



**cultivating
the arts**

INDEPENDENT ARTISTS PROGRAM

APPLICATION PACKAGE

Application Deadlines: March 15 and October 1

The Independent Artists (IA) program supports the full range of activities involved in the development, creation and presentation of original or adapted works by Saskatchewan professional artists, working independently or collaboratively in all artistic disciplines. It also supports research, professional development, specialized training and touring.

CONSULT THE INDEPENDENT ARTISTS APPLICATION GUIDELINES TO HELP YOU COMPLETE YOUR APPLICATION.

APPLICATION REQUIREMENTS CHECKLIST

TO HELP US PROCESS YOUR APPLICATION, DO NOT STAPLE OR PAPER CLIP APPLICATION MATERIALS OR PLACE ITEMS IN FOLDERS, PRINT ON ONLY ONE SIDE OF PAGE.

A complete application must include all the following components:

<input type="checkbox"/>	<p>APPLICATION FORM (<i>all applicants</i>)</p> <p>If you are applying as an individual or as the lead applicant for an Artist Collective or Collaboration, you must complete all parts of this form.</p>
<input type="checkbox"/>	<p>ARTIST INFORMATION AND DECLARATION (<i>for an Artist Collective or Collaboration only</i>)</p> <p>Each member of your collective or each collaborating artist must submit signed and completed Artist Information and Declaration forms.</p> <p>As the lead applicant, you must provide a list of all artists submitting Artist Information and Declaration forms.</p>
<input type="checkbox"/>	<p>ARTISTIC VISION / ARTIST STATEMENT (1 page)</p> <p>Reflect on your artistic practice and work, addressing topics like:</p> <ul style="list-style-type: none"> • how you would describe your art (genre, form, medium, themes) • why you make art – your goals or vision for your work • how your artistic practice has evolved and developed • why this project is important to you and how it will advance your artistic practice <p><i>The jury considers your Artistic Vision / Artist Statement in assessing the Artistic Merit of your work and your proposed project. The lead applicant for Artist Collectives or Collaborations should address the group’s artistic vision, history, body of work and goals.</i></p>

<input type="checkbox"/>	<p>PROJECT DESCRIPTION (maximum 3 pages)</p> <p>Describe your proposed project, addressing topics like:</p> <ul style="list-style-type: none"> • what you plan to do with the grant (provide details) • how this project fits into your body of work and reflects your artistic vision/artist statement • what you hope to accomplish – your project’s current state of development, and the work and progress you anticipate over the grant term • how you will organize your activities and time - your workplan and timeline • what you hope to discover or learn • what you hope to do with the project after the grant term – plans to exhibit, produce, perform, publish or present the work <p><i>The jury considers your Project Description and its feasibility in assessing the Activity Merit of your application.</i></p>
<input type="checkbox"/>	<p>BUDGET</p> <p>You must complete the Budget template provided in the application package or downloadable from the Arts Board’s website.</p> <p><i>See the IA Application Guidelines for tips about completing the budget, or request help from the Program Consultant. A complete and balanced budget assures the jury that your project will be feasible if you receive a grant.</i></p>
<input type="checkbox"/>	<p>ARTISTIC RESUMÉS (maximum 3 pages)</p> <p>A succinct artistic resumé provides the jury with relevant information about the arts education and training that informs your professional practice, your key accomplishments and recognition as an artist, and the body of work you have produced.</p> <ul style="list-style-type: none"> • List formal or informal education, professional development, mentorships and professional affiliations that have contributed to your growth as an artist. • Provide a selective history of the body of work you have created. • List key performances, publications, exhibitions, productions or presentations of your work. • List honours, awards, nominations and significant acknowledgements. • If your application is for an Artist Collective, include one-page resumé for the collective and for each member. • If your application is for a Collaboration, include a one-page resumé (maximum) for each participating artist. <p><i>Resumés are included in the adjudication packages sent to jurors. Do not include details (such as your Social Insurance Number or personal contact information) that you do not want the jury to see.</i></p>

SUPPORT MATERIAL

Support material helps jurors assess your project against the adjudication criteria and provides them with evidence that you can accomplish it. The work samples and documents you submit to support your application should be readable, relevant to your grant project and as recent as possible. Applications and support material are scanned and sent to the jury on a data stick. See the artistic discipline information at the back of the IA Guidelines for length and format restrictions.

Enclose the following material to support your application:



WORK SAMPLES

Individual Applicants:

A sample from your work-in-progress and/or an excerpt of recent work in a related genre will best represent the artistic merit of your project. See the artistic discipline information in the IA Guidelines for specific information about selecting and submitting work samples. Adhere to the minimum and maximum lengths.

Artist Collectives and Collaborations:

Samples of past collaborative work will help jurors assess your group project. If you cannot provide them, enclose brief samples of related work by participating artists.

Professional Development / Research Applicants:

In addition to samples of your work, include relevant support material such as: a letter confirming your registration or application to the program or event; a brief description of the program, instructors or presenters; a bio and letter from your proposed mentor outlining the mentorship plan, timeline and objectives; information or documents demonstrating the relevance and feasibility of your research activities.



Letters of Appraisal:

If you are applying as an Emerging Professional Artist, you must include the names and phone numbers of one or two established artists or arts professionals who have agreed to provide Letters of Appraisal. Appraisers should be familiar with your work, your project and with current practice in your arts discipline. Letter of Appraisal forms can be copied from this application or downloaded from our website. They must be completed and sent directly to the Arts Board by your appraisers. Letters of Appraisal forwarded by applicants must be in sealed envelopes with the appraiser's signature across the seal.



Other Support Material:

You may include other relevant material (maximum 3 pages) to support your application, such as excerpted reviews of your work, letters and supplementary information. If your project involves the use of Indigenous material or traditional knowledge, you must include a support letter from an Elder or member of that Indigenous community indicating that protocols have been observed and permissions granted.

**List of Support Material:**

Enclose a list of all support material items, indicating the number of copies submitted. For archival purposes, the Arts Board retains one copy of support material submitted by successful applicants. All other items will be securely disposed of unless you request return at your own expense within 30 days of the date on your results notification letter. The Arts Board makes every effort to handle and return material safely, however, we are not responsible for loss or damage. Do not send sole copies or original works of art.

If you submit more support material than the maximum allowed for your artistic discipline, the excess material will not be forwarded to the jurors or considered during the adjudication process. This ensures that all applicants have an equal opportunity to present their work.

Note on Confidentiality:

The personal and confidential information that is required to process your 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. 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 you are awarded a grant, your name, community, brief project description and amount of the grant will be made known publicly. The Arts Board does not disclose the names of unsuccessful applicants.

The Saskatchewan Arts Board will respond appropriately to any inquiries covered by the privacy policies and procedures, including requests to access the applicant's personal information.

PART 5: RELEASE OF INFORMATION

The Saskatchewan Arts Board is frequently approached by members of the media or elected officials for grant recipients' contact information. Please check beside the options below to authorize the release of this information if your application is successful. If the options are not checked, your contact information will not be disclosed.

- I authorize the Arts Board to release my name, phone number and/or email address to members of the media in response to inquiries about the project/activity for which I have received Arts Board funding.
- I authorize the Arts Board to release my name and mailing address to elected officials – i.e. Members of the Saskatchewan Legislative Assembly (MLAs) and Saskatchewan Members of Parliament (MPs) – if this information is requested for the specific purpose of writing me a congratulatory letter for receiving Arts Board funding.

PART 6: DECLARATION

I, the undersigned:

• **Certify that:**

- I have read and understand the eligibility criteria for this program, and I meet the program's eligibility requirements.
- I meet the residency requirements:
 - I am a Canadian citizen or Permanent Resident of Canada
 - AND**
 - 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 each year.
- As an individual applicant, I retain independent creative control of my project
- OR**
- As the lead applicant for an Artist Collective or Collaboration, I share creative control of the project with other collective members or participating artists.

• **Understand that:**

- The Saskatchewan Arts Board may request additional information beyond that included in this 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:
 - As the applicant or lead applicant, I am responsible for ensuring that all grant and reporting requirements are fulfilled.
 - The Arts Board will release a cheque for the awarded grant amount to me or the identified payee after approval of my signed Request for Grant Release form (and revised budget if required), no sooner than 30 days before the beginning of the project term.
 - The Arts Board is required to issue a T4A form for all grant amounts over \$500 made payable to an individual.
 - The financial contribution of the Saskatchewan Arts Board must be acknowledged whenever possible and appropriate.

• **Authorize the Saskatchewan Arts Board to:**

- Contact me at any time about any matter related to this application and/or any conditions associated with the funding received.

• **I 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.**

• **I declare that the statements and information in this form are accurate and complete.**

Signature

Name (*print clearly*)

Date



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APPLICATION FORM (For inclusion in juror packages)

Application Deadlines: March 15 and October 1

PART 7: APPLICATION INFORMATION

Application Deadline:

March 15 _____
(Year)

October 1 _____
(Year)

PART 8: APPLICANT INFORMATION

Individual Applicant:

OR Name of Artist Collective / Working Title of Collaboration:

AND Lead Applicant / Contact Person:

PART 9: GRANT INFORMATION

Grant Type (check one):

Creative

Production and Presentation

Professional Development / Research

Applicant Category (check one):

Emerging Professional Artist

Established Professional Artist

Artist Collective

Collaboration

Art Discipline (check one):

Dance

Literary

Media Arts

Multidisciplinary

Music

Theatre

Visual

Grant Request Amount: \$

Project Dates: From _____ to _____

(Day/Month/Year)

(Day/Month/Year)

PART 10: BRIEF PROJECT DESCRIPTION

Describe your project in **25 words or less**.

The brief project description serves as a quick reference and identification label for your project on adjudication materials. It must not exceed 25 words.

DELIVER OR MAIL ONE COPY OF THE APPLICATION TO:

**Independent Artists Program
Saskatchewan Arts Board
1355 Broad Street or 201 Avenue B South
Regina, SK Saskatoon, SK
S4R 7V1 S7M 1M3**

Your application package and support material must be delivered, couriered or postmarked on or before the application deadline. To be fair to all applicants, late submissions will be deemed ineligible.

