Creative</b>	\$17,000	\$6,000
<b>Professional Development</b>	\$ 7,500	\$4,000
<b>Research</b>	\$ 5,000	\$2,000
<b>Production and Presentation</b>	\$17,000	

### Grant Amount (*continued...*)

- The granting process is competitive and funds are limited. An application may not be funded or may not be funded for the full amount requested.
- **No individual applicant may receive more than a total of \$34,000 over a 4-year period** from the *Independent Artists Program*.
- **A grant recipient must meet all conditions for the release of the funds and claim their grant within 12 months after the date of the letter notifying them of the results of their application.**  
If the conditions are not met and the grant is not claimed within this 12-month period, the Arts Board reserves the right to rescind the grant.
- **A grant recipient must begin the funded project no later than 12 months from the start date initially approved.** If the project does not begin within this 12-month period, the Arts Board reserves the right to rescind the grant.
- **A grant recipient must receive approval from the Arts Board to make major changes to a funded project** including modifications to project dates and/or significant budget revisions. If a project is significantly changed without approval, the Arts Board reserves the right to rescind the grant.
- **The Saskatchewan Arts Board is required to issue T4A forms for taxation purposes** to individuals for amounts received over \$500. (See Collaborations, page 4, for information about T4A forms for collaborative projects.)

## ELIGIBILITY

### Eligible Applicants

Emerging or Established Professional Artists (*see page 2*), working independently or collaboratively, who:

- Are Canadian citizens or Permanent Residents of Canada
- Are residents of Saskatchewan who have lived and pursued their creative work and careers in the province for a minimum of one year prior to the date of making this grant application
- Have a permanent physical address in Saskatchewan and
- Live in Saskatchewan for at least six months in a year.

Applicants who meet the criteria for Saskatchewan residency as described above may be eligible to apply for *Independent Artists Program* funding while they are temporarily absent from the province for an arts education or artistic opportunity (e.g. artist in residence). The absence must be for no more than two years and not be recurring. The applicant must maintain their permanent physical address in Saskatchewan, must intend to return to the province at the end of the term and cannot receive funding from the jurisdiction of their temporary residence.

Proof of residency is not required as part of the application but must be available on request. If requested, applicants must be able to provide three or more documents that verify residency status. Documentation may include, but is not limited to, a valid Saskatchewan Health Services card, a valid Saskatchewan Driver's License, evidence of income taxes paid in the previous year as a Saskatchewan resident and/or other documentation that verifies Saskatchewan residency. If sufficient documentation is not produced upon request, the applicant is ineligible.

Students who meet the eligibility requirements listed above and are enrolled in graduate level courses in an arts program are eligible to apply for *Independent Artists Program* funding if their proposed project is completely unrelated to their program of study and they will not receive credit for the work undertaken during the project term. This must be confirmed in a letter from their Department Head.

## Ineligible Applicants

- Applicants who do not meet the criteria for Saskatchewan residency
- Undergraduate students enrolled full-time at an educational institution (*full-time is defined as more than two courses*)
- Applicants who have received the maximum allowable grant amount from the *Independent Artists Program* over a 4-year period
- Applicants who have outstanding reports for any previous grant received from the Saskatchewan Arts Board. In the case of collaborative projects, each artist who has completed an Appendix 2 declaration must be in good standing for the application to be eligible
- Presenters or agents applying on behalf of an artist they present or represent.

**Applicants are not eligible to submit more than one *Independent Artists Program* application per deadline.** *Exception: artists applying independently and as members of one or more collaborations.*

## Ineligible Activities

- Activity undertaken prior to the grant deadline
- Activity undertaken for academic study
- Fundraising activities
- Commissioned work
- Touring.

## Ineligible Applications

- Applications that do not include all required information and components as listed in the **Application Requirements Checklist** (page 6), including balanced budgets
- Applications delivered, postmarked or sent by courier after the specified deadline
- Illegible, incomplete or unsigned applications
- Applications submitted by e-mail or fax.

## COLLABORATIONS

Collaborative projects may involve both Emerging and Established Professional Artists. The majority of artists must be Saskatchewan residents and meet the requirements for eligible applicants (*page 3*). One artist shall make the application on behalf of the collaborative team, serve as the contact and sign the Declaration in the Application Form. The artist who is the applicant also is responsible for ensuring all grant and reporting requirements are fulfilled.

