



# Exhibition Assistance

## 2017-18 Application

The 2017-18 program is open from June 2017 through January 2018. **Recommenders set their own deadlines.** See [Exhibition Assistance Recommenders Information](#) for a list of deadlines and contact information.

### Instructions

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#### 1. Before you start

- Read the [Exhibition Assistance](#) program web page for important eligibility information.
- Select a recommender. See [the Exhibition Assistance Recommenders List for deadlines and contact information](#).
- Ensure you have no overdue final reports for previous OAC grants before submitting this application. Contact OAC if you need to check on this.

#### 2. Complete the application

- Fill out and sign the application form.
- Prepare the supporting documents detailed in the application checklist on page 2.

#### 3. Submit the application to a recommender

- Send the application package directly to the recommender you have selected.

#### 4. \*NEW\* Create an account in Nova

- If you do not already have one, **create an account in Nova**, OAC's online application system: <https://grants.arts.on.ca>, using the same email you include on this application form.

#### 5. Recommender reviews your application

- After the recommender has reviewed your application, they will inform you whether or not they are recommending an Exhibition Assistance grant for you.
- Recommender forwards your application to OAC for final eligibility review and processing.

#### 6. \*NEW\* OAC notifies you through Nova

- OAC staff logs your application into Nova.
- You will 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.

## 7. Grant payment

- If you are awarded a grant, and you have applied as an individual, you will be required to enter your social insurance number in Nova before OAC will release the grant cheque.
- If you have a final report that has become overdue since you applied, the final report must be received and approved before OAC will release the grant.
- Grant cheques are sent by regular mail.

## 8. Final report

- Once your exhibition has ended, you must complete and submit an online final report in Nova.

# Application Checklist

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**Application form** (signed by you)

**Résumé**

Summarize your artistic training, accomplishments and past exhibitions (up to 3 pages). Collectives may submit a résumé for the collective or individual résumés for each of the member artists.

**Exhibition confirmation document**

Provide a letter, contract or email that includes:

- Artist's **name**
- Exhibition **location**
- Exhibition start and end **dates**
- **Contact information** for the exhibiton presenter/organizer

**Support Material**

Submit 10 images (.jpeg) or other audio-visual documentation of your work and a list identifying the date, title, media and dimensions of each work. Collectives should submit examples of their collaborative work. See the [Exhibition Assistance Recommenders List to find out about other accepted formats](#).

**Stamped, self-addressed envelope**

If you are submitting the application by mail and you would like your support material returned to you.

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*CE DOCUMENT EXISTE ÉGALEMENT EN FRANÇAIS.*

*The OAC is committed to providing services in French according to the requirements of the French Language Services Act.*

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. See OAC's [Inclusive Application Process Policy](#).

## APPLICANT INFORMATION

Personal information collected for this application will be used to assess your eligibility and for administration purposes. It is collected under the authority of the Arts Council Act. Questions about the collection of personal information may be addressed to Freedom of Information & Records Management Coordinator, Ontario Arts Council, 121 Bloor St E, 7th Fl, Toronto ON M4W 3M5, Telephone: 416-961-1660 ext. 5111, Email: [FOI\\_AI@arts.on.ca](mailto:FOI_AI@arts.on.ca).

\* Required information is identified with an asterisk.

|   |  |          |   |
|---|--|----------|---|
| <b>Applying as:</b>   | <input type="checkbox"/> <b>INDIVIDUAL</b> |          |   |
| First Name:*                      Middle initial :                      Last name:*<br><i>(If successful, a cheque will be issued to the above name)</i><br>Salutation for correspondence: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> None <input type="checkbox"/> Other specify |  |          |   |
| Phone number*:  |  | -        | - |
| Cell number*:   |  | -        | - |
| Email*:   |  | Website: |   |
| OAC will use this email to notify you of grant results.   |  |          |   |

OR

|  |  |                |  |
|--|--|----------------|--|
| <b>Applying as:</b>  | <input type="checkbox"/> <b>COLLECTIVE</b> |                |  |
| <b>COLLECTIVE NAME:</b><br><i>If successful, a cheque will be issued to this collective name. Grants to collectives are not issued to individuals.</i>   |  |                |  |
| Primary collective contact name (person to be contacted regarding this application):<br>First Name:*                      Middle initial :                      Last name:*<br>Salutation for correspondence: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> None <input type="checkbox"/> Other specify |  |                |  |
| Email (for correspondence)*:   |  | Phone number*: |  |
| OAC will use this email to notify you of grant results.  |  | -              |  |
| Second collective contact name:<br>First Name:*                      Middle initial :                      Last name:*<br>Salutation for correspondence: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> None <input type="checkbox"/> Other specify  |  |                |  |
| Email*:  |  | Phone number*: |  |
|  |  | -              |  |

| Permanent Physical Address |                          |           |        |
|----------------------------|--------------------------|-----------|--------|
| Suite / Apt. / Floor       | Number and street name*: | <b>OR</b> | R.R. # |

|  |                          |            |                |
|--|--------------------------|------------|----------------|
| City / Town / First Nation*:                     |                          | Province*: | Postal code*:  |
| <b>Mailing Address</b> , if different from above |                          |            |                |
| Suite / Apt. / Floor                             | Number and street name*: | R.R. #     | Postal station |
| City / Town / First Nation*:                     |                          | Province*: | Postal code*:  |
| Website:   |                          |            |                |

