



ONTARIO ARTS COUNCIL
CONSEIL DES ARTS DE L'ONTARIO

an Ontario government agency
un organisme du gouvernement de l'Ontario

Craft Projects: Individuals

2009 GUIDELINES

PROGRAM DEADLINE: OCTOBER 15, 2009

The project cannot be completed before February 15, 2010.

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Please use our *Project Grant Basics: General Information for OAC Project Applicants* as a companion to these program guidelines.

These guidelines contain references to specific pages in *Project Grant Basics* that will help you in your application.

Project Grant Basics also contains definitions of commonly used terms, frequently asked questions (and answers), and other general information.

CE DOCUMENT EXISTE ÉGALEMENT EN FRANÇAIS.

What is the Craft Projects: Individuals program?

The Craft Projects: Individuals program provides grants to professional craft artists for creative and professional development projects.

The program provides assistance to craft artists at all stages in their careers, and supports contemporary and traditional craft-based practice and functional and non-functional works. This includes Aboriginal artists working in craft media in contemporary or traditional ways.

Grants support artists working in a wide range of craft media. This range includes, but is not limited to:

- ❑ beadwork
- ❑ book arts, e.g. book binding; paper-making
- ❑ clay/ceramics, e.g. pottery, sculptural work
- ❑ fibre, e.g. appliqué, basketry, embroidery, felting, knitting, needlework, quill work, quilting, sculptural textiles or fibre, surface design/printing, tamarack, tufting, weaving
- ❑ furniture
- ❑ glass, e.g. architectural, stained, hot glass
- ❑ jewellery
- ❑ leather work
- ❑ metal work
- ❑ musical instruments, drums
- ❑ turned wood, wood carving

The vision statements that guide the OAC's directions provide a framework for our funding priorities in the Craft Projects: Individuals program. We envision an Ontario where:

- ❑ The lives, careers and work of individual artists flourish
- ❑ Aboriginal, francophone, culturally diverse, new generation and regional artists are recognized for the value they provide to all Ontario's people, cultures and creative sectors
- ❑ The creativity, innovation and excellence of Ontario's artists in all their diversity are seen and acclaimed locally, nationally and internationally

What kind of projects does this program fund?

You may request a grant for a creative development or professional development project, or a combination of both.

CREATIVE DEVELOPMENT PROJECTS

Grants support you to create new work or to continue to develop a body of work in progress. These grants allow you time to create a body of work for exhibition, to research and explore new techniques or directions in your practice or to simply continue devoting time to creating your work. These grants also support the independent development of prototypes for small-batch production.

PROFESSIONAL DEVELOPMENT

Grants support activity that helps you develop artistic skills or knowledge or further your artistic career, such as attendance at important artistic conferences or symposia; short-term training, workshops or master classes; and participation in a creative residency, significant exhibition, craft show or other professional opportunity.

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What kinds of projects will the program not fund?

The following are *not* eligible for project funding:

- activities that take place before the deadline date
- activities that have been completed before the results of the competition have been announced, which will be approximately 4 months after the deadline date; You should not start a project that is dependent on a grant before you receive written confirmation that a grant has been awarded.
- capital expenses and purchase of equipment
- studio and/or business set-up costs
- studio renovation, repair or relocation
- student projects
- tuition for full-time study
- commissions

Who can apply?

To be eligible for OAC project funding, a person must:

- be a resident of Ontario;

- ❑ 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;
- ❑ have been resident in Ontario for at least a year before the application is made;
- ❑ continue to live in Ontario for at least eight months a year (with the following exceptions):
 - Artists who live in Ontario may leave the province for up to one year and continue to be eligible for OAC support if the absences are temporary (e.g. for an educational or artistic opportunity) and they do not also apply for support from the jurisdiction of their temporary residence.
 - Francophone artists living permanently in Quebec municipalities in the National Capital region who have been recognized as Ontario artists and who contribute actively to the artistic life of Ontario may be eligible for OAC project funding if they do not seek assistance from the Quebec government for the same project.
- ❑ be a professional artist. The OAC defines a professional artist as someone who has developed skills through training and/or practice, and is recognized as such by artists working in the same artistic tradition, and has a history of public presentation or publication, and seeks payment for her or his work and actively practises his or her art. Short breaks in artistic work history are allowed.

ADDITIONAL ELIGIBILITY REQUIREMENTS

You may be self-taught, or have art training through formal education, apprenticeship or with a mentor or elder. If you have completed a post-secondary course of study in visual arts or crafts, you must have spent a minimum of one year working at your art following your education.

