GRANT GUIDELINES
INDIVIDUALS & COLLECTIVES

DEADLINE: MARCH 1, AT 11:59PM

Artists and their work are the foundation of our arts community. Working as individuals or collectives, artists pursue work that develops their practice, advances creative thought, contributes to an art form and provides our community with a reflection of itself.

The Edmonton Arts Council's (EAC) **Individuals & Collectives** grant has three distinct streams, which each have their own evaluation criteria and assessment process. An individual or collective may only apply to one stream at each deadline and may only receive one grant from this program annually from January to December.

Approximately $2.4 million is budgeted for this program in 2023.

Stream 1: Exploration & Experimentation supports an Individual artist to work on creation, experimentation, or research activities. Grant amounts are fixed at $5,000 to support subsistence and any additional costs to the Individual while they take the time to pursue artistic work.

Stream 2: Skills & Career Development supports mentorship, attending a residency, or other forms of professional development for artists and arts professionals. Projects may be individual or collective, and grants are available up to $10,000 based on projected expenses, including artist subsistence.

Stream 3: Artist-Driven Major Projects supports artistic projects materially ready for production and/or presentation. Projects may be individual or collective, and grants will be available up to $25,000 based on projected expenses, including artist subsistence.

A Thriving and Well-Funded Arts and Heritage Ecosystem.

Arts and heritage practitioners are economically resilient.

Increase investment in artists working in a wide-range of art forms and practices to foster experimentation, creative collaborations with community and public presentations.

Connections & Exchanges, Book 4, Page 8

What to consider when applying for an Individuals & Collectives grant:

- Read the guidelines carefully to understand the criteria. If you have questions, please contact grants@edmontonarts.ca.
- The EAC will accept only one submission per applicant, per deadline.
- An Individual or collective may receive one grant from this program annually from January to December.
- An Individual may be a part of more than one Collective.
- An Individual that is part of more than one Collective may not be the primary applicant on more than one application.

ELIGIBILITY

Individuals must:

- Have an existing and committed practice in any arts discipline (including but not limited to customary and contemporary Indigenous or other cultural work) or have a history of other professional activity in the arts sector;
- Be 18 years of age or older;
- Be a resident of the Edmonton / amiskwaciy-waskâhikan region at the time of the application, and for the duration of the project. This region includes the City of Edmonton and the Indigenous communities of Enoch Cree Nation, Alexander First Nation, Paul First Nation and Alexis Nakota Sioux Nation (artists may be asked to provide proof of residency);
- Be a Canadian Citizen, Permanent Resident, or have a valid open work permit.

Collectives must:

- Have a majority of members who are eligible Individuals as described above; and
- Have one individual (the primary applicant) submit an application on behalf of the collective.

Individuals & Collectives grants will not support:

- Advanced education, such as would lead to a degree or diploma.
- Projects that primarily benefit an organization rather than an individual or collective.
- Costs already supported by the EAC through other programs.
- Activities or costs that occurred before the application deadline.

Individuals & Collectives grants are not intended to support artists who primarily work outside the Edmonton region.

Individuals or collectives who have overdue Edmonton Arts Council final reports will not be eligible.

Individuals or collectives may not be successful more than once annually from January to December.

ACCESS SUPPORT

Those facing barriers while completing their application may be eligible for Access Support. A barrier can include, but is not limited to, language, culture, physical or cognitive limitations, or any inequity that may complicate completing an application. This support provides funding for specialized assistance in conveying the artists' ideas. This could include hiring a typist, interpreter, translator, or other type of support worker to help with submitting a clear application that accurately reflects the artist's ideas and intentions. Normally, professional grant writers are not supported by this program unless they are assisting the artist with a specific barrier. Eligible assistance will be supported up to $500. For more information, contact grants@edmontonarts.ca.

APPLICATION PROCESS

The deadline for submissions is March 1 by 11:59 p.m. Late applications or those that do not include all of the required information will be considered incomplete and will not be assessed.

