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# Theatre Creators' Reserve

## 2015/16 Guidelines

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### DEADLINES:

**Recommenders set their own deadlines.** Please see the *Theatre Creators' Reserve* web page at [www.arts.on.ca/page86.aspx](http://www.arts.on.ca/page86.aspx) for a list of deadlines, and to download application forms.

**The 2015/16 program is open from September 8, 2015 to January 25, 2016.**

### TABLE OF CONTENTS

Ontario Arts Council's Mandate and Vision.....	1
What is the Theatre Creators' Reserve program?.....	1
Who can apply?.....	1
What kinds of activity does this program fund?.....	2
What kinds of activity does this program not fund?.....	2
How much can I apply for? .....	3
Who makes the decisions about the grants? .....	3
What do I do to apply?.....	4
When do I find out whether I receive a grant? .....	5
What do I have to do if I receive a grant? .....	5
What else do I need to know? .....	5
Whom do I contact if I have questions? .....	6

The OAC is also committed to providing accessible services.

Deaf persons and persons with disabilities who require accommodation (e.g. assistance, alternate formats) are encouraged to contact us as soon as possible. Please see "Whom do I contact if I have questions?"

For more information about OAC's Accessibility Standards for Service to the Public Policy, please refer to the OAC website at: <http://www.arts.on.ca/Page3616.aspx>.

# Ontario Arts Council's Mandate and Vision

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## MANDATE

OAC's mandate is to foster the creation and production of art for the benefit of all Ontarians.

## VISION

We **envision** an Ontario where:

- people of all ages and communities experience, feel connected to and value the arts
- the arts sector is resilient and healthy
- Ontario artists and arts organizations are recognized locally, nationally and internationally for their work
- the arts reflect the diversity of stories of all of Ontario's people and communities

## What is the Theatre Creators' Reserve?

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The Theatre Creators' Reserve program supports theatre creators in creating new work.

Decisions are made by organizations on behalf of OAC, operating as third-party recommenders.

## Who can apply?

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### INDIVIDUALS

To be eligible for OAC project funding, you must:

- be a professional artist.  

The OAC defines a professional artist as someone who has developed skills through training or practice, is recognized by artists working in the same artistic tradition, has a history of public presentation or publication, seeks payment for her or his work and actively practises his or her art. Short breaks in artistic work history are allowed.
- be a Canadian citizen or a Permanent Resident of Canada, or have an application pending for Permanent Resident status and, if requested, be able to provide documentation to verify this.

### AND

- be a resident of Ontario who has lived in Ontario for a minimum of one year prior to making a grant application,
- have a permanent physical address in Ontario, and
- live in Ontario no less than eight months a year.

If requested, you must be able to provide one or more of the following documents to verify your residency status:

- an Ontario Health Insurance Plan (OHIP) card
- an Ontario driver's licence
- other documentation to validate your residency

If you do not produce this documentation upon request, you are ineligible.

#### ABSENCES FROM ONTARIO

In some circumstances, you may be eligible to apply to OAC while you are temporarily absent from Ontario (e.g. for an educational or artistic opportunity). Your absence must be no more than one year and not recurring. You must maintain your permanent physical address in Ontario, and you cannot apply for support from the jurisdiction of your temporary residence.

#### COLLECTIVES

The program also accepts applications from creation collectives, but not organizations.

To be eligible for OAC project funding, your collective must:

- be mostly composed of professional artists or arts professionals,
- have at least 50% of its members residing in Ontario,
- not be an incorporated organization,
- have a permanent physical address in Ontario,
- operate on a not-for-profit basis.

N.B. Individual recommenders may have additional eligibility requirements relating to geography, gender, culture, etc.

#### INELIGIBLE APPLICANTS

- employees or board members of the recommending theatre organization, or immediate family members of staff or board members.

## **What kinds of activity does this program fund?**

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The program will fund any type of creation activity by eligible applicants.

## **What kinds of activity will the program not fund?**

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The following are not eligible for funding:

- applications from individuals or collectives whose reports for previously awarded OAC grants are overdue or incomplete;
- work that has been completed before you have received notification by the recommender;
- creation of non-theatre work – e.g. fiction, poetry, film, radio or TV, etc.;
- production workshop costs; and
- productions.

## How much can I apply for?

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The minimum amount you may apply for is \$1,000.

The maximum you may apply for is \$5,000.

Individual recommenders may have their own limits within these levels.

Theatres may recommend less than you request (although not less than \$1,000), and may not recommend more than you request.

You may receive more than one Theatre Creators' Reserve grant in any one year, towards one project or for different projects. You may receive recommendations from more than one theatre in the same year.

### SUPPORT FOR DEAF PERSONS OR PERSONS WITH DISABILITIES

Deaf persons or persons with disabilities who need support to complete an application, or who have additional accessibility expenses related to realizing a project, can apply for supplementary funds to cover some or all of these costs.

- To request financial support to complete an application, please contact the program office.
- For additional accessibility expenses to realize the project, please include this amount in the application form. The requested supplementary funds are over and above your grant request amount.

Note: Deaf persons or persons with disabilities includes people who have physical, mental or learning conditions with long-term, temporary or varying effects that may be apparent or not.

If you are awarded a grant, and if you have requested additional accessibility support, OAC will contact you to discuss the details of the request.