Students enrolled full-time in an educational institution are not eligible. If you are a graduate student maintaining a professional artistic career you may be eligible to apply if your proposed project is completely unrelated to your field of study. We require a letter from your graduate program director to verify this; the letter must be included with your application.

We will not accept applications from artists whose reports for previously awarded OAC grants are overdue or incomplete.

COLLABORATIONS

The program provides grants to individual artists only. If you create work in collaboration with one or more other artist(s), you must select one person to make the application on behalf of the collaborative team. If awarded, the applicant will receive a T4A and takes responsibility for the grant on behalf of the collaboration. You may submit a résumé for the collaborative team, or individual résumés for each artist. Describe the nature of the collaboration in the artists' statement and submit support materials of past collaborative work. Please call with any questions.

How much can I apply for?

The maximum grant is \$15,000.

If you are an emerging artist you may request up to \$5,000. Emerging artists are those in the early years of their careers (usually one to eight years of practice), with a small body of work and limited professional recognition.

If you are mid-career or established in your career as a craft artist you may request up to \$15,000. You should have at least eight years of practice, a reasonable body of work and received professional recognition for your work. Professional recognition may include participation in exhibitions or craft shows, awards, critical writing about your work, etc.

Due to the number of applications we receive and the limited funds that are available, grants awarded may be smaller than the amount requested.

How often can I apply?

You may not apply to more than one OAC program for the same activity unless you have received notification that your first application has not been successful.

You may apply to only one Visual and Media Arts deadline per OAC fiscal year (April 1- March 31) regardless of whether your application is successful. For example, if you apply to the Craft Projects: Individuals program, you may not apply to a deadline in the Grants to Visual Artists program.

The exception to this is the Exhibition Assistance program. Artists are eligible to receive Exhibition Assistance grants as well as one from the programs noted above.

How do I apply?

Please read each point carefully and make sure you have followed all directions:

APPLICATION FORMS

- ❑ We accept applications in English or French. See *Project Grant Basics* page 2 for our translation policies.

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- ❑ You should request an application form well in advance of the deadline. We do not send or receive applications by fax or email. The application form is available on the OAC website: [www.arts.on.ca / search granting programs / alphabetical list / Craft Projects: Individuals](http://www.arts.on.ca/search/granting-programs/alphabeticallist/Craft-Projects-Individuals).
- ❑ Please check to see if you have the latest application form and deadline information; programs may have been revised. Application material is dated by year; for example, if you are applying in 2009, you must use a 2009 application.
- ❑ You must submit your application to the OAC on paper. OAC forms may be filled in on screen by computer then printed, or the forms may be filled in by typewriter or legible handwriting in black ink. Other written material, such as the project description or artist statement, must be computer-generated or typewritten and submitted on 8½" x 11" white paper in 11-point type
- ❑ Please provide the required number of copies of the application material; we send these copies to the jury for review and assessment. These copies should also be on 8½" x 11" paper (double-sided copies are preferred).
- ❑ Use the checklist in the application form before sending in your application. You must number and arrange the pages in exactly the same way as on the checklist, then make the copies. A complete application includes the required items described in the checklist as well as the specified number of copies.

DEADLINE AND APPLICATION POLICIES

- ❑ We will not accept applications that have been faxed, emailed or sent on disc.
- ❑ Check to make sure your application is complete, signed, accurate, legible and submitted in the correct order with the correct number of copies. We will not follow up on any of these requirements – they are your responsibility.
- ❑ We will *not* notify you automatically when we have received your application package. If you want us to confirm your application has been received, please enclose a self-addressed, stamped postcard.
- ❑ We open applications *after* the deadline date.
- ❑ Get your application in on time. We will accept applications postmarked by Canada Post or a courier company no later than the deadline date. You may also hand deliver your application to our office on the 5th floor of 151 Bloor Street West, Toronto. After 5

p.m. on the deadline day, applicants may leave their application packages with building security until 8 p.m. Your application must be complete (photocopied and sorted) before you drop it off.

- ❑ **Incomplete and late applications are ineligible** and will be returned to you by mail at any point in the process after the deadline date.

What do I have to send to the OAC?

The following is the information we need from you. The documents identified with this symbol ◆ are forms provided by the OAC and must be filled in; the other documents must be provided by you and attached to the application package.

1. **Applicant Information, signed (One copy only) ◆**
2. **Application Checklist (One copy only) ◆**
3. **Application Summary (6 copies required) ◆**
4. **Résumé or Biography (6 copies required)**

Maximum of 2 pages

Summarize your artistic experience, achievements and training.

