



WINNIPEG  
ARTS COUNCIL

# INDIVIDUAL ARTIST GRANT PROGRAM

FOR PROFESSIONAL WINNIPEG ARTISTS  
WORKING IN ALL ARTISTIC DISCIPLINES

## 2019 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 \$7,000 and **"B grant"**, up to \$3,000.

**2019 Deadlines: March 12 & September 10**

The Winnipeg Arts Council is piloting an online application process for this grant program in 2019. For the March deadline, applicants will have the option to submit online or with a hard copy delivered to the WAC office.

Please ensure that you check the specific requirements for your chosen method of submission as outlined in these guidelines.

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  
champions development of the arts on behalf of  
the people of Winnipeg.*



## INDIVIDUAL ARTIST GRANTS - 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, contact the Program Manager to determine eligibility prior to submitting an application. Artists working as part of artist collectives should apply to the Project Grant Program for support. This includes group productions as part of the Winnipeg Fringe Festival. Please note that the Project Grant Program has one deadline annually. The 2019 deadline is Tuesday February 5 2019;*

- 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;
- live and work in the City of Winnipeg. An applicant must have lived in the City for at least 12 months immediately prior to the application date and maintain Winnipeg residency throughout the project. 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 12 for March applications and December 10 for September applications) and must be completed within 18 months of this date.

## GRANT TYPES

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**A Grants** of *up to* \$7,000 are intended for mid-career and established professional 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* \$3,000 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.**

Juries 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.

**ACCESS COSTS:** Professional artists who are Deaf, have disabilities or who are living with mental illness may be eligible for additional support for access costs. Artists identifying as such should contact the Program Manager in advance of the application date for details. Eligible expenses are those which assist the artist in the completion of the project but will not be considered for capital costs or accessibility supports needed for day-to-day living.

## INELIGIBILITY

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*Individual Artist Grants are not available to:*

- students
- amateur artists
- 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
- projects focused on artist residencies or touring
- 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
- activities or projects covered by another WAC program

## ASSESSMENT AND EVALUATION CRITERIA

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Applications for Individual Artist Grants are assessed by an independent jury of qualified artistic professionals selected on the basis of their familiarity with and expertise in a broad spectrum of artistic practices. The jury 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 jury 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 jury assesses applications based on the above criteria and the applicant's past and proposed work within the context of each competition. Their 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 jury'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 2019 Individual Artist Grant Program has two deadlines:

- **March 12** for projects beginning after June 12
- **September 10** for projects beginning after December 10

**For online applications:** applications must be submitted through the website [winnipegarts.gosmart.org](http://winnipegarts.gosmart.org) by 11:59 pm on the deadline date.

**For paper applications:** all materials must be received at the Winnipeg Arts Council office by 5:00 pm on the deadline date. This is not a postmark date. Applications may be mailed or hand delivered but not faxed or emailed.

**APPLICATIONS MUST BE SUBMITTED USING THE GO SMART WEBSITE OR DELIVERED TO THE WAC OFFICE. ANY APPLICATIONS SUBMITTED BY EMAIL OR FAX WILL NOT BE ACCEPTED. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.**

## 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 Program 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.

Because we are piloting a new application system, we expect there to be a learning curve in 2019. We will be providing assistance and collecting feedback wherever possible. If you require technical assistance, we ask that you contact the Winnipeg Arts Council well in advance of the deadline to give us time to address and troubleshoot your issue.

Applicants submitting a paper application must use the forms on the WAC website where provided; other narrative sections are to be on white, single-sided 8.5" x 11" paper and respect all page and word counts in these guidelines. Support materials must be supplied on a USB stick.

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.

Please note:

- Only one proposal may be submitted to this program for consideration at any given time.
- Applications must be submitted using the online system.
- Word counts and page 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 grants (including grants from other WAC programs) must be received and approved by the Winnipeg Arts Council before a new application can be submitted.

## 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. It is the responsibility of the applicant to maintain current contact information with the Winnipeg Arts Council.

## CONDITIONS OF ASSISTANCE

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- An individual artist may only receive one Individual Artist Grant per calendar year and may receive no more than two grants from the 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 the time specified in the request, to a maximum of 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 significant 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 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 including attendance numbers where applicable*
2. a financial statement with actual revenues and expenses.
3. samples of printed materials (programs, flyers, brochures) and press materials (articles, reviews) related to the project (if applicable).
4. 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.