- The Arts Board does not yet offer an online application process.
- You cannot submit your application by email or fax.
- If you are sending your application from outside Canada, mail it well ahead of the application deadline and notify the Program Consultant by email.
- If the application deadline falls on a weekend or statutory holiday, the deadline moves to the next business day. Your application can be delivered or postmarked on the next business day.
- If your application is unreadable, unsigned or missing any of the required information, support material or components listed in the Application Requirements Checklist (including a balanced budget), it will not be accepted.

You should receive notice that we received your application within 2 weeks of the deadline. Please allow us two weeks to scan and process all the applications before calling to check. The Arts Board typically informs applicants of grant decisions by letter no later than 90 days after the deadline.



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APPENDIX 1: BUDGET

Application Deadlines: March 15 and October 1

Consult the IA Guidelines sections for Budget and your arts discipline for important information about completing this template. Download the expandable Excel version of the Budget form from our website if you need to add lines or break down expense category totals.

Applicant Name:			
Revenue: (Income for the Project)	Column 1 Proposed Budget	Column 2 Confirmed? (Y/N)	Column 3 Revenue Notes (Details and expected confirmation date for other funding sources)
Saskatchewan Arts Board Grant			
Other Grants and Funding <i>(show all)</i>			
Sponsorships, In Kind Donations			
Earned Income			
Other			
Personal Contribution			
Total Revenue			
Expenses: (Costs for the Project - add lines to provide details or breakdowns)	Column 1 Proposed Budget	Column 2 Amount to be covered by SAB grant	Column 3 Expense Notes
Subsistence / Living Expenses <i>(# months: @ \$ /month)</i>			
Artist Fees <i>(Total)</i>			
Other Professional Fees <i>(Total)</i>			
Travel <i>(Transportation: Flights, Mileage, etc.)</i>			
Accommodation			
Per Diems/Meals			
Ground Transportation/Parking			
Other Travel Expenses			
Materials <i>(Total)</i>			
Equipment <i>(Total)</i>			
Production Costs <i>(Total)</i>			
Registration or Program Costs			
Other <i>(Total, attach list)</i>			
Total Expenses			

Please initial if applying for maximum living expenses/subsistence rate at \$2,000 per month: I intend to devote significant time to this project by reducing my workload and curtailing my other commitments. _____

The Arts Board retains the right to ask applicants requesting subsistence how they intend to free up time to devote to their project.

Contact the Program Consultant for assistance or questions about your project budget.



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**APPENDIX 2: ARTIST INFORMATION AND
DECLARATION**

*For Members of Artist Collectives and
Collaborations*

Application Deadlines: March 15 and October 1

PART 1: APPLICATION INFORMATION

Application Deadline:

March 15 _____
(Year)

October 1 _____
(Year)

Name of Artist Collective or Working Title of Collaboration:

Lead Applicant:

PART 2: ARTIST INFORMATION *(collective member of collaborating artist)*

Legal Name:

Mailing Address:

Phone:

Email:

Artist Category (check one):

Emerging Professional Artist

Established Professional Artist

PART 3: COMMUNICATION OF INFORMATION

The Saskatchewan Arts Board frequently communicates information about the agency's programs, activities and grant deadlines. In compliance with Canada's Anti-Spam Legislation effective July 1, 2014, we are required to confirm that you are interested in receiving these notices. Please check beside the statement below to authorize the Arts Board to include you in our communications mailing list. If the statement is not checked, you will not be included on the list to receive Arts Board mailings.

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

I, the undersigned:

• **Certify that:**

- I have read and understand the eligibility criteria for this program, and I meet the program's eligibility requirements.
- I meet the residency requirements:
 - I am a Canadian citizen or Permanent Resident of Canada
 - AND**
 - 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 each year;
 - OR**
 - I am participating in the proposed collaborative project as a non-Saskatchewan resident.
- As a member of an Artist Collective or an artist participating in a Collaboration, I share creative control of the project with other collaborators or collective members; the group retains independent creative control.

• **Understand that:**

- The Saskatchewan Arts Board may request additional information beyond that included in this 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:
 - As an applicant, I share responsibility for ensuring that all grant and reporting requirements are fulfilled.
 - The financial contribution of the Saskatchewan Arts Board must be acknowledged whenever possible and appropriate.

• **Authorize the Saskatchewan Arts Board to:**

- Contact me at any time about any matter related to this application and/or any conditions associated with the funding received.
- Contact the lead applicant designated in this application form if there is any question about the information in this application and/or my compliance with the program's eligibility requirements.

• **I 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.**

• **I declare that the statements and information in this form are accurate and complete.**

Signature

Name (*print clearly*)

Date

Confidentiality of Information

The personal and confidential information that is required to process your 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. 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 you are awarded a grant, the applicant's name, community, brief project description and amount of the grant will be made known publicly. The Arts Board does not disclose the names of unsuccessful applicants.

The Saskatchewan Arts Board will respond appropriately to any inquiries covered by the privacy policies and procedures, including requests to access the applicant's personal information.