If the application is successful, the grant is paid to the *Name for Cheque Issue* as listed on the Application Form, after all grant conditions have been met and required documents are approved.

- If the identified payee is the artist making the application, or another individual, the Saskatchewan Arts Board is required to issue a T4A form for taxation purposes to that individual for amounts received over \$500.
- If the identified payee is the name of the collective or group and it has the ability to receive payments under that name, the Saskatchewan Arts Board is not required to issue a T4A for taxation purposes.
- The Saskatchewan Arts Board cannot divide a grant and/or pay portions of a grant to each member of a collaborative team.

## ADJUDICATION

### **Applicants are to consider the Adjudication Criteria when developing their applications.**

For more information about the Saskatchewan Arts Board's adjudication process and how funds are allocated, visit our website at [www.artsboard.sk.ca/adjudication](http://www.artsboard.sk.ca/adjudication).

An independent panel of jurors with appropriate knowledge and experience assesses the applications through a competitive process based on the following:

#### Adjudication Criteria

##### 1. Artistic Merit:

- The applicant's résumé, past work and level of achievement relative to the identified Applicant Category (*Emerging or Established Professional Artist*)
- The merit of the applicant's work as defined by practice in the art form and practice among the applicant's peers and
- The applicant's development of a distinct and personal body of work.

##### 2. Merit of the Activity:

- The project's relevance to the development of the applicant's artistic practice, body of work and career
- The merit of the activity as defined by practice in the art form and among the applicants' peers and
- Scope and feasibility of the project.

##### 3. Planning:

- The applicant's ability and experience to complete the proposed project and
- A clearly articulated, sound financial plan with a realistic timeline and appropriate budget.

## REPORTS

Grant recipients are required to submit a final report, including a financial report, no later than 30 days after the project end date.

## RECOGNITION OF FUNDER

Grant recipients are required to acknowledge the Saskatchewan Arts Board's support wherever possible and appropriate. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to the Arts Board's logo.

## CONFIDENTIALITY OF INFORMATION

The personal and confidential information that is provided in an 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. Personal and confidential information disclosed in the application will only be shared, as necessary, with employees of the Saskatchewan Arts Board and the jurors. If awarded a grant, the name of the recipient, community, project description and amount of the grant will be made known publicly. The Saskatchewan Arts Board will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.



**INDEPENDENT ARTISTS PROGRAM**  
**– Dance**  
**APPLICATION REQUIREMENTS CHECKLIST**  
*Application Closing Dates: March 15 and October 1*

**DO NOT STAPLE OR CLIP APPLICATION MATERIALS OR PLACE ANY ITEMS IN FOLDERS**

Include the following:

<input type="checkbox"/>	<p><b>APPLICATION FORM</b> (page 9) – <u>Complete and sign</u></p> <p><u>For artists working on collaborative projects:</u></p> <ul style="list-style-type: none"> <li>• The lead applicant will complete all parts of this form.</li> <li>• All other members will complete Appendix 2 (page 13).</li> </ul>
<input type="checkbox"/>	<p><b>For Collaborative Projects Only – ARTIST INFORMATION AND DECLARATION</b></p> <p><u>Enclose</u> Artist Information and Declaration forms (Appendix 2 – page 13) that have been completed and signed by each artist working on a collaborative project. Appendix 2 also is available on the Arts Board’s website.</p>
<input type="checkbox"/>	<p><b>ARTIST STATEMENT</b> (maximum 1 page)</p> <p><u>Enclose</u> an Artist Statement that describes:</p> <ul style="list-style-type: none"> <li>• The vision that informs the applicant’s artistic practice <i>and/or</i></li> <li>• The applicant’s vision for the proposed project.</li> <li>• <i>For collaborative projects:</i> also describe the nature of the collaboration.</li> </ul>
<input type="checkbox"/>	<p><b>PROJECT DESCRIPTION</b> (maximum 3 pages)</p> <p><i>Refer to the Adjudication Criteria (pages 4-5) when completing the Project Description</i></p> <p><u>Enclose</u> a description of the project and include:</p> <ul style="list-style-type: none"> <li>• Goals to be achieved through this project</li> <li>• Explanation of why this project is important to the artistic or career development of the applicant</li> <li>• Information about the project’s current stage of development and the progress envisioned over the grant term.</li> <li>• <i>For applicants who are students enrolled in graduate level courses in an arts program:</i>  <u>Enclose</u> a letter from your Department Head that confirms your proposed project is completely unrelated to your program of study and that you will not receive academic credit for the work undertaken during the term of the proposed project.</li> </ul>
<input type="checkbox"/>	<p><b>BUDGET</b></p> <p><u>Complete</u> the Budget template provided in Appendix 1 (page 12). The Budget template (<i>Excel</i>) also is available on the Arts Board’s website.</p> <ul style="list-style-type: none"> <li>• <u>List</u> revenue and expenses – <u>only include</u> items directly related to the proposed project and the project term.</li> <li>• <u>The budget must balance</u> (total revenue must equal total expenses).</li> </ul>