## APPLICATION MATERIALS

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Online applications are submitted at [winnipegarts.gosmart.org](http://winnipegarts.gosmart.org).

- **Create** an individual account (not organizational) with a username and password.
- **Complete** the voluntary Statistical Information (“Intent to Apply”) section
- **Fill in** your application in the sections listed below. *You must save your work before leaving each page.* You may lose your work if you try to move to the next page without saving first.

Paper applications must be submitted in hard copy using the forms on the WAC website where provided. Other narrative sections are to be on white, single-sided 8.5” x 11” paper, respecting page and word counts in these guidelines. Support materials must be supplied on a USB stick.

### 1. Grant Registration and Voluntary Statistical Information

All information collected is only for statistical purposes and is not shared with grant assessors. It is voluntary to provide.

### 2. Grant Overview

Indicate the type of grant requested, the grant amount, and total project budget. You will also need to provide the intended dates of your proposal, the artistic discipline in which you will be working, and a brief summary used to identify your application, for example “*To write the first draft of ‘Main Street,’ a feature-length screenplay.*” Paper applications must be signed in ink.

### 2. Artistic Practice

Provide a brief statement of your artistic activities for the past 12 to 18 months (approximately 500 words) which gives context for your request by describing your recent artistic activities, professional development, your work and its influences and direction. You will also need to upload/attach a current CV or artistic résumé.

### 3. Detailed Project Description

In approximately 750 words, describe the proposed project. Explain what drew you to it, what you hope to accomplish and how it is significant 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.

### 4 & 5. Project Budget

Complete the forms outlining all sources of revenue and all expected expenses including **only revenues and expenses that pertain to the project and fall within the granting period. Your total revenues must equal total expenses.** You must also indicate whether revenues are confirmed or anticipated. In the event that you are awarded a grant you will be required to submit an *Actuals* budget with your Final Report.

### 6. Support Material Documentation List

Provide information on the material you are submitting.

### 7. Support Material

Online support material is done in 2 stages. You have to upload it to your profile, called a Work Samples Bank, and then indicate which items in your Work Samples Bank are to be attached to the application itself. Paper applications must include a digital storage device containing all support material.

Please see the following page for allowable support material.

## SUPPORT MATERIAL GUIDELINES

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Applicants must include examples of previous work and/or work in progress for the jury to review. Work related to the proposed project is usually most effective. It is essential to include the highest quality samples in order to best represent your proposal and to indicate their relation to the proposed project. The examples submitted should demonstrate the quality of your work and your ability to undertake and complete the proposed project. For collaborative works, please specify your role in the creation or execution of the work.

**All support material must be uploaded to your Work Samples Bank. The system will provide directions to do this.**

It is not necessary to complete all of the fields which are offered when you upload your materials, but you should be sure to include the name of the work, date created, and if applicable, name(s) of collaborator(s). You can include any other applicable information in the description field. Visual artists should include the dimensions of the work samples.

**You can store a maximum of 250 MB of data in your Work Samples Bank. This is the total combined for all of your samples.**

- **PRINTED MATERIALS** such as 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. should be uploaded in PDF format.
- **DIGITAL IMAGES** must be uploaded in JPG format.
- **AUDIO TRACKS** may be uploaded as MP3, WAV, AIF, WMA files.
- **VIDEOS** may be uploaded as MP4, MOV, MPG, MPEG, MXF, WMV files.

**The amount of allowable support material for the Individual Artist Grant is the same as it was prior to 2019: Applicants may submit up to 3 items, 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*
- up to 10 printed pages in PDF format.

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 materials must fit within the three-item limit described above.

There is no limit to the length of the sample you can upload, but assessors will review a maximum of 4 minutes per sample. Applicants wishing to have more than 4 minutes of an audio/visual sample considered must adhere to the “3 item” rule:

- An audio or video sample with a total running length of 4 minutes or less is considered one item and can be accompanied by two additional items from the list above.
- An audio or video sample with a total running length of 4:01 - 8:00 is considered two items, and can be accompanied by one additional item from the list above.
- An audio or video sample with a total running length of 8:01 - 12:00 is considered three items, and cannot be accompanied by additional material.