



OAC Grant Application • 3rd Edition

Survival Guide

Tips and must-dos for preparing an application to the Ontario Arts Council



ONTARIO ARTS COUNCIL
CONSEIL DES ARTS DE L'ONTARIO

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



ONTARIO ARTS COUNCIL
CONSEIL DES ARTS DE L'ONTARIO

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

Ontario Arts Council

151 Bloor Street West, 5th Floor
Toronto, Ontario, M5S 1T6
416-961-1660
Toll-free in Ontario: 1-800-387-0058
info@arts.on.ca / www.arts.on.ca

About the Ontario Arts Council

The Ontario Arts Council (OAC) is a publicly funded, independent agency of the government of Ontario. We have been supporting Ontario-based artists and not-for-profit arts organizations since 1963.

OAC's mission is to promote and assist the development of the arts for the benefit and enjoyment of all Ontarians. Over the years, OAC has fostered stability and growth in Ontario's arts communities.

The Ontario Arts Council welcomes all forms of artistic expression.

We are committed to funding art from all the people and regions of Ontario. We offer full service in English and French. All OAC programs are open to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural communities.



Mixed Sources
Product group from well-managed
forests, controlled sources and
recycled wood or fiber
www.fsc.org Cert no.
© 1996 Forest Stewardship Council

Briefly, the process...

- Eligibility—make sure you are eligible to apply
- Find the right grant program
- Read—make sure you understand the application and guidelines
- Gather information and brainstorm
- Writing—start with a draft
- Ask for feedback on your draft
- Complete the budget form (if applicable)
- Collect and compile support material (if applicable)
- Final edit/check for errors
- Make copies (as specified in the program guidelines)
- Submit by the deadline—all deadlines are listed on the OAC website

Contact OAC if you have any questions at any point in this process.

In general, you have to wait four months for the result of your application. Four months is the length of time it takes OAC to process all the applications it receives, conduct the jury process, approve all decisions and share information with applicants. You can find detailed information about the journey of each application on our website www.arts.on.ca.

Ready

Introduction	3
Grants for Individual Artists and Groups.....	3
What Kind of Projects Can You Do with an OAC Grant?.....	4
Who Can Apply?.....	5

Set

Which Program Do I Choose?	7
OAC Contacts.....	7
What's in an Application?.....	8
How Do I Apply?	8
What are Program Guidelines?	9
How Long Does It Take to Write an Application?	9

Go...

Writing Tips	11
Start With a Rough Draft.....	11
Write in Your Own Voice, Clearly and Directly	11
Focus on Your Artist Statement	12
Consider Your Artistic Goals	12
Describe Your Project Completely.....	13
Ask for Feedback.....	13
Check for Errors	13
On Budgets	14
On Support Material	16
Audiovisual Support Material.....	16
Other Support Material	17
Submitting Your Application.....	18
On Granting Decisions	18
Grants for Organizations	19
Project Grants	19
Operating Grants	19
Resources.....	20
Glossary	25
Contact information	27

Ready

Introduction

This booklet prepares you to apply for a grant from the Ontario Arts Council (OAC).

What is a grant? A grant is money we give you to help you make art. You must apply to us for the grant, but you don't need to pay the money back. To apply, you have to tell us in an application how you will use the grant money.

Writing your first application can be challenging. But it gets easier each time. Once you write one application, you will understand the words and the process involved. Your writing process may even help you think through your plans and ideas in a new way.

OAC has many grant programs for artists and arts organizations. Check our web site at www.arts.on.ca for a full list of programs.

Most program offices offer *project* and *operating* grants. *Project* grants are available to artists and arts organizations. *Operating* grants are available to incorporated, not-for-profit arts organizations only.

Grants for Individual Artists and Groups

Individual artists, collectives and ad hoc groups are eligible for project grants.

Project grants provide funding for an artist or group to do an art project or arts activity. OAC offers project grants in different arts areas, like theatre or music, and arts activities, like professional development. We also have grants for Aboriginal artists, francophone artists, artists of colour and artists in Ontario regions north of Parry Sound.



Collectives and ad hoc groups are artists who take on an art project or activity together. Unlike an organization, a collective or an ad hoc group is not incorporated. They may come together for a one-time-only project, or for ongoing projects.



What Kind of Projects Can You Do with an OAC Grant?

You can, for example:

- Create new work, like a film, an installation or a series of drawings with a *project* grant (there are many types of project grants, for various arts practices)
- Develop new skills by attending a workshop, a master class, a conference or getting a mentor through a *Professional Development* grant
- Rehearse a performance with a *Dance* or *Theatre* grant
- Work on a manuscript you've been trying to finish, by “buying time” with a *Writers' Works in Progress* grant
- Bring two arts together for a project with an *Integrated Arts* grant
- Make a music recording with a *Music* grant
- Take time out—go somewhere to explore new directions with a *Residency* grant
- Take your art on the road with a *Touring* grant or *Exhibition Assistance*
- Teach others through an *Arts Education* grant
- Practice a traditional art or craft

Our grants support your work for a fixed period. They are not automatically renewed—you must apply each time you want money for your arts activity.

Your art and experience may be suitable for several OAC programs. However, you may apply to only one program for each project or activity you propose. If you are not sure which program to apply to, talk to us first.



