



ONTARIO ARTS COUNCIL
CONSEIL DES ARTS DE L'ONTARIO

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

Craft Projects: Individuals

2009 APPLICATION

PROGRAM DEADLINE: OCTOBER 15, 2009

If you have any questions, please see the *Craft Projects: Individuals Program Guidelines* to find out who to contact.

Before completing this application, please read carefully the *Craft Projects: Individuals Program Guidelines* and *Project Grant Basics: General Information for OAC Project Applicants*, included in this package.

Fill out the forms included in this application, prepare the supporting documents described in detail in the *Program Guidelines*, photocopy the required material and send the application package as outlined in the checklist to:

CRAFT PROJECTS: INDIVIDUALS

Ontario Arts Council

151 Bloor Street West, Fifth Floor

Toronto ON M5S 1T6

This application contains the following documents:

VOLUNTARY STATISTICAL INFORMATION

You may choose to fill out this section. Please send only the original of this page; the information is for OAC use only.

page 1

APPLICANT INFORMATION

Please fill out and sign. We need only the original of these pages.

Pages 1-4 are for OAC use only and will not be sent to the jurors.

The personal information is confidential to the OAC.

pages 2 to 4

APPLICATION CHECKLIST

Please fill out and send the application package in the order described on the checklist. We need only the original of this page.

page 5

APPLICATION SUMMARY

Please fill out. We need 6 copies of this page.

page 6

BUDGET

Please fill out. We need 6 copies of this page.

page 7

IMAGE LIST

Please fill out. We need 6 copies of this page.

page 8

CE DOCUMENT EXISTE ÉGALEMENT EN FRANÇAIS.

Please print clearly.

If you are using the electronic *Application*, either print the form and complete it by hand, or complete it on-screen, then print it out. To complete on screen, simply move your cursor to entry spots or tab from one entry spot to the next.

VOLUNTARY STATISTICAL INFORMATION

The OAC is committed to supporting and enhancing Ontario's thriving, evolving and diverse arts communities. As a public agency we recognize:

- Our responsibility to address systemic barriers and historical challenges faced by Aboriginal peoples and people of colour;
- Our role in supporting the arts as a critical link between language and culture for francophone people;
- The need to support new generations of artists (18 to 30 years old) in order to seed growth in all our arts communities.

We are gathering information to determine how well OAC funding supports Aboriginal artists; artists of colour; francophone artists and new generation artists; and organizations that support the work of artists from these communities.

The information will not be used to assess your application, will not be passed on to the assessors and will not be attached to your record. After we prepare a summary report of these statistics, this form will be destroyed.

Your response to the questions in this section is voluntary.

The term person of colour is based on the government of Canada's definition of visible minorities, who are defined as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour."

The OAC's definition of the term "Aboriginal" means Status and Non-Status, Métis and Inuit people.

The OAC's definition of the term "Francophone" is a person who learned French at home and still understands it.

The OAC's definition of the term "new generation" is a person who is 18 to 30 years of age.

You may check off more than one box.

Are you:

Aboriginal? yes no

Francophone? yes no

a person of colour? yes no

aged 18 to 30? yes no

Describe your cultural and/or ethnic background(s).

APPLICANT INFORMATION

APPLICANT NAME			
First:		Last:	
(if the application is successful, a cheque will be made out to the above name)			
Preferred language for communication	ENGLISH FRENCH Written <input type="checkbox"/> <input type="checkbox"/> Verbal <input type="checkbox"/> <input type="checkbox"/>	Salutation for correspondence	First-time applicant to the OAC? yes <input type="checkbox"/> no <input type="checkbox"/> First-time applicant to program? yes <input type="checkbox"/> no <input type="checkbox"/>
		<input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> None <input type="checkbox"/> Other <i>specify</i>	
<input type="checkbox"/> I have no overdue reports for any OAC program as of this deadline date.		If you are a first-time applicant, please tell us how you heard about this program:	
FULL ADDRESS			
Number and street name		R.R. # / Postal station	Suite / Apt. / Floor
City / Municipality / Reserve		Province	Postal code
Phone number	Fax number	Email address	Website
- -	- -		
APPLICANT MAILING ADDRESS IF DIFFERENT FROM THE ADDRESS ABOVE			
Number and street name		R.R. # / Postal station	Suite / Apt. / Floor
City / Municipality / Reserve		Province	Postal code
YOU MUST FILL IN ALL THREE SECTIONS BELOW			
1. I am a Canadian citizen or a permanent resident of Canada yes <input type="checkbox"/> OR I have an application pending for permanent resident status and can provide documentation to verify this yes <input type="checkbox"/>	2. I have been resident in Ontario for at least a year yes <input type="checkbox"/>	3. I continue to live in Ontario for at least 8 months a year yes <input type="checkbox"/> OR I am an Ontario resident but am on a leave for _____ months for the following reason:	
Total amount you are requesting from the OAC \$ _____			
Note: If the application is successful, you will be sent a T4A.			

