



Recommender Grants for Theatre Creators

2017-18 APPLICATION & RECOMMENDATION

This program runs from September 5, 2017 to January 12, 2018

1. Before you start

Read the [Recommender Grants for Theatre Creators program web page](#) for important eligibility information.

Select a recommender. See web page for list of recommenders, including deadlines and contact information.

Ensure you have no overdue or unapproved final reports for previous OAC grants before submitting this application.

Contact OAC if you need to check on this.

2. Complete and submit the application

Fill out and sign the application form.

Follow your chosen recommender's(s') instructions for submitting the application, including providing required support material.

3. *NEW* Create a profile in Nova

If you do not already have one, **create and activate your profile in Nova**, OAC's online application system. Use the same email you include on this application form.

If you already have a Nova account, ensure it is up to date and activated.

For collectives, ensure there are two different contacts attached to the collective in Nova.

4. Recommender reviews your application

After the recommender reviews your application, they inform you whether or not they are recommending a grant.

The recommender forwards your application to OAC.

5. *NEW* OAC notifies you through Nova

OAC staff logs your application into Nova.

If you have been recommended for a grant, OAC confirms your eligibility before approving and awarding the grant.

You receive an email from OAC to notify you that your OAC notification letter is available in Nova. The email includes a link to log in; your letter is available under Action Items on your home page.

6. Grant payment

If you are awarded a grant, and you have applied as an individual, you are required to provide your Social Insurance Number (SIN) in Nova before OAC will release the grant cheque.

If you have a final report that has become overdue, or that has been submitted but remains unapproved since you applied, the final report must be received and approved before OAC will release the grant.

Grant cheques are sent by regular mail.

If you receive a grant, and have requested supplementary funds to cover accessibility costs to realize the project (for Deaf artists and artists with disabilities only), OAC will contact you about the supplement.

7. Final report

Once your project is complete, you must complete and submit an online final report in Nova.

APPLICATION - <i>To be completed by the creator:</i>	
Applying as:	<input type="checkbox"/> Individual (if successful, a cheque will be made payable under this individual name) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> None Other – specify
First and Last Name:	
OR	
Applying as:	<input type="checkbox"/> Collective (if successful, a cheque will be made payable under this collective name)
Collective Name:	
Contact Name for Collective: (First and Last Name required for notification)	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> None Other – specify
Second Name for Collective:	

Full Address:		
Suite / Apt. / Floor	Number and Street Name	
RR# / Postal Station	City / Town / First Nation	Province
Postal Code	Phone Number: - -	Email: OAC will use this email to notify you of results.

Working Title of Project:	Grant Request: (\$1,000- \$5,000) \$	Name of Theatre Reviewing Application:
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Supplementary Accessibility Request (For Deaf artists and artists with disabilities only): \$	Purpose:
Supplementary funds to cover additional accessibility expense to realize the project. Amount is over and above the grant request amount. Attach a breakdown. Requests will be considered and awarded separately by OAC.	

TERMS AND CONDITIONS

Please read carefully the following Terms and Conditions that govern application to and receipt of Ontario Arts Council's (OAC) funds before submitting your application.

General

I confirm that I, my co-applicant, my group and/or organization:

- Meet all eligibility criteria for the program.
- Understand that ineligible or incomplete applications will be withdrawn at any time in the process. I will be notified by OAC if my application is withdrawn.
- Can deposit a cheque in the name of the applicant if the application is successful.
- Have submitted any final report(s) due before the program's application deadline date.

1. Applicant Eligibility Criteria

I confirm that my application meets the applicable Eligibility Criteria set out below:

If you are applying as an individual or individual co-applicant, you must:

- be a professional artist/arts professional,
- be a Canadian citizen or a permanent resident of Canada, or have an application pending for permanent resident status,
- be a resident of Ontario who has lived in the province for 12 consecutive months immediately prior to applying to this grant program's application deadline,
- have a permanent physical address in Ontario, and
- have lived in Ontario no less than 8 months in the last 12 months immediately prior to this grant program's application deadline.

Or, if you were temporarily absent from Ontario prior to this application deadline, your absence was no more than one year and is not recurring, and prior to this absence, you were a resident of Ontario who lived in the province for 12 consecutive months preceding this absence and had a permanent physical address in Ontario. During this absence, you maintained your residency status and a permanent physical address in Ontario and did not apply to public funding agencies/ministries of the jurisdiction of **your** temporary residence.

You can provide documentation, if requested by OAC at any time to verify this information.