NOTE: OAC recognizes people who practice a traditional art or craft as artists.

Who Can Apply?

In general, you can apply if you are:

- An artist (see below)
- A Canadian citizen or permanent resident
- Living in Ontario a minimum of 8 months of the year

What Do You Mean By Artist?

For OAC to recognize you as an artist, you must:

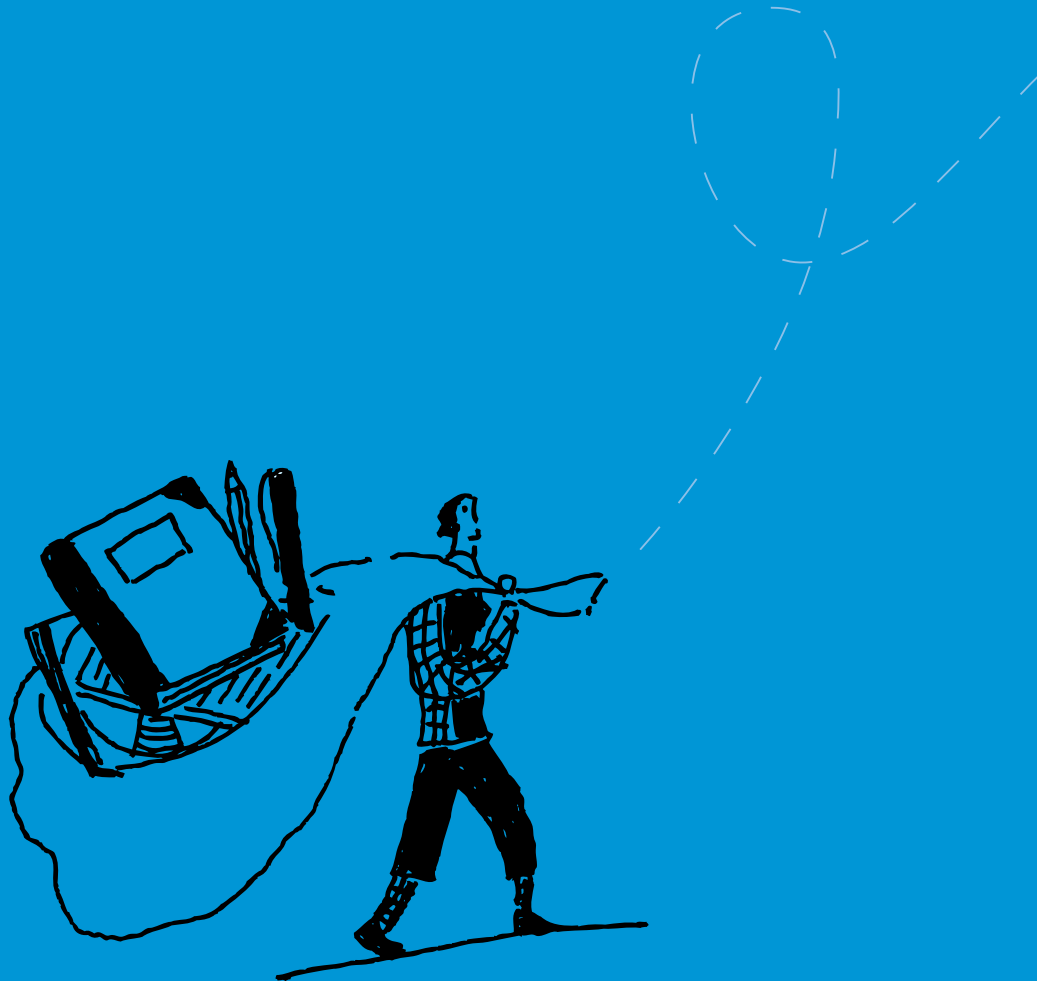
- 1. Be recognized as a professional, practicing artist by other artists working in the same field.**
This means that you are actively making art, not just thinking about it. You have shown your work in public. Other artists doing similar work see you as a peer. If you are a student, you are not considered a professional artist yet (exceptions apply).
- 2. Have completed basic training (formal or informal) in your field(s).**
You have finished school (or workshops, courses, mentorship, etc.) in your field, or you are self-taught, and are now practicing your art or craft for the long term.
- 3. Have spent a significant amount of time practicing your art.**
You have experience as an artist. Experience can mean lots of things. For example, you have been painting for a few years, or have spent several years studying dance or composing music. If you can talk about your practice, your art and your personal approach, you are probably an experienced artist.
- 4. Seek payment for your work.**
Do you sell your work? Do you charge admission to see your work? Do you receive compensation for your work? You don't have to be making a living solely from your art, but you seek an income from it.

If you are unsure about your eligibility for an OAC grant, ask us.



In some programs, we have separate grants for *emerging* artists, *mid-career* artists and *established* artists. This is generally based on the time you have spent practicing your art form, the level of recognition you have received, and the number of times you have presented your work.

Set



Which Program Do I Choose?

You have an idea, a project or an activity you want to pursue. The best way to find out which programs support your goal is to browse our website for information. Then, talk to OAC to make sure you've got the right granting program.

Call one of the OAC staff below and get answers about:

Programs e.g. *"I would like to do... Which program should I apply to?"*

Deadlines e.g. *"When is the deadline?"*

The application process e.g. *"How do I get an application?"*

Assessment e.g. *"Who looks at my application?"*

OAC Contacts

Ontario-wide:

OAC Information Services Coordinator

416-969-7429 (in Toronto)
1-800-387-0058 ext. 7429 (toll-free in Ontario)
info@arts.on.ca

In Northern Ontario regions:

OAC Northwestern Consultant

807-622-4279 (in Thunder Bay)
1-866-391-2221 (toll-free in Ontario)
northwestern@arts.on.ca

OAC Northeastern Consultant

705-673-5812 (in Sudbury)
1-877-265-8842 (toll-free in Ontario)
northeastern@arts.on.ca

What's in an Application?

Each program asks you for specific information for our review, so check the Program Guidelines for your program carefully. In general, we ask for:

- A description of your art practice and training or experience (i.e. your artist statement and résumé)
- Details about the project you want to undertake (i.e. your project description)
- A budget for your project, if applicable
- Support material that shows samples of your art

For collectives and ad hoc groups, we want information about each artist in the group, a description of any collaborative work the artists have done together, as well as information about your proposed project. Not sure what information to include for your group? Talk to us.

How Do I Apply?

When you know which program you are applying to, what's next? Here is the process in brief:

1. Get the Program Guidelines and application form. Read both carefully.
2. Get the budget form, if applicable.
3. Read the Writing Tips section in this booklet.
4. Prepare your application and check for errors.
5. Submit your application no later than the specified deadline date and time. (All application forms give the date and time by which you must submit your application, whether in person or by mail.)
6. Wait approximately four months for results.

While you're preparing your application, call us if you have questions. We want you to understand the whole process. Don't wait until the day before the deadline to call. You may not receive a reply immediately, so ask your questions early in order to finish your application on time.

What are Program Guidelines?

Program Guidelines are instructions for how to complete your application. Reading them is essential!

Each OAC program has its own set of guidelines. All the information you need to know about a program before applying is in them. The Program Guidelines tell you about:

- The purpose of the program (e.g. to support your career development, to help you finish a work in progress, etc.)
- Eligibility, including the kinds of projects eligible (and ineligible) for funding
- The amount of money you can request
- The written component of your application (guidelines ask a number of questions you must answer and include in your application)
- The support material you must send with your application
- Application deadlines
- A guide to filling out the budget, if required
- What happens once we receive your application

Find your Program Guidelines on our website on the page that describes your program. We offer versions in Word and PDF. You may also ask for a hard copy of the guidelines and application form to be mailed to you.

Call 416-969-7429 or 1-800-387-0058 ext. 7429, or email info@arts.on.ca.

How Long Does It Take to Write an Application?

This depends on you and the kind of project you plan to do.

We recommend you start at least one month before the deadline. All applications and guidelines are posted to our website approximately two months before the program deadlines. You may need to gather support materials, biographies, résumés, letters of reference, etc. to submit as part of your application. These take time to get so give yourself more time than you think you need to prepare the application.



Writing your own grant application can be challenging, but it is valuable experience. If you choose to hire a professional grant writer, know that this will not guarantee a quality application or get you the grant.

Go...



Writing Tips

Start With a Rough Draft

A rough draft is a short version of your application and can help you organize your thoughts. To begin, answer the application questions in point form before writing out the information in full. As you go, make a separate list of any additional information you need to gather in order to complete your application. Do you need to find out about travel costs, location rental costs, revenues from other sources, real costs related to your proposed project, etc.?

Read your draft—it should make sense even in rough. Are your thoughts in the right order? Have you skipped or repeated any information? This is the best time to make changes, before you put in your writing time. Preparing a draft is also a helpful exercise to make sure you understand every question we ask. (If you aren't sure, call us!)

Write in Your Own Voice, Clearly and Directly

Your writing doesn't need to be formal. Your application will be read by a jury made up of artists and arts professionals from around the province. Let your voice come through in your writing. Write as you would speak in regular conversation with them.

Write in clear language. Use shorter sentences and common terms that people you know would understand. Describing art can require lots of detail, but write using simple words and phrases. Define specific terms and clarify anything that may be unique to your project, your artistic practice, the geography or culture related to your art.

If someone tells you how to “frame” your application, or tells you what language to use in your application, double-check this with OAC first. People often tell you to write “what funders want to hear,” but no one knows better what funders want to hear than the funders themselves. Ask us for advice directly. We want your application to have every chance to succeed!



Juries and advisory panels are made up of people—artists and arts professionals—who help us evaluate all the applications we receive. We are careful to make sure they are fair and objective, and agree to keep all information confidential.

Focus on Your Artist Statement

Do you already have an artist statement? If not, a good place to start is to ask these questions:

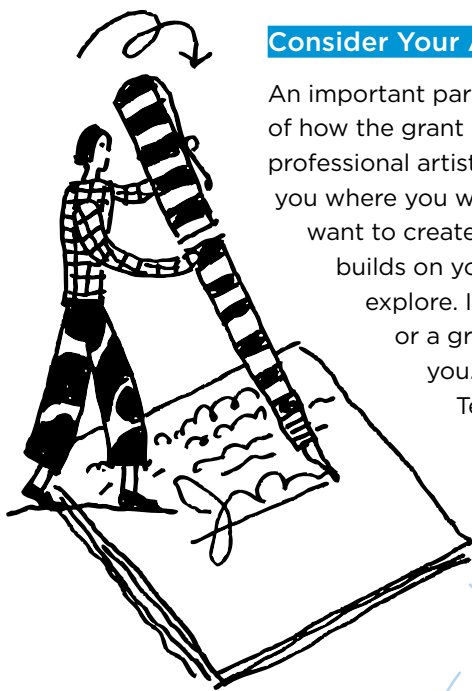
- Why do I like to make art?
- Who and what inspires me?
- How do I make my work?
- What are my goals and aspirations as an artist?
- Does culture, language or geography have a bearing on my art?
- What subjects and materials do I use? Why?
- What is unique about my own work and practice?
- What do I see in my work? What do other people say they see?
- What do I think people should know about me and my work?

With the answers to these questions, you are well on your way to creating an artist statement. Choose the ideas and words you think best describe you and your work. Write a paragraph or two about them. Keep it short and simple. Write at a level you would use to communicate to a friend. At the end of the process, you will have a short piece of writing that helps your audience appreciate your work better. This is your artist statement.

Consider Your Artistic Goals

An important part of your application is your explanation of how the grant money will help you develop as a professional artist. Think about how your plans will lead you where you want to go artistically. For example, you want to create a new work. Tell us how this new work builds on your previous work and what it will help you explore. If you want to do a mentorship with a person or a group, explain why and how it would benefit you. OAC supports artists as they grow.

Telling us how our grant money will help you is vital to your application.



Describe Your Project Completely

A successful project description covers all the basics: the Who, What, When, Where, Why and How of your proposal. Start thinking about these questions early:

- Where and when will your project take place?
- Who is it for? Describe your audience in detail. Is your project relevant to any particular community?
- Why did you choose your collaborators (if any)? How will all the participants work together from beginning to end?
- Why is your project important, and what you intend to achieve artistically? What motivates you to do this project?
- How does the project fit in with your artistic practice or previous work?
- What is your approach?
- What materials and tools will you use?
- How will you complete the project if you are unable to secure all the funds in your budget?

Ask for Feedback

Ask someone you know with good language skills to read through your application when you think it is finished. Do they have any questions about what you wrote? Is anything unclear? Do they need more information? This step will help you get a better sense of how your application reads to others.

After reading your application, your reader should be able to give you a summary of what you have written. Ask him or her questions like, *What is my project? Who is involved? When is it happening?* If he or she can't answer these questions, go back and revise. Add or remove information to make your writing as clear and complete as possible.

Check for Errors

Spelling and grammatical errors don't reflect well upon your application. They are simple to avoid.

Ask someone to proofread. Only a person, not a computer, will notice your errors. For example, a computer will not know you mean *from* when you type *form*.



Stuck? Talk to OAC!

During your writing process, feel free to ask questions. If your plan or budget contains details you think may be complex or awkward, ask us how best to deal with these in your application.



If you are using our Word application, the form does not let you run a spell-check, so have a dictionary on hand.

On Budgets

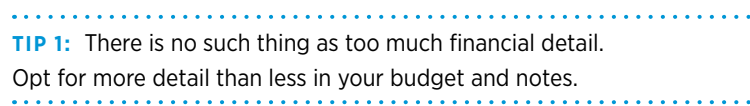
Not every OAC grant program asks you to submit a budget plan, though most do. When we ask for a budget, we want to know what your expenses are and how you plan to pay for them.

A good budget starts with research. Research any costs involved in your project or activity so that you can include them in your budget. Be thorough and think through your entire project or activity. Examples of potential costs:

- Artists' fees
- Travel costs
- Materials and equipment
- Rental space

You may want to contact artist unions (e.g., the Writers' Union, CARFAC) to get information about contracts, standards and fees. See Resources on page 20.

TIP 1: There is no such thing as too much financial detail. Opt for more detail than less in your budget and notes.



In-kind contributions are non-cash items, like donated rehearsal space, borrowed equipment or pro bono services, which you will use in your project. If required, list these contributions and include their real-world dollar value in your budget. For example, you are getting a studio space that normally costs \$400/month for free. This is an in-kind contribution worth \$400.



The OAC programs that call for a budget often include a template for you to fill in. If your application requires a budget, here are some basic pointers to help you prepare it:

1. Once you have identified all your expenses, propose what revenues (sources of funding) will pay for them.
2. Include the amount you request from OAC as revenue.
3. Are you putting your own money into the project? Include personal contributions in your budget—they count towards your revenue.
4. List any other sources of revenue for the proposed activity, such as other funders, fundraising, admission fees, sales or a personal contribution. Note whether these revenues are confirmed or pending.
5. Check the Program Guidelines to see what type of in-kind contributions are allowed in your budget, if any. We may request that you attach a separate page to list any in-kind budget items.
6. Your budget must be complete and represent your whole project, including all expenses, even though some expenses may not be eligible for OAC funding.
7. Your budget must balance, i.e. revenues must be equal to expenses. For example, if you say you are going to have \$7,800 in expenses, then you must show \$7,800 in revenue from all sources.
8. Attach notes to add detail and explanation to your budget if required by the program, or if you think notes will help the jury understand something complex about your budget.
9. Ask yourself, is the budget realistic? Make sure you have researched your costs and estimated your revenues carefully. Do not overestimate costs or revenues.

In most of our granting programs, OAC can be just one of your funding sources, **not** the sole funder for your project.

TIP 2: Explain how you estimated your revenues. If a previous project brought in \$500 in ticket sales, will your current project bring in more? Less? Why?

TIP 3: For individuals, your grant counts as income in your personal income tax filing. You must report it. OAC will send you a T4A form at the end of the year. If you want to know how this will affect your taxes, speak to an accountant or call the Canada Revenue Agency (CRA). See Resources on page 20.

On Support Material

Support material is what you send with your application to demonstrate your work as an artist. Depending on the program you are applying to, these can be printed work, images, audio recordings, writing samples, catalogues, reviews, etc. As a showcase of what you do, support material is an important part of your application. Choose your support material well. Here are a few notes and tips.

TIP 1: Check the Program Guidelines to see what you can send in. Different OAC programs ask for different kinds of support material. For example, with an Emerging Media Artists application, you can send in a work in progress, but not work directed by someone else.

TIP 2: Don't send in the only copy of work you have. Keep a copy for your files.

TIP 3: Submit the required number of support materials and no more.

TIP 4: If you practice many art forms, select samples of your work that are the most relevant to the type of grant application you are preparing.

Audiovisual Support Material

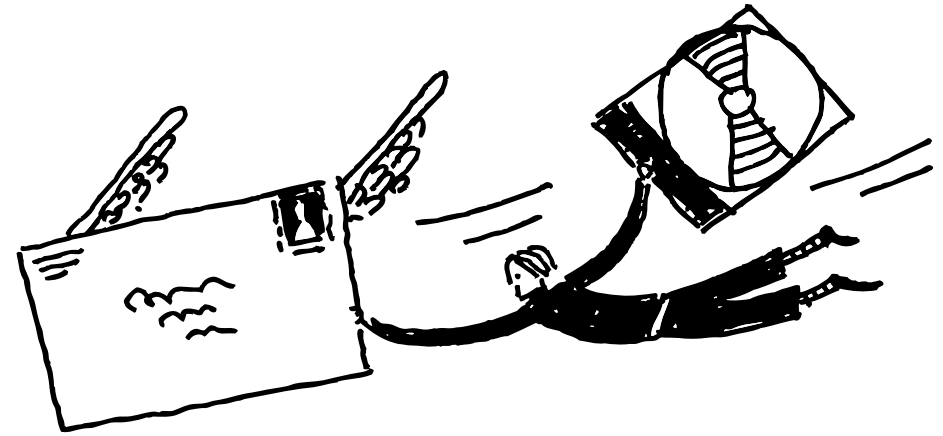
Poor quality support material makes an application less likely to succeed. Well-presented support materials are a huge bonus to juries and advisory panels that review applications. By well-presented, we mean:

- Acceptable media in usable formats (check the Program Guidelines)
- Clear, legible, undamaged
- Free of technical glitches

Start gathering your support materials early. Preview and test them yourself to make sure they work. OAC will not do this for you before sharing them with the jury.

For websites, DVDs or CDs, provide instructions on how to access your material and what the jury should see. Explain why these samples are relevant to your project or activity.

Audiovisual materials will not be returned to you.



Other Support Material

Images of your work will be a focus of your assessment so make them the best, most professional quality they can be. Don't make jurors squint or struggle to look at your work.

TIP 5: It's usually best to submit a selection of recent work rather than a wide range of work over the course of your career. For visual artists, include some detail shots of particular pieces.

TIP 6: If you are including support material created with other artist(s), be sure to obtain their permission first. Work produced collaboratively should cite the other artists. These artists should know that their work will be part of your grant application. Call us if you have questions.

TIP 7: Arts educators and artists applying to teach or work in the community should provide examples of work created in similar projects, e.g. workshops you may have led.

TIP 8: It's good practice to keep track of all your work and projects, documenting details such as participant attendance, expenses and support you receive. If your application is successful, you will need to refer to these details to file a final report to OAC about your project. The information will also come in handy for your next grant application.



Set aside some money for making copies of your application and for postage if you are mailing it. If you are part of a collective, talk to everyone early about how to pay for these expenses.



Be aware that online support material may not be viewed in the event of a server problem.

Submitting Your Application

Presentation is the key to a well received application. Your application is judged on content and organization, not weight! Include only the materials requested and no more. Single-space all text. Do not attach a binding to your application. Make sure your application is signed.

Always send the number of copies requested. These are sent to advisors and jurors and are an essential part of your application. Don't forget to make a copy for yourself.

In your Program Guidelines, you will find detailed instructions on how to submit your application. Our deadlines are strict, so always submit your application on time.

If you're mailing your application, it must be postmarked **no later** than the day of the deadline. Applications may also be hand-delivered to the OAC offices. On the deadline day, you may leave an application package with building security between 5 p.m. and 8 p.m. Late applications will not be accepted and will be returned by mail.

We do not accept applications by fax or email.

On Granting Decisions

All OAC grants are decided by peer assessment. A group of artists and arts professionals who know about your art form discuss your application during a review of all submissions to the program. This system allows us to allocate public funds in a responsible and accountable manner.

Your Program Guidelines contain details about how applications are assessed and what the jury looks for in your application.

OAC has limited funds for each granting program. The jury reviewing applications for your program must take into account the amount of money available and fund projects accordingly. Partial grants may be awarded. Not every worthy project receives funding. Sometimes there simply is not enough money to fund all good applications.

Grants for Organizations

Project Grants

Information given in previous sections for individual artists also applies to organizations seeking project funding. Organizations applying for project grants must describe themselves, their project, their budget and plans, and submit support material. Their applications are assessed by peers.

Operating Grants

Operating grants provide ongoing assistance to arts organizations towards their operating expenses and are awarded on an annual or multi-year basis. Operating grants cannot be used to fund capital projects, programs that are part of an accredited college or university, fundraising, or events or projects that have already taken place.

Organizations requesting operating grants must:

- Be actively producing or helping to bring the work of professional Ontario artists to communities
- Be incorporated as not-for-profit
- Have been programming for at least two years

There are some differences between the application forms for project and operating grants, but the writing principles are the same. Operating grant applications ask for different details and tend to take more time to prepare.



Contact OAC as early in your planning as possible to discuss your eligibility, program deadline, application and appropriate funding request level. Our company directory is online at www.arts.on.ca.



If you don't get a grant, **DON'T GIVE UP**. Applying at the next opportunity is still a good idea. Just because you didn't get a grant doesn't mean your project is not worthwhile.

RESOURCES

Here are some resources that can assist you in preparing your application.

Aboriginal Business Canada (ABC)

Support for Aboriginal entrepreneurs and organizations; a program of Indian and Northern Affairs Canada
www.ainc-inac.gc.ca/ecd/ab/abc/index-eng.asp

Aboriginal Curatorial Collective

Supports, promotes and advocates on behalf of First Nations (Indian, Inuit and Métis) art, artists, curators, and arts and cultural organizations
www.aboriginalcuratorialcollective.org

Artist-Run Centres and Collectives of Ontario (ARCCO)

Provincial arts-service organization that supports artist-directed organizations
www.arcco.ca

ArtReach Toronto

Offers resources designed to engage youth and support arts initiatives in underserved areas of Toronto
www.artreachtoronto.ca

ArtsSmarts

Generates and sustains innovative school partnerships centred around the arts
www.artssmarts.ca

Associated Designers of Canada (ADC)

For set, costume, lighting, projection and sound designers working within the performing arts in Canada
www.designers.ca

Association for Native Development in the Performing and Visual Arts

Represents artists, creators and producers of Indigenous ancestry
www.andpva.com

Bell Broadcast New Media Fund

Encourages and funds the creation of Canadian digital media; promotes partnerships and sustainable businesses in the broadcast and new media sectors
www.ipf.ca/Bell/English/BellFund.html

bravoFACT

Funding for film and video shorts
www.bravofact.com/about-bravofact

Canada Council for the Arts

Grants for artists and arts organizations; an agency of the Federal government
www.canadacouncil.ca

Canada Revenue Agency (CRA)

Information on Canadian tax laws and social and economic benefits and incentives delivered through the tax system
www.cra-arc.gc.ca

Canadian Actors' Equity Association (Equity)

Represents and advocates on behalf of Canadian actors
www.caesa.com

Canadian Alliance of Dance Artists (CADA)

Professional development, tools, resources and advocacy for dance artists
www.cada-on.ca

Canadian Artists' Representation (CARFAC)

Advocacy and promotion for the Canadian visual and media arts communities; provides information on artists' economic and legal rights, fees, etc.
www.carfac.ca

Canadian Artists' Representation—CARFAC Ontario

Regional affiliate of CARFAC for Ontario—see above
www.carfaontario.ca

Canadian Arts Presenting Association (CAPACOA)

Information and promotion for the performing arts, touring and presenting communities
www.capacoa.ca

Canadian Bookbinders and Book Artists Guild

Support for the book arts
www.cbbag.ca

Canadian Conference of the Arts

National forum for the arts and cultural community; provides research, analysis and consultation
www.ccarts.ca

Canadian Council for Aboriginal Business (CCAB)

Programs and services to promote Aboriginal businesses, people and communities
www.ccab.com

Canadian Dance Assembly

A national arts service organization for Canadian professional dance
www.dancecanada.net

Canadian Independent Recording Artists' Association

Advocacy and resources for Canadian independent recording artists
www.ciraa.ca

Canadian League of Composers (CLC)

Advocacy and resources for Canadian composers
www.composition.org

Canadian Music Centre

Collects, distributes and promotes music by Canadian composers
www.musiccentre.ca

Celebrate Ontario

Funding for festivals through the Ministry of Tourism and Culture Ontario
www.ontario.ca/celebrateontario

Choirs Ontario

Resources, learning opportunities, advocacy and communications for Ontario choirs
www.choirsontario.org

Cultural Careers Council Ontario (CCCO)

Human resources and career development information
www.workinculture.ca

Cultural Human Resources Council

Career information for cultural workers
www.culturalhrc.ca

Dance Ontario Association

Programs, services and advocacy for the dance sector in Ontario
www.danceontario.ca

Dancer Transition Resource Centre

Helps dancers transition into, within and from professional performing careers
www.dtrc.ca

Dance Umbrella of Ontario (DUO)

Provides custom design arts management solutions and administrative support to professional dance artists, collectives and small-scale dance companies in Ontario
www.danceumbrella.net

Department of Canadian Heritage

Arts and cultural industries support programs; a department of the Federal government
www.pch.gc.ca

Documentary Organization of Canada (DOC)

Promotes, supports and develops documentary filmmaking
www.docorg.ca

Dreamcatcher Charitable Foundation

A First Nations' foundation providing grants to individuals and communities for arts and culture, education, health, sports and recreation activities
www.dcfund.ca

Editors' Association of Canada (EAC)

Professional association for editors; resources include a job board, industry standards, networking opportunities
www.editors.ca

Folk Music Ontario

Programs and services that support Folk music presenters and performers
www.folkmusicontario.ca

Foundation Assisting Canadian Talent on Recordings (FACTOR)

Support for Canadian recording artists, songwriters, managers, labels and distributors
www.factor.ca

FUSION: The Ontario Clay and Glass Association

Promotes and provides workshops and resources for clay and glass craft artists
www.clayandglass.on.ca

Hal Jackman Foundation

Offers a grant program for arts organizations (and other non-arts programs)
www.haljackmanfoundation.org

Independent Media Arts Alliance (IMAA)

Advances and strengthens the media arts community in Canada
www.imaa.ca

Indigenous Performing Arts Alliance

Promotes the development of professional Indigenous performing artists and arts organizations in Canada
www.ipaa.ca

Indspire

Programs that promote, support and celebrate the achievements of Canada's Aboriginal peoples
www.indspire.ca

Laidlaw Foundation

Grant programs and workshops supporting youth engagement with the arts
www.laidlawfdn.org

League of Canadian Poets

National membership association of professional publishing and spoken word poets
www.poets.ca

Media Arts Network of Ontario (MANO)

Advocacy on provincial issues for the media arts sector
<http://mano-ramo.ca>

Metcalf Foundation

Offers grants for the performing arts (and other non-arts programs)
www.metcalffoundation.com

Ministry of Tourism, Culture and Sport Ontario

www.mtc.gov.on.ca

MuchFACT

Funding for music video, electronic press kit and website production through MuchMusic, MuchMoreMusic and Musique Plus
www.videofact.ca

National Film Board of Canada

Produces and distributes Canadian film; offers filmmaker support programs
www.onf-nfb.gc.ca

Neighbourhood Arts Network

Support for artists, arts organizations and community agencies that provide community-engaged arts programming in Toronto
www.neighbourhoodartsnetwork.org

Ontario Association of Art Galleries

Programs and services that support public art galleries
www.oaag.org

Ontario Crafts Council (OCC)

Member benefits include resources and opportunities for craft artists
www.craft.on.ca

Ontario Cultural Attractions Fund

Provides funding assistance to cultural and heritage organizations
www.ocaf.on.ca

Ontario Media Development Corporation

Helps Ontario's creative industries produce film, television, music, books, magazines and interactive digital media; agency of the Ministry of Tourism and Culture Ontario
www.omdc.on.ca

Ontario Presenting Network (CCI)

Programs and services offering support for artists, arts presenters, artist representatives, venues and consultants in the Ontario presenting community
www.ccio.on.ca

Ontario Trillium Foundation

Grants for organizations in the arts and culture, environment, human and social services and sports and recreation sectors
www.otf.ca

Opera.ca

A national association for opera in Canada; offers the Canadian Opera Creation Fund
www.opera.ca

Orchestras Canada

Programs and services that support Canadian orchestras
www.orchestrascanada.org

Organization of Book Publishers of Ontario

List of Ontario-based Canadian-owned book publishers and tips on how to get published
www.obpo.ca

Playwrights Guild of Canada

Advances the creative rights and interests of professional Canadian playwrights, promotes Canadian plays nationally and internationally, and fosters an active, evolving community of writers for the stage
www.playwrightsguild.ca

Professional Association of Canadian Theatres (PACT)

Association providing programs and services for professional Canadian Theatres
www.pact.ca

Professional Writers' Association of Canada (PWAC)

Assists members through offering resources, professional development and advocacy for professional writers in Canada
www.pwac.ca

Salamander Foundation

Offers grants to promote arts and culture (and other non-arts fields)
www.salamanderfoundation.org

Shaw Media—Hot Docs Funds

Support for Canadian documentary projects
www.hotdocs.ca/funds/shaw_media_hot_docs_funds

Small Business Enterprise Centres

Workshops, seminars and mentorship opportunities to start or grow a business; an initiative of the Ministry of Economic Development, Trade and Employment Ontario
www.ontario.ca/economy

Small Theatre Administrative Facility (STAF)

Arts administration services for the independent theatre community
www.theatreadmin.com

Telefilm Canada

Dedicated to the development and promotion of the Canadian audiovisual industry
www.telefilm.ca

Theatre Ontario

Programs, services and resources that promote theatre throughout Ontario, including the Professional Theatre Training Program
www.theatreontario.org

Toronto Alliance for the Performing Arts (TAPA)

Membership association for theatre, dance and opera in Toronto
www.tapa.ca

Tourism Event Marketing Partnership Program (through the Ontario Tourism Marketing Partnership Corporation)

Assistance for selected tourism events and festivals across the province
www.tourismpartners.com

Women in Film & Television Toronto (WIFT-T)

Support for women in screen-based media to build, advance and sustain their careers
www.wift.com

Writers' Union of Canada (WUC)

Support and advocacy on behalf of Canada's book published authors
www.writersunion.ca

GLOSSARY

Here are definitions to some **commonly used terms** you will see in OAC's grant applications.