## Budget (continued...)

- **Revenue**

- Indicate whether funding sources are confirmed or unconfirmed.
- A personal contribution may be included in the budget if the applicant intends to assume expenses not covered by other revenue sources.

- **Expenses**

- Indicate which expenses will be covered by the Arts Board grant. Funding from other sources cannot be assigned to the same expenses as those covered by the Arts Board grant.
  - Eligible expenses can include, but are not limited to items such as living expenses; travel and accommodation expenses (at Government of Saskatchewan rates); studio rental; materials costs; equipment and other capital costs; production costs; personnel costs; mentorship fees; promotion costs, documentation costs; and/or exhibition application costs; framing and crating costs, and any other expenses directly related to the proposed project.
  - The maximum allowable amount for living expenses is \$2,000 per month for applicants working on their projects full time.
    - Living expenses shall be prorated if applicants are working on their projects less than full time.
    - Academics applying for living expenses shall include a letter from their institution indicating they have been granted unpaid leave for the term of the project.
  - Explain why equipment rental/purchase and/or other capital cost items are integral to the project. If items are to be purchased, explain why purchase is a better option than rental for the period of the project.
  - Include pertinent quotes for production cost, personnel costs, and mentorship fees.
- As part of their final report, successful applicants will be required to provide copies of receipts for all expenses over \$100 covered by the Arts Board grant (with the exception of living expense costs as detailed above).

**RÉSUMÉS** (maximum 3 pages)

- Include website URLs if available. Submit on 8½x11 white paper, single-sided, page numbered.
- If the application is for a collaborative project, include a one-page résumé (maximum) for each member of the collective or group.
- Please note that any résumés included are scanned and forwarded to jurors as submitted. If a résumé contains any personal information that you do not want forwarded to the jury, it is your responsibility to ensure that information has been redacted before the résumé is submitted with this application.

**SUPPORT MATERIAL**

**Material submitted in excess of the maximums indicated in this Application Package will not be forwarded to the jurors or considered during the adjudication process.**

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.

Enclose the following information/material to support the application:

**1. Samples of Applicant's Work**

- Include one video file on a USB or CD, or 4 playable DVDs of a performance sample (5–10 minutes maximum) recorded within the last three years
- Sample works should:
  - Feature individual applicants
  - Only include material that is related to the application
  - Identify the performer(s) involved in the proposed project and
  - Reflect the genre in which the applicant is proposing to work.
- Written samples of work also will be accepted.

**2. For Collaborative Projects**

Enclose support materials that show any past collaborative work. Include a separate list of all collaborating artists who have submitted an Artist Information and Declaration form (Appendix 2).

## Support Material (*continued...*)

### 3. For Professional Development Applicants

Include a letter of acceptance or proof of application from the proposed program and, if applicable, program brochures or a letter from the proposed mentor that clearly states their agreement to participate in the project.

### 4. For Emerging Professional Artist Applicants – Letters of Appraisal

Emerging Professional Artist applications will be supported by a minimum of one (1) and a maximum of three (3) Letters of Appraisal (Appendix 3 – page 15). These appraisals assist the jury with its adjudication. Appendix 3 also is available on the arts Board's website.

- Include a list of the names and telephone numbers of the individuals providing Letters of Appraisal.
- Individuals providing Letters of Appraisal must be professionals in the art form they are assessing, and must be qualified to make an appraisal of the artistic merit of the applicant's work and the merit of the project activity.
- To maintain confidentiality, Letters of Appraisal should be sent directly to the Saskatchewan Arts Board office. If the Letter of Appraisal is included with the application, it should be in a sealed envelope with the appraiser's signature across the seal.