If you are applying as an ad-hoc group/collective, you:

- must have a permanent physical address in Ontario,
- must have 50% of its members residing in Ontario;
- must be comprised of at least two members who are Ontario-based professional artists, artistic leaders or arts professionals, and who will be responsible for the administration of the grant on behalf of the ad hoc group/collective;
- cannot be a corporation, and
- can deposit a grant cheque in the name of the ad hoc group/collective.

You can provide documentation, if requested by OAC at any time to verify this information.

2. OAC Limitation of Liability

I acknowledge and agree that:

Recommenders and OAC staff involved in the assessment of my application for OAC funds will have the ability to view, access and download my application information and any artistic examples or support documents or reports associated with my application.

OAC shall have no obligation, duty, liability whatsoever in contract, tort, or otherwise to me for any actions or inactions on the part of any third party, including but not limited to recommenders, that may result in any special, incidental, indirect or consequential damages whatsoever including, but not limited to, damages for loss of profits, for business interruption, loss, theft, unauthorized use, disclosure of or access to the Application Information by or to any unauthorized person or persons. These limitations, exclusions and disclaimers shall apply irrespective of the nature of the cause of action, demand or action by you, including, but not limited to contract, negligence, tort, strict liability or other legal theory; and

any such claim shall be solely against such third party.

3. Consent to Release

I consent to the release of application information, and any artistic examples or support documents, or reports associated with this application submitted under these terms to OAC assessors and other partner granting agencies or organizations to which I have also applied.

4. Disclosure of Information

I understand that grant results by program and deadline, including the recipients' name, location (i.e. city/town/First Nation), and grant amount, will be posted on OAC's website and may be published in OAC's Annual Report Grants Listing, other communications of OAC as well as part of the Government of Ontario Open Data initiative.

Terms and Conditions for Receipt of OAC Funds

If I am successful in receiving a grant, I understand that the following terms and conditions apply for the receipt of OAC Funds:

Purpose and Use of the Grant: OAC funds will be used only for the purposes outlined in this application and in OAC grant notification.

If the project is delayed or changed substantially for any reason I will notify OAC before the changes take place and before I proceed to undertake the project. If OAC does not approve the substantial delay or change(s) to my proposed project, I will return the funds granted for the proposed project. The amount of the funds grant to be returned is at the discretion of OAC.

If the project is not completed, I will return the funds granted for the proposed project.

Grants will be used for the proposed project within a maximum of two years from the date of the grant notification. Some exclusions may apply as outlined as program-specific eligibility criteria.

Safe Programming Requirements

If I, my co-applicant, my collective or my organization is engaged in direct delivery of programming to vulnerable members of society, I must obtain a vulnerable sector screening for each person involved in this programming before beginning your activity.

Income Tax For individuals, including key applicants and co-applicants, a T4A form will be issued by OAC and should be retained for income tax purposes.

For individuals, your Grant notification for individuals will include a request for my social insurance number. I agree to provide this information to OAC within four weeks of the date of the request.

Audit Requirements

As a recipient of public funds, I understand that I am required to maintain accounting records of funds received from OAC detailing their receipt and disbursement. I may also be audited by the Auditor General of Ontario, or agent thereof to show that the money has been used for the purposes outlined in my application.

Reporting Requirements

I understand that I am required to submit a final report on how I used the grant. Instructions telling me how to prepare this report will be provided with my grant notification. This report must be submitted by the date identified in my notification. I further understand that if I fail to submit a satisfactory report, I will not be

eligible for further OAC funding. The OAC will require that I repay the grant if I fail to complete any part of, or the entire proposed project.

Acknowledgment

I am required to acknowledge OAC's support by using OAC's logo in advertising, programs, brochures and other publicity materials for all the activities of the project.

INDIVIDUAL - Must be signed by applicant, not a representative of the applicant.

Name	Signature	Date

COLLECTIVE - Must be signed by two members of the collective who have the responsibility for the administration of the application, not an outside representative of the collective.

Name	Signature	Date

RECOMMENDATION FOR GRANT - To be completed by theatre-recommender:

<input type="checkbox"/> Recommended We have reviewed this application. The creator(s) and project meet the criteria of the program and merit support. We are bound by the terms of the program and understand this recommendation is subject to OAC approval.	Grant Amount Recommended: \$ (\$1,000- \$5,000)	<input type="checkbox"/> Not Recommended We have reviewed this application and are unable to recommend support at this time.
Signature of Designated Theatre Representative:		Date: