

# GRANT GUIDELINES INDIVIDUALS & COLLECTIVES

DEADLINE:  
OCTOBER 3,  
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, each with 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 2022.

[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](mailto: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 City of Edmonton at the time of application, and for the duration of the project (applicant may be asked to provide proof of residency); and
- 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 submission may be eligible for Access Support. A barrier can include, but is not limited to, language, culture, physical or mental limitations, or any inequity that may complicate completing a submission. This support provides funding for specialized assistance in conveying the artists' ideas. Such assistance will be supported up to \$500. For more information, contact [grants@edmontonarts.ca](mailto:grants@edmontonarts.ca).

## MORE INFORMATION

For information or clarification on any aspect of your application please call 780-424-ARTS (2787) or contact [grants@edmontonarts.ca](mailto:grants@edmontonarts.ca).

For general information on the Individuals & Collectives grant please visit our website at [edmontonarts.ca](http://edmontonarts.ca).

## APPLICATION PROCESS

**The deadline for submissions is October 3 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](http://eac.smartsimple.ca). This is required by whomever is submitting the application (the primary applicant).
- Once a profile has been made, the Individuals & Collectives grant application form is made available in SmartSimple under the "Open Opportunities" icon. If the applicant already has a profile, the Individuals & Collectives grant 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](mailto:support@edmontonarts.ca).

### Application Requirements for All Streams

#### 1. General Information

- A project title
- A short project description
- Project start and end date  
*\* Project start date must be after the application deadline.*

#### 2. Project Details

- Grant amount requested
- Project primary practice
- Project secondary practice
- Individual and/or Collective artistic CV/resume - which may include artistic work history, biography, personal narrative, or comparable

#### 3. Project Description

The following information will be entered into the online application form:

- A categorization of your project
- A description of your project or artistic practice
- A description of the goals that you will pursue with this support, or a project plan and timeline
- The primary goal or outcome of the project
- The secondary goal or outcome of the project
- A description of the desired impact this project will have on you
- Information about the roles of the Collective members and/or mentor and/or collaborators in this project
- Other information not already shared

#### 4. Budget (only for Streams 2 & 3)

A balanced budget that shows:

- Revenues (including the amount requested in this grant application)
- Expenses to pursue the project

#### 5. Supporting Material

Artistic support material of the Individual or Collective showing work related to your project.

- Up to 10 samples of the work in any combination of the following formats:
  - Links to support materials available on other platforms (Vimeo or YouTube, etc.)
  - Audio/visual files in jpeg, mp3, mp4, wav, aiff, etc. Text PDF files (writing samples, support, testimonials, reviews, etc.)
  - Text PDF files (writing samples, letters of support, testimonials, reviews, etc.)
- A description of all supporting materials provided.

#### 6. Project Data Collection (only for Stream 3)

Stream 3 applicants are required to include projected artists and audience engagement statistics, such as number of Edmonton artists paid and number of audience members. This information is for Edmonton Arts Council research and reporting only, and does not form part of the assessment. Applicants awarded grants will provide actual numbers relating to the project in their final reports.

## Selecting a Stream

[Stream 1: Exploration & Experimentation](#) are fixed at \$5,000 (for more information, see pages 5-6)

[Stream 2: Skills & Career Development](#) may request up to \$10,000 (for more information, see pages 7-8)

[Stream 3: Artist-Driven Major Projects](#) may request up to \$25,000 (for more information, see pages 9-10)

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](mailto:grants@edmontonarts.ca) **no later than 10 business days before** the application deadline. Requests for review made after this time may not be possible.

## ASSESSMENT

Multidisciplinary peer assessment panels appointed by the Edmonton Arts Council will evaluate all submissions. Panels include artists and arts professionals chosen for their skills, knowledge, and abilities. EAC assessors are recruited to reflect the full demographic diversity of Edmonton. Panels make grant recommendations to the EAC's Board of Directors and its various committees for approval.

The assessors will be guided by the applications, all the text in these guidelines, and the assessment criteria specific to each stream contained in the following pages.

Grant recommendations will be received and reviewed by the EAC's Board of Directors and its various committees for approval. [Connections & Exchanges](#) guides the EAC's commitment to Indigenous artists and artists from equity-seeking groups. This commitment informs the peer assessment process and the EAC Board approval processes.

The Edmonton Arts Council encourages assessors to respect and consider the specific cultural context of artists from all cultural communities. In the case of equivalent merits based on the published guidelines, assessors are asked to incorporate the Edmonton Arts Council policy of reflecting the full demographic diversity of Edmonton before making grant recommendations.

The assessment process typically takes 12 weeks from the application deadline to the announcement of successful grants. Individuals & Collectives grant decisions are final.