5. **Artist's Statement/Proposal (6 copies required)**

Maximum one page, single spaced; 11 point type size or larger

- Provide a statement describing your work and your artistic vision. You may wish to describe the cultural practice that relates to your work or provide information on what is unique about your approach to technique, process or materials.
- Briefly describe how you intend to use the grant.
- For professional development projects, describe why the activity is important to you and how it will further the development of your craft practice or career.

6. **Budget (6 copies required) ◆**

Complete the budget page provided. Provide a balanced budget indicating both income and expenses relating to your project.

Eligible expenses include: living expenses, studio rental and other expenses, materials, rental of equipment, travel, research, registration fees, documentation, studio assistant (where required), etc.

The amount requested should be based on the scope of your project and the amount of experience you have in your craft career (please refer to the section *How Much Can I Apply For?* on page 5 for maximum grant

amounts). You can request a grant to cover 100% of your project costs. If the project budget is more than the maximum grant, or more than your grant request, you must indicate potential sources of revenue to balance the budget. Total revenue must equal total expenses.

7. Image List (6 copies required) ♦

8. Visual Support Material (1 set required)

Provide up to 10 digital images of your past work. This is a very important part of the assessment of your application.

It is usually best to provide a focused selection of recent work. You may include several detail images as part of your support material. Make sure the images are of the best possible quality.

Organize your images in chronological order from the oldest to the most recent work, number the digital files and complete the Image List form. Include no more than 10 images. Deleted next sentence

If you include diagrams, sketches or photographs in the written part of your proposal, you must subtract one digital image for each diagram or sketch.

Do not send the following; they will not be presented to the jury:

- student work
 - original art work
 - additional material such as catalogues, news clippings, reviews
- DELETED one point and 35 mm slide section

DIGITAL IMAGES - TECHNICAL INFORMATION

- Submit digital images on a CD-ROM in JPEG format only.
- Submit files of a maximum of 1024 x 768 pixels.
- For optimum viewing set your file to be 768 pixels high.
- Submit files at a resolution of 72 dpi.
- Submit files of 1 MB maximum.
- Submit RGB, sRGB or grayscale colour mode files only (no CMYK).
- Number, then title each file (digital still) – eg: 01.title.jpg. Make sure the number and title correspond to your image list.
- CD-ROMs must contain no more than 10 images.
- Write your name and phone number on the CD-ROM.
- Include only one work per JPEG.

RETURN OF SUPPORT MATERIAL

Generally, material is returned by mail immediately after the jury meeting and before sending grant results. You may also pick up your support material by calling our receptionist at 416-961-1660 or 1-800-387-0058 to make arrangements.

Who makes the decisions about the grants?

This program is assessed by a jury made up of 5 craft artists and other craft professionals. The jurors decide on grant recipients and amounts.

Before they meet to discuss the applications, the jurors become familiar with the program, its assessment criteria (below) and the OAC's strategic priorities. They read all of the applications and the written support material. At the meeting, the assessors review the visual support material, discuss the applications and rank them, using their knowledge and expertise in a group decision-making environment. The final decisions depend on the OAC's strategic priorities, the range and number of applications in the program and the program budget.

For more information about assessment, please see **Assessing Grant Applications** and **Selection of Jurors and Advisors** on pages 2 to 5 of *Project Grant Basics*.

What are the decisions based on?

Artistic Merit based on

- support material, i.e. images of past work
- artist's statement/proposal

Impact based on

- artist's statement/proposal
- résumé or biography

Viability based on

- budget
- résumé or biography

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

You will be notified of results in writing approximately 4 months after the application deadline, whether you receive a grant or not. We do not give grant results by telephone or email, so please do not call us or email us for this information.

You will not be given jury comments, whether you are successful or not.

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

If you receive a grant you must acknowledge the support of the OAC through the inclusion of the OAC logo on any printed material related to the artistic activity for which you were funded.

If you receive a grant you must also submit a final report on how the grant was used. The report is due one year after the grant is received. We will send you a report form with your notification letter and let you know when the report is due. 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.

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

If you are a first-time applicant to the program you may wish to contact the OAC to ensure you are eligible. Because we receive so many telephone calls during the weeks before the deadline, please try to call with your questions as far in advance as possible.

Phone or email:

416-961-1660 / 1-800-387-0058

Lisa Wöhrle, Associate Visual and Media Arts Officer ext. 7419

Email lwohrle@arts.on.ca.

OR

Lia Kyranis, Program Assistant ext. 7461 email lkyranis@arts.on.ca

If you don't have a copy of *Project Grant Basics: General Information for OAC Project Applicants*, phone the general number above or email info@arts.on.ca with a request to have one sent to you. It is also available on the OAC website.

If you are not sure whether this program is the right one for you, give us a call.

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