

Community Arts Program Grant Guidelines

Deadline: May 1 Annually

Artists working with communities; communities working with artists providing arts access to all.

Community art is valued for its ability to bring people together in shared, collaborative, creative experiences to express the things that have meaning to us: where we've come from, where we're going, our world, our fears, our dreams, our aspirations. It strengthens the community, builds identity, develops creativity, and increases awareness of the arts in our lives.

The principles behind community art projects are artistic exploration, active participation and intentional inclusiveness that allows communities to tell their own stories.

How to Apply

Applicants should apply online at eacawards.fluidreview.com. Applications will not be accepted via email, fax, or other means.

Applications must be received by the Edmonton Arts Council (EAC) on or before the deadline of **11:59 pm on May 1**. When May 1 falls on a holiday or weekend, the deadline is the next business day. Incomplete or late applications will not be accepted or considered.

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

Source of Funds

The Lee Fund for the Arts

From 1969 to 2003 the Clifford E. Lee Foundation enhanced the quality of life for people living in the Edmonton area. The Lee Foundation continues its commitment to supporting the arts through the Lee Fund for the Arts, a permanent endowment fund.

City of Edmonton

The City of Edmonton, through the Edmonton Arts Council, also invests in the Community Arts program in order to improve the quality of life of the citizens of Edmonton.

Purpose

The Community Arts grant program invests in the quality of life in our city by providing funding for artistic projects that are described as collaborations between an artist and a distinct community. It recognizes that art should be accessible to all communities in Edmonton. A community may define themselves by many factors such as tradition and culture, geographic area of the city, or demographic characteristics, etc.

Funds are intended to support:

- an **artist** (or artist collective) collaborating with members of a distinct **community** to produce a **project**. (See Appendix A for detailed descriptions of artist, community and project).
- projects that take place within the greater Edmonton region including the City of Edmonton and the Counties of Sturgeon, Parkland, Leduc and Strathcona.

Funds will not normally be invested in:

- capital expenditures, endowments or fundraising
- curriculum or tuition-based training programs, and research projects
- awards ceremonies, galas, trade shows, or similar events
- activity undertaken prior to the application deadline
- an organization's operating costs including ongoing activities and currently employed or contracted staff

Arts organizations that consistently receive Community Arts program funding over a number of years are encouraged to apply to the EAC Arts Operating grant program.

Eligibility

An applicant can be an individual, an organization, or an informal group located in the greater Edmonton region, including the City of Edmonton and the Counties of Sturgeon, Parkland, Leduc, and Strathcona. They must not have any outstanding EAC final reports.

An Individual must be:

- 18 years of age or older
- A resident of the greater Edmonton region for at least one year prior to the application deadline*
- A Canadian citizen, Permanent Resident, or have a valid work permit

An Organization must be:

- A non-profit organization
- or**
- A charitable organization

An Informal Group:

- May consist of an ad-hoc or informal group of people. Examples include artist collectives and groups that define themselves in terms of a distinct community.
- Must have an individual or organization (as defined above) apply on its behalf. In such cases, the primary applicant must accept responsibility for any funds distributed.
- Must have the majority of its members residing in the greater Edmonton region. *

**The EAC reserves the right to ask for proof of greater Edmonton region residency such as a CRA Notice of Assessment, current bill from a utility company (e.g. phone, gas, cable or energy provider), bank or credit card statement, etc. with an Edmonton and area address current to the date of application.*

Level of Support

Funds are usually limited and grants are not guaranteed. Grants may be awarded to a normal maximum of \$15,000 in support of each project. Applicants are encouraged to find multiple sources of funds in support of these projects.

Assessment

A Peer Jury appointed by the Edmonton Arts Council will evaluate all applications. This Jury will make recommendations to the Board of Directors of the Edmonton Arts Council. In some cases those recommendations may require ratification by the City of Edmonton.

Evaluation Criteria

In making grant recommendations, the jury will be guided by all the text in this document describing the program. In all cases they will also consider the following criteria equally:

- The merit of the project based on:
 - Artistic form, content, or innovation
 - Potential for involvement by the community in the design and implementation of the project
 - Benefit to the larger community (i.e. greater Edmonton region)
- Community factors based on:
 - Clarity regarding the type of community and its commitment to the project
 - The barriers facing the community and the opportunities the project provides for greater artistic participation of its members
- The merit of the artist(s) based on:
 - Current and past artistic work, and ability to engage with the community as demonstrated by past work
 - Potential to bring innovative approaches to the project
- The potential impact of the project on all collaborators (i.e. quality of the experience, growth in artistic skills or appreciation, advancement of the artist(s), and benefit from collaborative interaction).
- Administrative factors such as reasonable planning from the project, including a realistic budget and timeline

The Edmonton Arts Council encourages jury panels to 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 the Edmonton Arts Council's goal of reflecting the full demographic diversity of the City of Edmonton, before making grant recommendations.

