

## Edmonton Arts Council Project Grant for Individuals

### Frequently Asked Questions

#### ***Am I eligible for this grant program?***

To be eligible for an EAC grant you must be:

- 18 years of age or older
- A resident of the City of Edmonton
- Meet the EAC's definition of "professional artist":  
The EAC defines professional artist as someone who has completed training, an apprenticeship or a recognized body of work in an arts discipline and meets the requirements of at least one 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, curator or publisher
  - Enjoys peer recognition through: critical reviews, participation in community activities and membership in professional associations

#### ***What do I need to include in my application?***

You will need to include the following documents:

Project description: a detailed description of your vision and plan. Please limit to 5 pages and include:

A one paragraph summary description of the project.

Followed by details about (as relevant):

- The motivation and planning behind the project (Why do you want to do this? What steps have you already taken to realize your project goals?)
- The actions, activities and participants (How will you achieve your goals?)
- The expected outcomes;
- The anticipated impact of the project on the applicant, the art form and/or the Edmonton community; and
- The specific timeframe of the project.

Background of the artist:

- A CV or resume that includes relevant details about your artistic background. You can also include a short bio as long as you do not go over the page limit for this section (4 pages maximum).
- It is not recommended to include an employment resume unless it is directly relevant to the project you are proposing or supports your project in some way (for example, demonstrating community involvement). Do not submit your press kit as your bio.

#### Project budget:

- Use Attachment 1 in the application package, or an equivalent presentation.
- Include budget notes to clarify, and be sure to identify revenue sources as confirmed or pending.

#### Artistic support material:

Applications must include material demonstrating the applicant's past work, relevant to the proposed project.

- Digital files are preferred and will be accepted in common digital file formats; do not submit materials requiring software, plug-ins, or other formats that need to be downloaded or installed.
- In order to expedite the assessment process, support materials are best provided in a web-accessible format. Links to Vimeo or Youtube, websites that host images, or MP3 files are preferred.
- Please limit materials to no more than 10 minutes in length, 10 printed pages or 10 digital images (or a reasonable combination thereof). Ensure that files are well-labeled and organized so that jury members can easily access the correct material. Extra materials will not be given to the jury.
- Text support such as manuscripts may be submitted with the text of your application.
- In the case of hard-copy submissions, materials will be destroyed following assessment unless otherwise requested.

#### Optional support material:

You can also provide letters of support or confirmation, and/or press clippings to a maximum of 3 pages. Anything additional after the maximum will not be given to the jury.

#### Before you submit!

- Ensure you have followed the guidelines and included all recommended documents.
- Make sure your support materials are in a format that can be duplicated (no plug-and-play film clips! This is different from AFA and Canada Council requirements). We prefer web links to support material whenever possible.
- If you submit electronically, written materials should be in PDF format. Use only alphanumeric symbols in your file names or they may not upload properly.
- When submitting a hard copy, do not use staples, post-its, document covers, tabs, clips, etc.

#### ***How are grant applications assessed?***

EAC grant recommendations are made using a peer jury system. That means that the jury members are artists or members of the arts community.

The evaluation criterion on the application forms is the same information given to jurors to base their assessments on. Make sure that you address all of these criteria in your grant application:

## Evaluation Criteria

In making grant recommendations, the jury will in all cases consider the following:

### Artistic criteria (50%)

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

### Project feasibility criteria (25%)

- The project's realistic budget
- The project's realistic timeline
- The planning demonstrated in the application

### Community criteria (25%)

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

### ***General writing tips***

- Read and understand the guidelines.
- Begin early.
- Start with the end in mind. Having a vision or strategy ahead of time will help keep your application focused.
- Create a plan, not a wish list. Be assertive in your proposal and communicate to the jury that you are motivated and organized.
- Do not make assumptions about what the jury does or does not know.
- Be clear, specific and realistic.
- Your support materials are the most important part of your application. Present them in an organized and professional way.
- Proofread! It helps to have a trusted colleague review your application.

### ***Budget tips***

- Your budget should be a realistic, itemized estimate of your plans, outlining what resources you have (revenue) and what resources you need (expenses).
- Your budget is a great place to start your application, and your project presentation can be built around it.
- Your project budget tells a story. Is it a clear story that supports or is supported by your project description? Make sure the numbers support your planned activities.

**If you need assistance in researching which grant is right for you, or how to apply, feel free to contact the Grants staff.**