## RECOMMENDER

|   |  |
|---|--|
| Name of recommender organization to which you are applying: |  |
|---|--|

## EXHIBITION DETAILS

|  |                   |
|--|-------------------|
| Name of exhibition venue:  | City and country: |
| <b>Exhibition Dates</b><br>From (month/day/year) ____ / ____ / ____ To (month/day/year) ____ / ____ / ____   |                   |
| <b>Exhibition Discipline</b> (check one)<br><input type="checkbox"/> CRAFT <input type="checkbox"/> MEDIA ARTS <input type="checkbox"/> PHOTOGRAPHY/PHOTO-BASED <input type="checkbox"/> VISUAL ARTS |                   |

## BUDGET - Include only eligible expenses.

|  |    |   |
|--|----|---|
| Installation and presentation costs        | \$ | <b>Eligible:</b> framing, plinths or display structures, mounting and installation hardware and supplies.<br><b>Not eligible:</b> photo printing and other costs related to creation of art works; artist fees to others such as performers or exhibiting artists |
| Audio-visual presentation equipment        | \$ | <b>Eligible:</b> rental or purchase of equipment to present your work, e.g. monitors, projectors, cables, synchronizers, tablets, computers, etc.   |
| Crating and transportation of works of art | \$ | <b>Eligible expenses include:</b> vehicle rental for artists transporting their work <b>Note:</b> Artist's own travel costs are only eligible for performance art and site-specific installation.<br><b>Not eligible:</b> accomodation                            |
| Technical/installation fee                 | \$ | <b>Not eligible:</b> paying oneself for installation time   |
| Exhibition venue rent or booth fee         | \$ | <b>Not eligible:</b> artist's studio rent   |
| Exhibition promotional expenses            | \$ | <b>Eligible expense include:</b> design, printing and mailing of invitations, website posting, paid advertising<br><b>Not eligible:</b> catalogues, documentation of art work and hospitality.  |
| Insurance                                  | \$ | <b>Eligible:</b> insurance for art works during transportation or exhibition, liability insurance   |
| <b>TOTAL EXPENSES</b>                      | \$ |   |

|   |    |
|---|----|
| <b>Exhibition Assistance grant request</b> (min. \$500 / max. \$1,500):   | \$ |
| <b>For Deaf persons or persons with disabilities only:</b> Supplementary funds to cover additional accessibility expenses 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. | \$ |

## PROJECT DESCRIPTION

**1. Tell us about your (or your group's) overall artistic work, history and achievements. What is important to you in your work (cultural influences, your identity, geography, community, language, etc.) and why? If you identify with one or more of OAC's priority groups, you may choose to refer to this here. (maximum 250 words)**

**2. What exhibition project are you planning, and what do you want to achieve with it? (maximum 250 words)**

# APPLICANT DECLARATION

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## 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:

### **1. 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.

### **2. 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.



### 3. 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.

### 4. 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.

### 5. 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.

### 6. 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 the 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 |
|------|-----------|------|
|      |           |      |
|      |           |      |

## FOR RECOMMENDER'S USE ONLY

### GRANT RECOMMENDATION

|  |                |
|--|----------------|
| <b>Recommender organization:</b>   | <b>Zone:</b>   |
| <b>Applicant name:</b>   |                |
| <b>Date application received by Recommender (month/day/year):</b> /        /   |                |
| <b>Grant Recommended</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>  |                |
| <b>Recommended grant amount: \$</b> (minimum \$500 to maximum \$1,500)   |                |
| <b>Recommender rationale note (optional):</b><br><br><b>NOTE:</b> If the applicant is a Deaf artist or artist with a disability who has requested an amount on page 5 for additional accessibility expenses, this will be considered separately by OAC. The recommended grant should not include this amount.<br><br>We understand that this grant is outright and unconditional to the artist by the Ontario Arts Council (OAC) and cannot be represented as any form of payment to or from the recommender, or to or from any member or director thereof. An applicant may receive more than one Exhibition Assistance grant in any one OAC fiscal year, to a maximum of \$1,500. Applicants may receive no more than \$1,500 towards the same exhibition. Under no circumstances should the grant be considered as a substitute for exhibition fees.<br><br>We certify that the recommended applicant is not in a conflict of interest with the recommender organization, as defined in the program guidelines. |                |
| <b>AUTHORIZED SIGNATURE:</b>   |                |
| <b>Name (please print):</b>  | <b>Title:</b>  |
| <b>Telephone:</b>  | <b>E-mail:</b> |

### RECOMMENDER'S CHECKLIST

For **recommended** applications, enclose (in this order):

1.  Grant Recommendation (this page)
2.  Completed Application Form; signed by the applicant (pages 3 to 9)
3.  Exhibition confirmation document
4.  Résumé

For **denied** applications, send only the completed Grant Recommendation and Application Form (pages 3 to 10).

|  |                     |
|--|---------------------|
| Date Received _____ Registered _____<br>Note: _____<br>_____ | FOR OAC<br>USE ONLY |
|--|---------------------|