## STREAM 1: EXPLORATION & EXPERIMENTATION

### What is it?

Stream 1 is intended to support an Individual artist in the creation, research, development, and revision of work, by financially supporting the artist to dedicate time to that work. The applicant must present an overall direction for what artistic goals they intend to pursue. There should not be a commitment to a specific production, presentation, or dissemination of any resulting work. While an application to this stream does not need to be for new work, it must meaningfully expand the process or goals of the work proposed.

The value of grants in Stream 1 is fixed at \$5,000 to support the artist's living expenses and any additional costs while they pursue their artistic work.

### Examples

Here are a few examples of work that might fit within the Exploration & Experimentation stream:

- An Indigenous musician wishes to research and document their community's traditions and protocols as they consider how to integrate them into future composition and performance work.
- A documentary filmmaker is considering the evolving use of land expropriation in western Canada. They are researching the nature of existing laws, and shaping their understanding of the issues surrounding this law to inform a future film project.
- A choreographer wants to research and explore new movement vocabulary on a dancer in preparation for the development of a new work.
- A visual artist whose existing practice is focused on encaustic painting wants to experiment with the addition of mud and other found materials into their work.
- A playwright wishes to spend creative time on the second draft of their current play based on a Middle Ages myth.

### What is it not?

Stream 1 is not intended to support live production or presentation costs of any kind. Examples of ineligible production costs include printing of a musical album, publishing a completed novel, or printing tickets for an event. Examples of ineligible presentation costs include technical rentals for a theatre show, artistic fees for singers to perform a new choral work, or marketing and promotional fees for a new Collective.

Applicants with proposals for mentorship residencies or professional development, or work that is materially ready for production or presentation, should submit to either Stream 2 or 3. Projects submitted to Stream 1 that do not fit the criteria may be assessed within a different stream.

### Assessment Criteria

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

- The artistic merit of the Individual's existing body of work (50% weight);
- The artistic merit and clarity of the idea(s) and process(es) proposed for exploration (50% weight).

*Please note that neither a budget nor detailed timeline are required for this stream, and will not be assessed if submitted.*

*Application Specifics follow on page 6*

## APPLICATION SPECIFICS

### 1. 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.*

### 2. Project details - Specific to Stream 1

- Grant amount requested (fixed at \$5,000)
- Project primary practice (drop down menu)
- Project secondary practice (check all that apply)
- Individual artist CV/resume - which may include artistic work history, biography, personal narrative, or comparable (PDF, recommended 2 pages)

### 3. Project Description - Specific to Stream 1

The following information will be entered into the online application form:

- A categorization of your project (drop down menu)
- A description of your existing artistic practice – which may include your major influences, disciplines, and cultural practices, as relevant to you (250 words)
- The primary goal or outcome of the work you plan to do (drop down menu)
- The secondary goal or outcome of the work you plan to do (drop down menu)
- A description of the goals you plan to pursue with the support of this grant (250 words)
- A description of the types of activities that you will undertake with the support of this grant in relation to your goals – which may include work in studio, research, exploration in the field, etc. (250 words)
- Other information not already shared (250 words)

### 4. Budget (only for Stream 2 & 3)

*The value of grants in Stream 1 is fixed at \$5,000 to support the artist's living expenses and any additional costs while they pursue their artistic work.*

*Please note that neither a budget nor detailed timeline are required for this stream, and will not be assessed if submitted.*

### 5. Supporting Material

Artistic support material of the Individual showing your artistic work.

- Up to 10 samples of the work in any combination of the following formats:
  - Links to support materials available on other platforms (Vimeo or YouTube, etc.)
  - Audio/visual files in jpeg, mp3, mp4, wav, aiff, etc.
  - Text PDF files (writing samples, letters of support, testimonials, reviews, etc.)
- A description of all supporting materials provided. (250 words)

*No more than 10 minutes of video or audio files can be uploaded to the application, and all files should be less than 2GB in size.*

*Links must be direct and functional. 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.) as these are not permitted.*

## **STREAM 2: SKILLS & CAREER DEVELOPMENT**

### What is it?

Stream 2 is intended to support an Individual artist or arts professional, or a Collective of artists or arts professionals, for mentorship, residencies, or professional development. It is not necessary for an application to Stream 2 to be connected to a specific work, but mentorship, residence or professional development may be directed towards potential future work.

Applicants may request up to \$10,000 based on the anticipated costs of the project, including artist subsistence.