Edmonton Arts Council's online portal SmartSimple:

- Complete (or update) an Individual profile in the online portal eac.smartsimple.ca. This is required by whomever is submitting the application (the primary applicant).

- Once a profile has been made, the Individuals & Collectives application form is made available in SmartSimple under the "Open Opportunities" icon. If the applicant already has a profile, the Individuals & Collectives application will be visible a minimum 30 days before the application deadline.

- If the application is for a collective, all named members of the collective based in Edmonton will need Individual profiles in SmartSimple by the application deadline.

If you have any questions about the SmartSimple registration process, please contact support@edmontonarts.ca.

Selecting a Stream
Stream 1: Exploration & Experimentation are fixed at $5,000

Stream 2: Skills & Career Development may request up to $10,000

Stream 3: Artist-Driven Major Projects may request up to $25,000
Please review the eligibility criteria. Read carefully through all three streams to evaluate which one best matches the goals or outcomes of the project.

DRAFT APPLICATION ASSISTANCE

The EAC offers the opportunity for Individuals and Collectives to have their draft application reviewed before the application deadline.

The review process could include:
- Clarifying which stream best aligns with your project's goals and outcomes
- Help to define the intentions and outcomes of your grant application
- Reviewing budgets and support materials

If you would like someone to review your draft application with you, please email grants@edmontonarts.ca **no later than 10 business days before** the application deadline. Requests for review made after this time may not be possible.

REPORTING

Applicants who receive funding through this grant opportunity will be required to submit a report on the work that they undertook. For applications connected to a specific project, the applicant will be expected to assess the outcomes of the project with respect to the goals that they articulated in their application, and well as account for the actual spending of budgets.

MORE INFORMATION

For information or clarification on any aspect of your application please call 780-424-2787 or contact grants@edmontonarts.ca.

For general information on the Individuals & Collectives grant please visit our website at edmontonarts.ca.

STREAM 3: ARTIST-DRIVEN MAJOR PROJECTS

Stream 3 is intended to support work such as collective creation, and work that is materially ready for production and presentation. Applications to Stream 3 should be connected to specific work, with the intention of production and/or presentation of that work. Applicants should only consider production or presentation once the major artistic and logistic decisions relating to a project have been made.

Applicants may request up to $25,000 based on the anticipated costs of the project, including artist subsistence.

Examples
Examples of Artist-Driven Major Projects might include:

- A visual artist plans to 3D print a thousand magpies, each in a slightly different pose, and has permission to install them along the railing of the High Level Bridge for a summer.
- A Collective of capoeria dance artists seek to develop and present a new work designed to be performed as part of a presentation series.
- An illustrator and writer team collaborate on completing and self-publishing a graphic novel telling the experience of an immigrant family learning to integrate into a Terwilliger neighborhood.
- A contemporary string quartet works as a Collective to compose, rehearse, and record an album. They include costs for studio time, production/engineering, mixing and mastering.
- A game designer seeks funds to prototype character and setting design for their new cooperative game.

What is not supported through Stream 3?
Stream 3 is not intended to support research, exploration and experimentation, or mentorship, residencies and professional development. Examples of ineligible activities include researching local history for a new novel or learning a new software for music production. Examples of ineligible professional development include a Collective of dancers attending a residency, or visual artists working with a mentor to learn a new style of painting technique.

Applications with proposals for research, exploration and experimentation, mentorship, residencies, or professional development should submit to Streams 1 or 2. Projects submitted to Stream 3 that do not fit the criteria may be assessed with a different stream.

Assessment Criteria
Assessment will be based on all the text in these guidelines, and:

- The merit of the Individual or Collective's existing body of work in the field (33% weight);
- The artistic merit and clarity of the project proposed (33% weight);
- The capacity of the Individual or Collective to complete the project, and the clarity and feasibility of the timeline and budget (33% weight).

Allowable Expenses
Expenses eligible in this stream may include:
- Subsistence (living expenses) for the Individual or named Collective members during the process;*
- Professional standard rates for fees and wages for mentors and educators;
- Equipment or material costs relevant to the project, (rental or purchase, if economical);
- Venue rental;
- Expenses related to marketing, communications, and dissemination.

The EAC fixes subsistence requests at $500 per week to cover living expenses while the Individual or Collective pursues the project.

APPLICATION SPECIFICS

General Information
- A project title
- A short project description (30 words)
- Project start and end date
  * Project start date must be after the application deadline.
- Artist Statement – a description of your existing artistic practice which may include major influences, disciplines, and cultural practices (250 words)
- Artist Biography – a summary of your life and career highlights, and education relevant to your practice (250 words)
- Artist CV/Resume - artistic work history or comparable (PDF, recommended of 2 pages)

Other information for this section will be directly imported to your application from your Profile in SmartSimple. Please make sure this information is up-to-date, and your Profile is submitted before completing your application.

2. Project details - Specific to Stream 3
- Grant amount requested (up to $25,000)
- Project primary practice (drop down menu)
- Project secondary practice (check all that apply)
- Contact details for collective member(s) if applicable (fillable table)
- Collective member(s) artist CV/resume* if applicable
- Contact details of Mentors, Elders, or Knowledge Keepers if applicable (fillable table)
- CV/resume/biography of the Mentors, Elders, or Knowledge Keepers if applicable*
- Information about the roles of the collective members, Mentors, Elders, Knowledge Keepers and/or collaborators in this project (250 words) (250 words)

* Which may include artistic work history, biography, personal narrative, or comparable (PDF, recommended 2 pages)

3. Project Description - Specific to Stream 3
- A categorization of your project (drop down menu)
- A description of your project (500 words)
- The primary goal or outcome of the project (drop down menu)

- The secondary goal or outcome of the project (drop down menu)
- The goals and motivations for the project, and how you plan to measure your pursuit of those goals (250 words)
- A project plan including a clear timeline (250 words)
- The desired impact of the project on the work of the Individual or Collective (250 words)
- Other information not already shared (250 words)

4. Budget - Specific to Stream 3
A balanced budget that shows:
- Revenues (including the amount requested in this grant application)
- Expenses to pursue the project

* This information will be entered directly into the online form. Use the "notes" section of each line to identify or explain each Revenue and Expense.

* If you incorporate in-kind expenses and revenues, they should be labelled as such and must balance.

5. Supporting Material
To support your application, you may upload up to 10 audio/visual/pdf files and up to 5 direct links to external websites related to your proposed project. These must include samples of your artistic work (and/or the artistic work of the collective), but could also be letters of support, reviews, interviews, budget related quotes, etc. For each supporting material uploaded, you are asked to provide a description of the material which could include creation date, medium, location, names of artists, etc.

Uploaded video or audio files should be under 10 minutes long, and all files should be less than 2GB in size. Uploads are preferable to links whenever possible, so that access for accessors is as simple as possible.

Please DO NOT submit visual art as pdf files as it degrades the quality of the work.

Links must be direct and public. These links should go directly to the support material specified, rather than to a landing page or home page requiring further navigation by assessors.

Do not use online portals that require an account to access, or file sharing sites (for example: Spotify, Google Drive, Dropbox, etc.). This is for the privacy of assessors, as well as to have direct access.

6. Project Data Collection - Only for Stream 3

The following data will be entered into a fillable form. Please identify the anticipated numbers of:
Edmonton artists/arts workers on this project.

- Edmonton artists/arts workers being paid for this project.
- Non-Edmonton artists/arts workers on this project.
- Edmonton audience members engaging with this project.
- Audience members outside of Edmonton engaging with this project

If you are successful in this application, accurate numbers will be submitted with your final report post project completion.