### 5. Other Support Material

- Include other material (maximum 7 pages) that will support the application such as letters of support, reviews, etc.  
*Submit photocopies of any reviews on 8½ x11 white paper, single-sided and highlight relevant quotes. Include the source and date of publication on any photocopies of published material such as reviews, articles, etc.*
- Include a list of the items included as support material. Indicate the number of copies submitted for each item.

### Technical Requirements:

- Audio – mp3, wav, wma
- Moving images – avi, mov, mpg, mp4 unless otherwise indicated in the support material instructions above
- Still images – JPEG files in PC file format only, 72 dpi resolution, maximum file size: 1 MB
- Print – single sided, double spaced, page numbered, portrait format on 8½ x 11 paper
- Submit:
  - Only 1 USB drive, CD and one copy of support material that can be scanned
  - 4 copies of items that cannot be scanned (*DVDs, program brochures, etc.*)
- Label USB drives, CDs, DVDs and any material that cannot be scanned with the program name, applicant name and application closing date
- Ensure the USB drive, CD and DVDs are readable
- Do not submit:
  - Paper documents that are double-sided as only one side of each page will be scanned and provided to the jury
  - Original works of art.

*One copy of support material submitted by successful applicants will be retained by the Saskatchewan Arts Board.*

*All other support material will be returned only if requested by an applicant within 30 days of the date of the letter notifying them of the grant decision. The Arts Board will dispose of the extra support material after that date. The Arts Board makes every effort to handle and return support material safely; however, it is not responsible for the loss of any material.*





B. The Saskatchewan Arts Board frequently communicates information regarding the agency's programs and activities. In compliance with Canada's Anti-spam Legislation, in effect July 1, 2014, the Arts Board would like you to confirm that you are interested in receiving this information. Please check beside the statement below to authorize the Arts Board to include you in its communications. If the statement is not checked, your contact information will not be included.

- I authorize the Arts Board to include my name, email address and mailing address so I can receive information distributed by the agency.

PART 4: DECLARATION

I, the undersigned:

- **Certify:**
  - I have read and understand the eligibility criteria for this program, and I am in compliance with the program's eligibility requirements.
  - Check all that apply:
    - I am a Canadian citizen or Permanent Resident of Canada
    - I have been a Saskatchewan resident for a minimum of one year, have a permanent physical address in Saskatchewan, and live and pursue my creative work and career in Saskatchewan for at least six months in a year.
- **Understand:**
  - Officials from the Saskatchewan Arts Board may request additional information beyond that included in the application including proof of Saskatchewan residency.
  - The Saskatchewan Arts Board will rely on third party review and assessment of this application as part of its due diligence.
  - This application may not be funded or may not be funded for the full amount requested.
  - If this application is successful:
    - The applicant shall:
      - Submit a revised budget to the Saskatchewan Arts Board if the approved grant amount is less than 60% of the requested amount. This revised budget will be received and approved by the Arts Board before the grant is paid
      - Consult with the Arts Board about any major changes to the project that become necessary including modifications to project dates and/or significant budget revisions
      - Submit a final project report and financial report to the Arts Board no later than 30 days after the project end date
    - A cheque for the approved grant amount will be released to the identified payee after a signed voucher is submitted to the Arts Board, the revised budget is received and approved (*if required*) and no sooner than 30 days before the beginning of the project term
    - The financial contribution of the Saskatchewan Arts Board shall be acknowledged whenever possible and appropriate.
- Authorize the Saskatchewan Arts Board to contact me at any time regarding any matter related to this application and/or any conditions affiliated with funding received as a result of this application.
- Authorize the Saskatchewan Arts Board to publicly release my name, community, project description and amount of the approved grant  
*The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its programs.*
- Accept the conditions of this program and agree to direct all questions concerning the assessment and/or results of this application to the Saskatchewan Arts Board.
- Declare that the statements and information contained on this form and in this application are accurate and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name (*print clearly*)

\_\_\_\_\_  
Date



# INDEPENDENT ARTISTS PROGRAM

– *Dance*

## APPLICATION FORM

*Application Closing Dates: March 15 and October 1*

**PRINT ON ONLY ONE SIDE OF PAGE, AND DO NOT STAPLE OR BIND COPIES IN ANY WAY.**

PART 6: APPLICATION INFORMATION *(repeated because Parts 1-4 are not provided to jurors)*

**Application Deadline:**

March 15 \_\_\_\_\_  
(Year)