### Examples

Here are a few examples of work that might fit within the Skills & Career Development stream:

- A costume designer seeks out a mentorship with an international designer known primarily for their work on large-scale period pieces.
- An Indigenous improv trio plans to learn how to record and shape their own web-series. They propose working with a named expert who will teach them the appropriate skills, and include the purchase of some recording equipment.
- A literary agent and manager wishing to enroll in a conference focusing on methods of maximizing sales on online platforms.
- A sculptor seeking to incorporate arc welding into their practice wants to take a beginner's course at NAIT. They include the fees for the course, as well as equipment to continue the work.
- A Collective of dancers plans to attend a week long residency focusing on new movement techniques and choreographic approaches. They include costs for travel and accommodations.

### What is it not?

Stream 2 is not intended to support research, exploration and experimentation, or work that is materially ready for production and/or presentation. An example of an ineligible activity is researching local history for a new novel. Examples of ineligible presentation costs include technical rentals for a theatre show, artistic fees for singers to perform a new choral work, or marketing/promotional fees for a new collective.

Applications with proposals for research, exploration and experimentation, or work that is materially ready for production or presentation, should submit to Streams 1 or 3. Projects submitted to Stream 2 that do not fit the criteria may be assessed within 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 (33% weight);
- How the project will expand the Individual or Collective's abilities, including progress towards the goals for the project (33% weight);
- The capacity for the Individual or Collective to carry out the proposed project, and the clarity and feasibility of the budget and timeline (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;
- Registration fees for specific professional development opportunities (please note that the EAC does not support advanced education, such as would lead to a degree or diploma);
- Courses that take place online or in-person, tools, software, materials, mentorship, training or collaboration;

- Equipment required for work proposed; and
- Travel costs incurred while attending professional development outside of Edmonton.

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

## APPLICATION SPECIFICS

### 1. 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.*

### 2. Project Details - Specific to Stream 2

- Grant amount requested (up to \$10,000)
- Project primary practice (drop down menu)
- Project secondary practice (check all that apply)
- Individual artist CV/resume\*
- Contact details for Collective member(s) if applicable (fillable table)
- Collective member(s) artist CV/resume\* if applicable
- Contact details for a Mentor if applicable (fillable table)
- Mentor CV/resume\* if applicable

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

### 3. Project Description - Specific to Stream 2

The following information will be entered into the online application form:

- A categorization of your project (drop down menu)
- A categorization of how you will pursue your project (drop down menu)
- A description of your project (250 words)
- 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)

- Information about the roles of the Collective members and/or mentor and/or collaborators in this project (250 words)
- Other information not already shared (250 words)

### 4. Budget (specific to Stream 2)

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

Artistic support material of the Individual or Collective showing work related to your project.

- Up to 10 samples of the work in any combination of the following formats:
  - Links to support materials available on other platforms (Vimeo or YouTube, etc.)
  - Audio/visual files in jpeg, mp3, mp4, wav, aiff, etc.
  - Text PDF files (writing samples, letters of support, testimonials, reviews, etc.)
- A description of all supporting materials provided. (250 words)

*No more than 10 minutes of video or audio files can be uploaded to the application, and all files should be less than 2GB in size.*

*Links must be direct and functional. 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.) as these are not permitted.*



## STREAM 3: ARTIST-DRIVEN MAJOR PROJECTS

### What is it?

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 mappies, 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 capoeira 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 neighbourhood.
- 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 it not?

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 within 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.*

### 2. Project details - Specific to Stream 3

- Grant amount requested
- Project primary practice (drop down menu)
- Project secondary practice (check all that apply)
- Individual artist CV/resume\*
- Contact details for Collective member(s) if applicable (fillable table)
- Collective member(s) artist CV/resume\* if applicable
- Contact details for a Mentor if applicable (fillable table)
- Mentor CV/resume\* if applicable

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

### 3. Project Description - Specific to Stream 3

The following information will be entered into the online application form:

- A categorization of your project (drop down menu)
- The primary goal or outcome of the project (drop down menu)
- The secondary goal or outcome of the project (drop down menu)
- A description of your project (500 words)
- 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)
- Information about the roles of the Collective members and/or mentor and/or collaborators in this project (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

Artistic support material of the Individual or Collective showing work related to your project.

- Up to 10 samples of the work in any combination of the following formats:
  - Links to support materials available on other platforms (Vimeo or YouTube, etc.)
  - Audio/visual files in jpeg, mp3, mp4, wav, aiff, etc.
  - Text PDF files (writing samples, letters of support, testimonials, reviews, etc.)
- A description of all supporting materials provided. (250 words)

*No more than 10 minutes of video or audio files can be uploaded to the application, and all files should be less than 2GB in size.*

*Links must be direct and functional. 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.) as these are not permitted.*

### 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.*