An activity is what you plan on doing with your grant. It could be working on your art, making a music album or attending a workshop. It may be possible to break major activities into smaller parts, for example, recording and mastering an album. Or, doing research and then spending time in the studio. If your plan is for a large, group project, your activities could include planning, promotion, rehearsals, etc.

Artist Statement

An artist's statement gives your audience insight into your work, motives and intentions. It might also talk about personal history, concepts and ideas, choice of materials and techniques. It is clear and persuasive. Usually, this statement is written in the first person, so use *I use sound to...* or *my technique is based on...* etc. As part of a grant application, it provides a window into your creative work and artistic process.

Biography

A professional or artistic biography is a paragraph about one person. It includes the person's name, professional or artistic history and place of residence. In an application for a collective project, the biography also tells of the person's involvement in the group. Biographies may also include notes on education and training as well as career accomplishments.

Goal See *Objective*.

In-Kind Contribution

In-kind contributions are non-cash donations of resources. These can include staff time, administrative services, equipment, meeting or rehearsal space and other services. In-kind contributions would be monetary expenses in your budget—that is, what the resource or service would have cost you—if they had not been donated.

Objective / Goal

An objective or goal describes what you want your project to achieve. For example, *Launch a series of workshops in Northern Ontario for youth aged 12 to 17.*

Organizational Description

If you are applying for a project grant as part of a group or organization, you may need to describe your group or organization. Your description should briefly mention the following:

- Name of the group or organization and any former names
- The reason for the group or organization's existence—its history, mission and goals
- Location and audience/market/users
- What the group or organization does today—programs, projects, etc.
- What the group or organization has achieved—statistics if any, strengths and milestones

Any other information needed about your group will be requested specifically in the Program Guidelines for the program to which you are applying.

Outcome

An outcome is a long-term result of your project or activities. The result can be general (qualitative), such as how your project broadens artistic and career horizons for young filmmakers, and/or concrete (quantitative), such as increasing the number of workshops you host from five to eight as a result of a 40% increase in participant interest.

Project Description

A project description is a concise and organized statement that summarizes what your project is about and how you would use the grant money to make it happen. The program you are applying to will ask you to describe a specific project or activity, or a body of work that you wish to carry out with a grant. See Writing Tips on page 11.

Résumé

Generally, a résumé (sometimes called a c.v. or *curriculum vitae*) is a summary of a person's training, skills and other relevant professional details. Artists' résumés often include publications, exhibitions, performances, awards, collaborations and recognitions. List only arts-related employment in your résumé. Keep your résumé brief.

Schedule

Your schedule is a timeline that lists your project activities and how your work will proceed from start to finish. It can be written in point form or short sentences. If there are phases to your project, you can outline the activities in each phase of your project.



CONTACT INFORMATION

We're here to help so don't hesitate to contact us.

OAC Information Services Coordinator

In Toronto: 416-969-7429

Toll-free in Ontario: 1-800-387-0058 ext. 7429

info@arts.on.ca

OAC Northwestern Consultant

807-622-4279 (in Thunder Bay)

1-866-391-2221 (toll-free in Ontario)

northwestern@arts.on.ca

OAC Northeastern Consultant

705-673-5812 (in Sudbury)

1-877-265-8842 (toll-free in Ontario)

northeastern@arts.on.ca

General:

Ontario Arts Council

151 Bloor Street West, 5th Floor

Toronto, Ontario, M5S 1T6

416-961-1660

Toll-free in Ontario: 1-800-387-0058

info@arts.on.ca / www.arts.on.ca

Our company directory is online at www.arts.on.ca.

Accessibility

The OAC is committed to providing Deaf artists and artists with disabilities access to our programs and services. We encourage you to contact us if you require an alternate format of our program guidelines or application forms or if you need assistance to complete an application. Sufficient advance notice is needed to provide certain alternative formats and additional support in order for applicants to meet program deadline dates. Please refer to the listed contact information to connect with OAC and discuss how we can meet your needs.

ACKNOWLEDGEMENTS

The Communications team would like to thank OAC granting staff members for their collaboration, as well as Bushra Junaid, Outreach and Development Manager, and Janice Lambrakos, Information Services Coordinator, for their extensive editorial contributions.

WRITING, EDITING AND COORDINATION: Claire Pfeiffer
ADDITIONAL EDITING: Mary Li
DESIGN: Ledden Design iT
ILLUSTRATION: Jeff Jackson, Reactor Art + Design Limited

©ONTARIO ARTS COUNCIL 2010,
THIRD EDITION 2013