



# INDIVIDUAL ARTIST GRANT PROGRAM

FOR WINNIPEG ARTISTS WORKING IN ALL ARTISTIC DISCIPLINES

2017 Application Guidelines

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The Winnipeg Arts Council recognizes the individual artist as the primary source of creative activity in all artistic disciplines. **The Individual Artist Grant Program is intended to support the creation of new work in any art form, or the development, production, curation, or exhibition of works of art by Winnipeg artists.**

Two types of grants are available, depending on an artist's level of accomplishment and experience in the discipline of the proposed project: the "**A grant**", up to \$5,000 and "**B grant**", up to \$2,000.

**2017 Deadlines: March 7 & September 12 prior to 4:00 pm**

## ELIGIBILITY CRITERIA

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All applicants to the Individual Artist Grant Program must meet the following criteria:

- be an artist working individually or collaboratively in any artistic discipline, or in an inter- or multi-disciplinary capacity. *(For collaborative projects, an individual artist may be eligible to apply on behalf of a small group of Winnipeg artists. This primary applicant **must** contact the Program Manager to determine eligibility prior to submitting an application. Artists working as established or ad-hoc collectives may contact the Program Manager to determine if they are eligible to apply to the Project Grant Program for support. The Project Grant has only one annual application deadline, in February of each year);*
- be a Canadian citizen or permanent resident;
- be dedicated to the professional practice of art, as evidenced by significant commitment (defined below by Grant Type);
- be free to devote a concentrated portion of their time to the proposed project;
- be a current resident of the City of Winnipeg and have lived in the City for at least twelve months immediately prior to the date of application. Applicants may be required to provide proof of residency.

## ELIGIBLE EXPENSES

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Eligible expenses include: living expenses while undertaking a project; workspace and/or studio rental; costs related to the public presentation of a proposed project; and direct project costs, including research, travel, artistic/editorial assistance fees, and the rental of supplies and materials.\* Only expenses proposed to be incurred within the Grant Period\*\* are considered eligible.

\*Individual Artist Grants are not intended for projects that focus on non-expendable equipment purchase. Equipment integral to the artistic process *may* be eligible; contact the Program Manager to discuss eligibility.

\*\*The Grant Period may begin any time after the notification date (3 months after the application deadline, June 7 for March applications and December 12 for September applications) and must be completed within 18 months of this date.

## GRANT TYPES

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**A Grants** of up to \$5,000 are intended for mid-career and established artists who have been practicing professionally in the discipline of the proposed project for a sustained period of time, and are able to demonstrate a regionally, nationally or internationally recognized contribution in this discipline.

**B Grants** of up to \$2,000 are intended for emerging professional artists who:

- can demonstrate their commitment to achieving a professional level in the discipline of the proposed project through the development of specialized skills and knowledge. This may include training, mentorship, public presentation, peer recognition and/or the affirmation of their community; and
- are producing a growing repertoire or independent body of work.

**In determining which level to apply to, artists should be guided by their degree of experience in the discipline of the proposed project and not by the project costs. Applicants should contact the Program Manager if they are uncertain under which category to apply.**

Panels may recommend lesser awards as they see fit, bearing in mind the nature of the applications, the demand in any year, and the amount of money available.

## **INELIGIBILITY**

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*Individual Artist Grants are not available to:*

- students
- producers
- groups/organizations
- artists who have previously received a grant from WAC and have not submitted an acceptable Final Report
- artists who have already received an Individual Artist Grant in the current calendar year
- artists who have received two Individual Artist Grants in the current 4-calendar year period
- artists who have been identified as in collection of outstanding accounts with Canada Revenue Agency

*Individual Artist Grants are not available for:*

- academic programs or school projects
- promotional, instructional, or educational projects that primarily benefit an individual or organization other than the applicant
- activities completed or costs incurred prior to the notification date

## **ASSESSMENT AND EVALUATION CRITERIA**

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Applications for Individual Artist Grants are assessed by an independent panel of qualified artistic professionals selected on the basis of their familiarity with and expertise in a broad spectrum of artistic practices. This panel is composed to broadly reflect the range of applicants; Winnipeg Arts Council staff do not vote on applications.

The primary evaluation criterion is:

- the artistic merit of the applicant's work.

The panel will also consider:

- the potential for artistic merit in the proposed project, and the extent to which the project contributes to the development of the artist, an art form, or an artistic process;
- the viability of the project budget; and
- the ability of the individual to undertake and complete the project.

The panel assesses applications based on the above criteria and the applicant's past and proposed work within the context of each competition. The panel's recommendations are subsequently presented to the Board of the Winnipeg Arts Council for ratification to ensure due process. There is no procedure for appealing the panel's decision. However, the Winnipeg Arts Council welcomes comments or suggestions about any of its programs. This program is competitive; unsuccessful applicants are encouraged to reapply at another deadline.

## **APPLICATION DEADLINES**

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The 2017 Individual Artist Grant Program has two deadlines:

- **March 7** for projects beginning after June 7
- **September 12** for projects beginning after December 12

These are not post-mark deadlines. Applications may be mailed or delivered, but must be received by WAC before **4 p.m.** on the deadline date. Applications require an original signature in ink; the Winnipeg Arts Council does NOT accept applications by e-mail or fax.