TERMS AND CONDITIONS

Please read carefully the following terms and conditions before signing this document.

Terms and Conditions for the Application

Indemnification: The applicant agrees that the OAC is not responsible for loss or damage, however caused, to applications and to support materials.

Consent to Release: The applicant consents to the release of project information in this application and in any reports submitted under these terms to other granting agencies to which the applicant has also applied and to OAC assessors.

Terms and Conditions for the Receipt of OAC Funds

Please note: If you are successful in receiving a grant, the following terms and conditions apply. Your signature on this document indicates that you agree to the terms and conditions as outlined below.

Purpose and Use of the Grant

You shall use OAC grant money for the purposes outlined in your application.

If you receive a grant you agree to the following: that OAC funds will be used only for the purposes described in this application; if the project is delayed or changed substantially for any reason you will report in writing to the OAC before the changes take place. If the project does not go forward, you will return to the OAC the funds granted for the proposed project. Grants must be used for the purposes for which they were given within two years from the date of the grant notification from the OAC.

Income Tax

For individuals, a T4A form will be issued by the OAC and should be retained for income tax purposes.

Your grant notification letter will contain a form requesting your social insurance number, which you must provide to the OAC within four weeks of the date on the letter.

Audit Requirements

As a recipient of OAC funds, you are required to maintain adequate accounting records as to the receipt and disbursement of funds received from the OAC. You should also be aware that you might be liable to audit by the Provincial Auditor's Office to show that the money has been used properly.

Reporting Requirements

You are required to submit a final report on how you used the grant. Guidelines telling you how to prepare this report will be provided with your grant cheque. This report must be submitted by the date identified in your grant notification letter. If you fail to submit a report you will be disqualified from applying for any further OAC grants or from receiving any grant payments. Also, the OAC may request that you repay the grant.

Acknowledgment

You are required to acknowledge OAC's support of your project either by the use of OAC's logo, or as a written acknowledgement, as outlined in your grant notification letter.

AUTHORIZING INFORMATION AND SIGNATURE

I agree to the following:

I have read and understand all the terms and conditions above, as well as the program requirements explained in the program guidelines, application checklist and *Project Grant Basics*.

The information given in this application for funding assistance is true, correct and complete in every respect and that, in the event that a grant is awarded,

I agree to the terms and conditions described above.

I understand that late or incomplete applications or applications that do not meet the eligibility criteria for the program will be withdrawn from the grant application process and returned to me at any time in the process.

I have no overdue reports to any OAC program.

Applicant's signature	
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APPLICATION CHECKLIST

Please use the checklist below to make sure your application is complete. When you have checked off everything, submit the completed application documents organized in the same order as the checklist.

The items listed below under **required** must be included in your application. If any of the required items are not included, your application will be considered incomplete and will be returned to you.

For the sections Voluntary Statistical Information, Applicant Information, Application Checklist, Application Summary, Support Material List and Budget please use the forms supplied by the OAC.

Please read the *What do I have to send to the OAC?* section of the *Program Guidelines* before completing this form.

Fill in the OAC forms listed below, prepare and number the other documents and put them in the same order as on this checklist. Send the originals only of the Voluntary Statistical Information and items 1 and 2 on the checklist below.

Make 6 copies of #3 to #7, collated and sorted into individual sets in the same order as on the checklist. Each individual set will contain items #3 to #7. Attach #1 and #2 to one set, which will be kept in our files; the other copies will be sent to the jurors before the assessment meeting.

Please send only 1 copy of the digital images.

Please use paper clips; do not staple or bind each copy.

Send the entire application package to the address on the cover page of this application (include the name of this program as part of the address).

Please remember to make a copy of the entire application package for your files.

Voluntary Statistical Information, completed – **send original only, do not send multiple copies**

REQUIRED

- 1. **Applicant Information** ♦ completed and signed – **send original only, do not send multiple copies**
- 2. **Application Checklist** ♦ completed – **send original only, do not send multiple copies**
- 3. **Application Summary** ♦ completed
- 4. **Résumé/Biography** – See the *Program Guidelines* for details.
- 5. **Artist's Statement/Proposal** – See the *Program Guidelines* for details.
- 6. **Budget** ♦, completed – See the *Program Guidelines* for details.
- 7. **Image List** ♦, completed – See the *Program Guidelines* for details.
- 8. **Visual Support Material** – Enclose up to 10 digital images – **send one copy only**

♦ Items with this symbol are forms provided by the OAC and must be filled in; the rest of the material must be provided by you.

IMAGE LIST

Applicant name – First and last

Please see **pages 8-9 of the program guidelines** for detailed information about audio/visual material. Order your images in chronological order **starting with the oldest** and finishing with the most recent. Image files should be numbered and titled to correspond to the image list (e.g. 01.title.jpg).

No.	Date	Title	Medium	Dimensions specify in./cm.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				