October 1 \_\_\_\_\_  
(Year)

PART 7: APPLICANT INFORMATION *(repeated because Parts 1-4 are not provided to jurors)*

**Individual Applicant Name:**

**OR Name of Ensemble/Collective *(if applying as an ensemble/collective):***

PART 8: GRANT INFORMATION

**Grant Type *(check one):***

Creative

Professional Development

Production and Presentation

Research

**Applicant Category *(check one):***

Emerging Professional Artist

Established Professional Artist

**Grant Request:        \$**

PART 9: PROJECT INFORMATION

**Project Dates:    From**

**to**

*(Day/Month/Year)*

*(Day/Month/Year)*

**Project Statement:**

**Complete the following sentence in 25 words or less:**

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



# INDEPENDENT ARTISTS PROGRAM – *Dance*

## APPENDIX 1: BUDGET

*Application Closing Dates: March 15 and October 1*

**IMPORTANT** – Read the Budget requirements (pages 7-8) before beginning this template.

<b>Applicant Name:</b>			
<b>Revenue:</b>	<i>Column 1</i> Proposed Budget	<i>Column 2</i> Confirmed? (Y/N)	<i>Column 3</i> Revenue Notes (Include details about other funding sources)
Saskatchewan Arts Board Grant			
Other Grants <i>(list)</i>			
Personal Contribution <i>(list)</i>			
Other <i>(list)</i>			
<b>Total Revenue</b>			
<b>Expenses:</b>	<i>Column 1</i> Proposed Budget	<i>Column 2</i> Expense covered by SAB grant? (Y/N)	<i>Column 3</i> Expense Notes
Living Expenses <i>(# months:            @ \$            /month)</i>			
Artist Fees <i>(total)</i>			
Fees <i>(list)</i>			
Travel <i>(list)</i>			
Materials <i>(list)</i>			
Equipment <i>(list)</i>			
Production Costs <i>(list) - include other personnel</i>			
Registration or Program Costs <i>(list)</i>			
Other <i>(list)</i>			
<b>Total Expenses</b>			



PART 3: COMMUNICATION OF INFORMATION

The Saskatchewan Arts Board frequently communicates information regarding the agency's programs and activities. In compliance with Canada's Anti-spam Legislation, in effect July 1, 2014, the Arts Board would like you to confirm that you are interested in receiving this information. Please check beside the statement below to authorize the Arts Board to include you in its communications. If the statement is not checked, your contact information will not be included.

- I authorize the Arts Board to include my name, email address and mailing address so I can receive information distributed by the agency.

PART 4: DECLARATION

I, the undersigned:

- **Certify:**
  - I have read and understand the eligibility criteria for this program, and I am in compliance with the program's eligibility requirements.
  - Check all that apply:
    - I am a Canadian citizen or Permanent Resident of Canada
    - I have been a Saskatchewan resident for a minimum of one year, have a permanent physical address in Saskatchewan, and live and pursue my creative work and career in Saskatchewan for at least six months in a year.
  - or
  - I am participating in the proposed collaborative project as a non-Saskatchewan resident.
- **Understand:**
  - Officials from the Saskatchewan Arts Board may request additional information beyond that included in the application including proof of Saskatchewan residency (*if applicable*).
  - The Saskatchewan Arts Board will rely on third party review and assessment of this application as part of its due diligence.
  - This application may not be funded or may not be funded for the full amount requested.
  - If this application is successful:
    - The applicant is responsible for ensuring all grant and reporting requirements are fulfilled
    - A cheque for the approved grant amount will be released to the identified payee after a signed voucher is submitted to the Arts Board, the revised budget is received and approved (*if required*) and no sooner than 30 days before the beginning of the project term
    - The financial contribution of the Saskatchewan Arts Board shall be acknowledged whenever possible and appropriate.
- Authorize the Saskatchewan Arts Board to contact me at any time regarding any matter related to this application and/or any conditions affiliated with funding received as a result of this application.
- Authorize the Saskatchewan Arts Board to contact the lead applicant designated in this application form if there is any question regarding either the materials in this application and/or my compliance with the program's eligibility requirements.
- Accept the conditions of this program, and agree to direct all questions concerning the assessment and/or results of this application to the Saskatchewan Arts Board.
- Declare that the statements and information contained in this form are accurate and complete.

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Artist Name (*print clearly*)

\_\_\_\_\_  
Date