## **APPLICATION PROCESS**

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First-time applicants are advised to carefully review these guidelines, and then consult with the Program Manager as needed well in advance of the deadline and prior to preparing an application. This may save time and result in a more effective application. The Manager can assist you by providing clarification around the application process, assessing if you and your project are eligible, and if you are applying to the appropriate program.

Submission of a complete application that has sufficient information, and which is clear and concise, is the responsibility of the applicant. The granting process is competitive and submission of a request does not guarantee the applicant will be awarded all or any of the amount requested.

### **INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.**

Please note:

- Only one proposal may be submitted to this program for consideration at any given time.
- Winnipeg Arts Council forms provided in the Application Forms must be used.
- Word and page count limits must be respected.
- The same project cannot be submitted to this program for consideration more than twice.
- A satisfactory Final Report on any outstanding grant must be received and approved by the Winnipeg Arts Council before a new application can be submitted.

**Please send complete application to:**

**Winnipeg Arts Council**  
Individual Artist Grant Program  
**103-110 Princess Street**  
**Winnipeg MB R3B 1K7**

## **NOTIFICATION OF RESULTS**

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Applicants will be informed of the results of their application, in writing, within approximately three months of the application deadline. Results are never released over the telephone, and assessor comments are not provided. Feedback will only be provided on technical aspects of your application; no other feedback will be provided by telephone or email.

## CONDITIONS OF ASSISTANCE

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- Artists may only receive one Individual Artist Grant per calendar year.
- Artists may receive no more than two grants from the Individual Artist Grant Program in any 4-calendar year period.
- Grants are not retroactive, and cannot be applied to costs incurred prior to the notification date.
- Activities supported through this program must be completed within 18 months of the notification date.
- Grant awards are listed in the Winnipeg Arts Council's Annual Report and on the Winnipeg Arts Council website.
- Grant recipients will receive a T4A for taxation purposes.
- Grant recipients are required to submit a Final Report within 90 days of a project's stated completion date. Receipts are not required with the Final Report but the Council reserves the right to request them.
- Grant recipients must inform the Winnipeg Arts Council if they are contemplating any substantial changes to a project. If the project is significantly changed without approval, the Council reserves the right to rescind the award.
- The Winnipeg Arts Council requires acknowledgement of its financial assistance on all film, video, web, or printed materials related to the activities supported by this grant program including brochures, ads, programs, posters, signage, websites and media releases. The required wording and WAC logo are available on the WAC website at [www.winnipegarts.ca](http://www.winnipegarts.ca).

## FINAL REPORT

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Within 90 days of the completion date stated on the application Registration Form, a grant recipient is required to submit a Final Report using the form provided on the WAC website and which includes:

1. a brief narrative description of the project undertaken, noting any variances from what was approved in the original proposal, and reflecting on the impact of the grant in terms of:
  - a. *your art form*
  - b. *the short- and long-term impact on your practice*
  - c. *public impact and dissemination*
2. a financial statement with actual revenues and expenses, using the *Final Report ACTUALS* column on the Budget Form submitted with the approved application.
3. samples of printed materials (programs, flyers, brochures) and press materials (articles, reviews) related to the project (if applicable).
4. a CD with print quality jpeg images (300dpi) related to the project and authorized for Winnipeg Arts Council public relations use. Please include accompanying image credits: name, description of work/image, photographer, etc.

## CONTACT

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After reviewing these guidelines, please direct questions regarding this program to:

**Dominic Lloyd**  
Program & Arts Development Manager  
**204-943-7668**  
[dom@winnipegarts.ca](mailto:dom@winnipegarts.ca)

*The Winnipeg Arts Council funds, supports, and fosters development of the arts on behalf of the people of Winnipeg.*



## APPLICATION MATERIALS

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All applications must use the forms provided in the Application Materials Package on the Winnipeg Arts Council website.

Applications which are received without all of the required forms will not be processed. Forms are provided in PDF format, which can either be filled in on a computer and then printed or printed blank and filled in manually. To access the forms you will need to have Adobe Reader software which is available free from [www.adobe.com](http://www.adobe.com). Please note that the forms may not work correctly if using other software (i.e. "Preview" on a Mac); to ensure the best results please use Adobe software.

Where forms are not provided, information must be typed in 12 point font using at least one-inch margins on single-sided, white letter-sized paper suitable for photocopying or scanning. Do not staple or bind applications. Word and page count limits must be respected. Do not submit any of the required sections as attachments.

**Applications must include the sections listed below clearly labeled in the following order:**

**1. Contact and Statistical Information Form** using the form provided

**2. Registration Form** using the form provided

An original signature in ink is required, as is a brief project summary that will be used to identify your application, for example: *"To write the first draft of 'Main Street,' a feature-length screenplay."*

**3. Brief Statement of Artistic Activities for the Past 12 to 18 Months** 500 words max.

Provide context for your request by describing your recent artistic activities, professional development, your work and its influences and direction.

**4. Detailed Project Description** 750 words max.

Describe the proposed work, explaining what drew you to the project, what you hope to accomplish and its significance to your artistic practice. Specify the subject, form, and techniques that you will be using. If it is a work in progress, outline what you have accomplished at the time of application. Your proposal should provide evidence of planning and resources necessary to bring this project to completion. Provide timelines and, if relevant, plans for dissemination.

**5. Balanced Project Budget** using the form provided

Complete the form provided with a balanced budget with revenues equal to expenses and a zero balance (no surplus or deficit). **Include only revenues and expenses that pertain to the project and fall within the granting period.** Fill in only the *Application Budget Column*, and indicate if revenues are confirmed or anticipated. Keep a copy of this document; in the event that you are awarded a grant you will be required to fill in and submit the *Actuals* column with your Final Report.

**6. Curriculum Vitae or Artistic Résumé** 3 pages max.

Include education/training (educational background, mentors, workshops, etc.), public presentations, bibliography of critical reviews of your work, awards, and other activities related to your professional art practice. Bios are not accepted.

**7. Support Material Documentation List** using the form provided

Provide information on the material submitted including your role in its creation.

**8. Support Material**

Please see the following pages for allowable support material.

**All support materials must be submitted in electronic format.**

## SUPPORT MATERIAL GUIDELINES

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Applicants must include examples of previous work and/or work in progress for the peer assessment committee to review. Work related to the proposed project is usually most effective and it is essential to include the highest quality samples in order to best represent your proposal. The examples submitted should demonstrate the quality of your work and your ability to undertake and complete the proposed project.

All support materials must be clearly marked with your name and recorded on the Support Material Documentation List(s). *For collaborative works, please specify your group's role in the creation or execution of the work.* Your support material will be stored and processed electronically and may be viewed in a number of formats: on an iPad, desktop computer, and/or projector. Applicants are responsible for ensuring that the materials conform to the requirements and formats below. Material not conforming to these standards, exceeding these limits, or not listed on the Support Material Documentation List will not be accepted or shown to the peer assessment panel.

Do not submit original artwork. While taking reasonable care, The Winnipeg Arts Council will not accept responsibility for loss of or damage to any support material. Support Material will not be returned to applicants.

**All support material must be submitted in digital format on an electronic storage device (CD/DVD/USB stick).**

**You may submit up to 3 items of support material where one item is defined as any of the following:**

- a single clip of up to 4 minutes of audio or video, *or*
- up to 5 digital images, *or*
- one URL for interactive digital work created specifically for the internet (see below), *or*
- up to 10 printed pages in PDF format.

Any materials which exceed these limits will be discarded and not shown to the assessment panel. The only acceptable item beyond these limits is a one-page letter confirming technical aspects of your application, i.e. a letter confirming the participation of a collaborator, or stating that the rights to perform or adapt an existing work have been acquired. Any additional letters of support, critical reviews, or other materials will only be accepted if they fit within the three-item limit described above.

## PRINTED MATERIAL SPECIFICATIONS

- Printed materials must be submitted in PDF format using 8 ½ x 11 inch pages with a minimum 12-point font size and one-inch margins on all sides as a guide.
- Do not submit any bound scores, books, catalogues, programs, or other printed objects which cannot be fed into a scanner.
- Examples of printed support material include samples of written works in progress, synopses, scripts, outlines, treatments, storyboards, research plans, musical charts, excerpts from published materials, letters of support, critical reviews of your work, etc.

## AUDIO/VISUAL MATERIAL SPECIFICATIONS

for audio, video, still images and interactive web-based artworks

- Each audio or video sample must be presented as an independent track/file that starts at the point at which the applicant would like the assessors to begin reviewing. **If you wish to have the assessors review different parts of the same work it is your responsibility to provide a file appropriately edited and to ensure that all your recordings function properly.**
- Do not submit URLs for support material, for example Vimeo, YouTube, Flickr, or a personal website/portfolio/gallery/archive.
  - Please note: work created specifically for the internet to take advantage of one or more of its technologies *may* be allowable; please contact the program Manager at least three weeks prior to the deadline for approval.
- Do not submit materials which are compressed (Zip, Stuffit, etc.), embedded in another program such as Word or PowerPoint, or which require software, plug-ins, extensions or other executables that need to be downloaded or installed.
- Do not submit full-length recordings, commercial CDs or DVDs, or any type of sample that has to be cued.
- **Audio files** must be in a common electronic audio format playable via iTunes
- **Video files** must be:
  - MPEG4
  - no larger than 150MB
- **Image files** must be:
  - Jpeg format
  - RGB colour mode (no CMYK)
  - 72 dpi
  - no larger than 1.5 MB

## FILE NAMES

To ensure that your materials are reviewed in the correct order, please label them “**InitialsNumberTitleYear.jpg**”:

- start with your initials, followed by
- the number that corresponds to your documentation list,
- the title of the work, and
- the year produced.

For example, ***ac01MainStreet2009.jpg***, ***ac02PegCity2011.jpg***, ***ac15Prairies2012.jpg***, etc.