## Who makes the decisions about the grants?

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This program is assessed by theatre companies that act as third-party recommenders for the OAC. Recommenders receive applications directly from creators and forward grant recommendations to the Theatre Office for authorization and payment by the OAC.

Recommenders keep all details of the application confidential.

It is the responsibility of the recommender to:

- set one or more deadlines for applications;
- inform you of priority areas it is interested in funding;
- determine what materials it requires of you;
- assess your application in terms of program eligibility, artistic merit and availability of funds; the recommender may also take certain targeted areas into account in its assessment, such as regional work, work from a particular culture or community or certain types of practice;

- ❑ decide if your project will be recommended to the OAC and, if so, the amount of the grant recommendation;
- ❑ complete the theatre company portion of your application form, indicating the recommender's decision;
- ❑ forward one copy of your application form to the OAC;
- ❑ return one copy of the form to you (if you include a stamped self-addressed envelope);
- ❑ keep one copy of the form on file.

Recommenders consider all applications after the deadline. They will make their decisions and report to the OAC (and to applicants who included a stamped self-addressed envelope) within six weeks of the theatre deadline.

## What do I do to apply?

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To apply for funding through the Theatre Creators' Reserve you must apply to one or more of the designated theatre recommenders.

The list of recommenders is available on the OAC's website, along with application forms, at [www.arts.on.ca/Page86.aspx](http://www.arts.on.ca/Page86.aspx).

Procedures for evaluating Theatre Creators' Reserve applications vary with each recommender. The recommender sets its own deadlines, method of determining which creators it wishes to recommend and priorities for funding. Where available, this information is also on the OAC website.

Each designated theatre has a set allocation against which grant recommendations can be made. The funds available for recommendations are limited, and the size of allocations varies among theatres.

Below is a detailed explanation of how to apply for a Theatre Creators' Reserve grant.

- ❑ Complete and sign the creator-applicant portion of the Theatre Creators' Reserve application form (available on the OAC website);
- ❑ Send three copies of the application form to the recommender, along with any support material the theatre may require. The recommender will let you know what is required.
- ❑ If you wish to hear from the theatre, enclose a self-addressed, stamped envelope (SASE) with each application.
- ❑ Some recommenders accept applications only via email.

The theatre will return support material and recommendation forms to you only if you have included a SASE. Recommenders do not have to return material or forms not accompanied by a SASE. Do not send support material to the OAC.

## When do I find out whether I receive a grant?

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Recommenders have six weeks after their deadline to forward recommendations to OAC.

If you have been recommended for a grant, we will:

- ❑ Ensure you are eligible (i.e. you are not applying as an organization, you are resident in Ontario)
- ❑ Request any overdue post-project reports for any OAC programs.
- ❑ After completing this process, we will send you a cheque for the amount of the recommendation within three weeks.
- ❑ If you have applied as an individual, the cheque will be payable to you and a T4A will be issued after the end of the year. If one member of a creation collective applies on behalf of the collective, the cheque will be payable to that individual, and a T4A will be issued after the end of the year. **If a collective applies under a collective name, the cheque will be issued in that name, and you should ensure that you will be able to cash that cheque. We are unable to cancel and reissue cheques.**

If the recommender has denied your recommendation, we will not contact you; if you sent a SASE to the theatre, the copy of the application returned to you by the recommender will serve as notice of the denial.

## What do I have to do if I receive a grant?

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If you receive a grant, you must acknowledge the support of the OAC in any premiere production of the work.

If you receive a grant you must send us a final report – a short narrative report on what you accomplished with the funding – six months after you received the funding. The report must be signed, and is available at: [www.arts.on.ca/Page86.aspx](http://www.arts.on.ca/Page86.aspx).

If you do not submit a final report, the OAC may require you to repay the grant. You will be ineligible to submit future applications to any OAC program or receive grant payments from the OAC until the grant is repaid or an acceptable report submitted.

## What else do I need to know?

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A Theatre Creators' Reserve grant is outright and unconditional to you from the OAC.

It cannot be represented or designated as any form of payment either owed or advanced by the theatre for past or future creation, nor will it be a substitute for royalties or fees, including commissions.

A Theatre Creators' Reserve grant cannot be used to underwrite production workshop or production expenses.

At no time does a grant recommendation place you under any obligation whatsoever to the theatre. Nor does a recommendation or grant in any way oblige the recommender to you.

The recommender must respect both the confidentiality of the application and the copyright of the support material.

## **Whom do I contact if I have questions?**

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If you have questions for the recommenders, please contact them directly.

If you have general questions about the Theatre Creators' Reserve program, please contact:

Lucy Gouveia, Program Administrator, 416-969-7432; 1-800-387-0058 x7432;  
[lgouveia@arts.on.ca](mailto:lgouveia@arts.on.ca)

If you are Deaf or a person with a disability and require accommodation please be aware that OAC may need advance notice to provide certain alternative formats and additional support in order for applicants to submit their application at the program deadline date. Please contact the program office as soon as possible to discuss options.

Ontario Arts Council

In 2015:  
151 Bloor Street West  
Fifth Floor  
Toronto, ON M5S 1T6

In 2016:  
700-121 Bloor Street East  
Toronto, ON M4W 3M5  
[www.arts.on.ca](http://www.arts.on.ca) / [info@arts.on.ca](mailto:info@arts.on.ca)

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