



Community Investment Program (CIP) Artist Project Grants

Deadlines: February 15 and September 15 (small grants); June 15 (large grants) at 11:59pm MST.

Artists at work.

Individual artists and their work are the foundation of our arts community. Working alone or in groups they pursue projects that develop their practice, advance creative thought, contribute to an art form and provide our community with a reflection of itself. Those projects are the research and development activity of the creative sector, feeding the greater arts ecosystem locally and for export.

Artist Project Grants are intended to invest in the specific projects of individual artists and artist collectives as they pursue their artistic and professional advancement.

Applications will be considered 3 times per year:

“Small grants” of up to \$5000 twice a year (February 15 and September 15)

“Large grants” of between \$5001 and \$25,000 once a year (June 15)

When a deadline falls on a weekend or holiday, the deadline moves to the next business day.

An artist or collective will normally only be eligible for one Artist Project Grant per year.

Applicants may not submit an unsuccessful project proposal to the next consecutive deadline within the Artist Project Grants program.

Purpose

Artist Project Grants are intended to support the activities of professional Edmonton artists for a specific time towards a specific project. Projects can be individual or collective and could include creation, research, development, curation, exhibition or production of work in any art form, as well as professional development projects.

Funds are intended to support:

- Projects by individual artists or small collectives
- Research, development and/or material costs
- Reasonable living expenses while carrying out the project
- Workspace rental related to the project
- Costs related to public presentations
- Travel costs directly related to the project
- Professional development costs when applicable

Funds are not intended to support:

- Capital or major equipment purchases unless they are necessary to the artistic project
- Formal education that would result in a diploma, degree, or certification
- Projects that benefit an organization or institution rather than an artist or small collective
- Costs already supported by the EAC through other programs
- Activity completed before the application deadline

Eligibility

Individual artists and artist collectives may apply. Applicants must:

- Be 18 years of age or older
- Be a resident of Edmonton for at least one year prior to the application deadline
- Be a Canadian citizen, Permanent Resident, or have a valid work permit
- Not be in arrears with the City of Edmonton as of the time of application
- Have no overdue Edmonton Arts Council final reports

Artists may not submit an unsuccessful project to two consecutive deadlines within the Artist Project Grants program.

Level of Support

Funds are usually limited, and grants are not guaranteed. Artist Project Grants may be distributed:

- Normally to a maximum of \$5000 at the small grant deadlines
- Normally between \$5001 and \$25,000 at the large grant deadlines
- Normally to an artist or collective once per calendar year

Assessment

A multidisciplinary peer jury appointed by the Edmonton Arts Council will evaluate all applications. That jury will include artists and arts professionals chosen for their skills, knowledge, and abilities as outlined in Edmonton Arts Council policies. EAC juries are recruited to reflect the full demographic diversity of Edmonton over time.

Jurors may serve at more than one deadline for the Artist Project Grants program.

Juries will make funding recommendations to the Edmonton Arts Council Board.

Evaluation Criteria

The jury will be guided by all the text in this document, and in all cases, will consider the following:

Artistic criteria (50%)

- The applicant's past work demonstrating a level of merit to warrant public funding, and the applicant's capacity to achieve the artistic goals of the project
- The project's potential impact on the development of the artist(s)
- The project's potential contribution to an art form or an artistic process

Project feasibility criteria (25%)

- The applicant demonstrates reasonable planning to accomplish the project including:
 - A realistic project budget
 - A realistic project timeline

Community criteria (25%)

- The applicant's past or potential contribution to the Edmonton community
- The project's potential impact on the Edmonton community and engagement with Edmonton audiences

The Edmonton Arts Council charges jury panels to respect and consider the specific cultural context of applications from all cultural communities, and in the case of equivalent merits based on the published guidelines, to consider and incorporate the Edmonton Arts Council's policy of reflecting the full demographic diversity of Edmonton before making grant recommendations.

Application Process and Format

Applicants must submit complete applications before the deadlines of February 15 or September 15 (small grants) or June 15 (large grants).

Please prepare the following information as separate PDF documents to be submitted to the online system at:

eacawards.fluidreview.com.

Paper applications will only be accepted when the applicant demonstrates barriers to accessing the online system. To apply on paper please contact the EAC in advance of the deadline.

Applications will not be accepted via email, fax, or other means.

Applications that do not include each of the following items will be considered incomplete, and may not be assessed. Material exceeding the page limits will not be included for assessment.

The package will require detailed information on the following:

- 1. General applicant information (completed online)** – including grant request and declaration and signature of applicant
- 2. Project description** – including the following (limit to 6 pages):
 - A one paragraph summary description of the artistic work you want to research, create, produce or otherwise undertake with your project
 - The reasons and motivation behind the project
 - The project plan including specific actions, activities, and participants. If relevant, provide details on who you plan to work with and how they will contribute to the project
 - The expected outcomes of the project in terms of work produced or results anticipated
 - The expected impact on the applicant, the art form, and the Edmonton community
 - A timeline – Include here at least the project's start and end dates (month and year), plus important benchmarks, targets, or stages of the project, including approximate dates and descriptions when appropriate.
- 3. Information about the applicant** – include the following (limit to 3 pages in total for an individual or 7 pages in total for a collective):
 - An artistic resume, biography or Curriculum Vitae (CV); (2 pages) that includes relevant details of your artistic career and training relevant to the proposed project
 - Any further information about your artistic activities that you wish to include
 - Collectives who have done past work together are advised to submit a biography/history of the collective
- 4. Budget** – (limit to 1-2 pages):
 - Use Attachment 1 included, or equivalent
 - **Revenue** – provide a list of the funds you expect to receive to support the project. This should include the grant requested, and if applicable, such things as contributions from other funders or sponsors, donations, fundraisers, in-kind contribution (e.g. free or donated artistic space or materials), etc
 - **Expenses** – provide a list of the costs you expect to spend to support the project. This could include artist and personnel fees, materials, space or equipment rental, living expenses, research, travel, costs that will be covered in-kind, or other costs directly related to the project.
 - Provide budget notes to explain and clarify
 - Identify revenue sources as confirmed or pending
 - Make sure that Total Revenue equals Total Expenses (they balance)
 - If you are including In-Kind contributions, then In-Kind revenue and expenses must also balance (they equal each other)
- 5. Artistic support materials**

A large part of the assessment is based on your merits as an artist or artist collective. Include, whenever possible:

 - Up to 10 images and/or 10 minutes of video or audio recording of your past work
 - Up to 10 pages of text, such as poetry or prose, that demonstrates your past work
 - A reasonable combination of the above
 - Ensure that files are well-labeled and organized so that the jury can easily access them. (e.g. PDFs, digital images, MP3 audio files, or digital video). The EAC will also accept small-format hard copies, CDs, and DVDs. Support materials can also be provided in links to online platforms such as video streaming (e.g. Vimeo or Youtube), host sites for images, text documents, or MP3 files (e.g. dropbox)
- 6. Optional support material**

Applicants may also submit letters of support or confirmation and/or press clippings (3 pages max).

Support

Applicants who have difficulty with writing the application in English and would like to be connected to language support are advised to contact Edmonton Arts Council at least four weeks in advance of deadline.

For more information or to request supports, please contact the EAC grants staff at 780-424-2787 or grants@edmontonarts.ca

Reporting

Successful grant recipients must submit a short summary report within 90 days of the completion of the project. This report must include a summary of the project outcomes, and detail how the funds were spent. The EAC may request interim reporting and/or distribute grants in installments.