Application Process and Format

Applications that do not include all of the following on the online application will be considered incomplete. Information in excess of that requested may not be included in the assessment.

1. General Information – Name of Applicant, Contact Information, Applicant Status, and Short Project Summary
2. Grant Request (this amount must match the amount in your Budget)
3. Declaration and Signature of Applicant
4. A detailed description of the project (limit to 4 pages)
 - The objectives and detailed description of the project (i.e. the artistic outcomes you want to create or produce).
 - The artistic process and how the members of the community will be involved in the design and/or implementation of the project
 - The nature of the shared participation between the artist and members of the community
 - The expected benefit to the artist, members of the community, and the greater Edmonton region
5. A profile of the community (limit to 2 pages)
 - A description of the community, its members and the factors that define it
 - Any barriers that prevent members of the community from obtaining access to artistic participation or development
 - Background of key individuals and/or participating organizations that represent the community
6. A profile of the artist (limit to 3 pages)
 - An artistic resume (or resumes)
 - A description of the artist's (or artist collective's) background and artistic life as it pertains to this project including experience in community development or outreach

7. Artistic Support Material (10 items or 10 minutes)
 - Up to 10 images, or
 - Up to 10 minutes of video or audio recording, or
 - Up to 10 pages of poetry or prose text

Please limit to a total review time of 10 minutes.

8. Budget (limit 2 pages)
 - Revenue – provide a list of the funds you expect to receive to support the project. This should include the grant request (see question 2 of the application) and if applicable, contributions from other funders or sponsors, donations, fundraisers, in-kind contributions, etc.
 - Expenses – provide a list of the costs you expect to spend in support of the project. This could include as applicable, artists and personnel fees, materials and supplies, venue space or equipment rental, in-kind expenses, etc.
 - Make sure that total Revenue equals total Expenses and that In-Kind revenue and expenses also balance (i.e. equal each other).
9. Timeline (limit to 1 page)
 - Project Start Date (month and year)
 - Important benchmarks or targets that you plan to meet at certain stages of the project. Include the approximate dates and description of what you wish to accomplish for each benchmark.
 - Project End Date (month and year)
10. Letters of Support (up to 3 letters)

At the discretion of the applicant, provide up to three letters of support. These letters are best received from community members of knowledgeable individuals that can comment on the strength of the project, community or artist.

Reporting

Successful grant recipients must submit a final report within 90 days of the project completion date specified on the application. This report is a short written summary (usually less than 3 pages) of the project outcomes, that includes the impact that the grant had on the artist(s), community participants, the greater Edmonton region, and project viability; actual budget, including revenue and expenses, and any support materials. The EAC may request interim reporting and/or distribute grant installments.

For more information about the Community Arts project grant program please contact the Edmonton Arts Council grant staff.

Appendix A

The three components for Community Arts funding are described below:

- **An artist (or artist collective).** The EAC defines artist as someone who has completed training, an apprenticeship or a recognized body of work in an arts discipline and meets the requirements of one or more of the following:
 - Is dedicated to the professional practice of the art, as evidenced by a significant investment of time and resources
 - Receives payment for artistic work (i.e. artist fees)
 - Has received public exposure, through professional showings, screenings, publication, or performances where selection was carried out by an objective, arm's length body such as a jury or publisher

Preference is given to artists that are at arms-length from the community (i.e. not currently employed or contracted by the community).

- **Community.** Members of a distinct community can be part of an organization or an informal group. The distinct element of the community may be defined by a multitude of factors, including but not limited to: ethno-cultural background, living conditions, geographic location, accessibility, age, beliefs, disabilities, or socio-economic status. This will incorporate EAC's policy of reflecting Edmonton's full demographic diversity – recognizing that some communities face barriers in accessing artistic opportunities.
- **Artistic Project.** A project should include creative expression and collaborative interaction between the above partners to produce a distinct artistic outcome. The project should be beneficial to the artist, community and Edmonton area.