



Exhibition Assistance

DEADLINES:

Recommenders set their own deadlines. Please see the *Exhibition Assistance Recommenders Information* document at www.arts.on.ca/page122.aspx for a list of deadlines or contact the recommender directly.

The 2016-17 program is open from June 2016 through January 2017.

Please read the *Exhibition Assistance 2016-17 Guidelines* before starting your application. The Guidelines contain important information regarding eligibility.

Fill out the forms listed below, prepare the supporting documents detailed in the checklist and send the application package directly to the recommender you have selected.

APPLICATION CHECKLIST

Applicant Form (signed)

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

Attach one of the following:

- Letter signed by the gallery director, curator or exhibition organizer
- Exhibition contract, rental agreement or insurance document (for a rental space)

This document must indicate the artist's/collective's name, the exhibition location and its start and end dates.

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 *Exhibition Assistance Recommenders – Details* at www.arts.on.ca/Page122.aspx to find out other accepted formats.

Stamped, self-addressed envelope – if you want your support material returned

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. Please see "Whom do I contact if I have questions?" in the guidelines.

For more information about OAC's Accessibility Standards for Service to the Public Policy, please refer to the OAC website at: <http://www.arts.on.ca/Page3617.aspx>.

APPLICANT INFORMATION

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

OR

Applying as:	<input type="checkbox"/> COLLECTIVE		
COLLECTIVE NAME: <i>(If successful, a cheque will be issued to this collective name)</i>			
Primary collective contact name (person to be contacted regarding this application):			
First Name:* Middle initial : Last name:* Salutation for correspondence: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> None <input type="checkbox"/> Other <i>specify</i>			
Email (for correspondence)*:		Phone number*: - -	
Second collective contact name:			
First Name:* Middle initial : Last name:* Salutation for correspondence: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> None <input type="checkbox"/> Other <i>specify</i>			
Email *:		Phone number*: - -	

Permanent Physical Address			
Suite / Apt. / Floor	Number and street name*:	OR	R.R. #
City / Town / First Nation*:		Province*:	Postal code*:
Mailing Address, 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:	
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EXHIBITION DETAILS

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

BUDGET OF ELIGIBLE EXPENSES

Installation and presentation costs	\$	Includes: framing, plinths or display structures, mounting and installation hardware and supplies Not eligible: 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	\$	Includes 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	\$	Includes vehicle rental for artists transporting their work Note: Artist's own travel costs are only eligible for performance art and site-specific installation. Not eligible: accomodation
Technical/installation fee	\$	Not eligible: paying oneself for installation time
Exhibition venue rent or booth fee	\$	Not eligible: artist's studio rent
Exhibition promotional expenses	\$	Includes design, printing and mailing of invitations, website posting, paid advertising Not eligible: catalogues, documentation of art work and hospitality.
Insurance	\$	Includes insurance for art works during transportation or exhibition, liability insurance
TOTAL EXPENSES	\$	

Exhibition Assistance grant request (min. \$500 / max. \$1,500):	\$
For Deaf persons or persons with disabilities only: 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. Please tell us about your overall artistic work, experience and achievements. What is important to you in making or presenting your work (culture, aesthetic influences, geography, community, language, etc.) and why? (maximum 250 words)

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

APPLICANT DECLARATION

Please read carefully the following:

- If the application is successful, I/we can cash a cheque in the name of the applicant on the application form.
- I/we have submitted the final report(s) for an OAC grant due before this program's application deadline.

INDIVIDUALS

- I am a professional artist.
- I am a Canadian citizen or a permanent resident of Canada, or I have an application pending for permanent resident status.
- I have been 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.
- I have a permanent physical address in Ontario.
- I have lived in Ontario no less than 8 months in the last 12 months immediately prior to this grant program's application deadline.

Or, for absences from Ontario

- I was temporarily absent from Ontario prior to my application that preceded this grant program's application deadline. Prior to my absence, I was a resident of Ontario who lived in the province for 12 consecutive months preceding my absence and had a permanent physical address in Ontario. During my absence, I maintained my residency status in Ontario and a permanent physical address in Ontario and did not apply for public funding agencies/ministries from the jurisdiction of my temporary residence.
- I can provide documentation, if requested by OAC at any time to verify this information.

COLLECTIVES

We:

- have a permanent physical address in Ontario;
- are composed of at least 50% of professional artists or arts professionals who reside in Ontario and have a permanent physical address in Ontario;
- are not an incorporated non-profit registered corporation, incorporated company or for-profit business, and operate on a not-for-profit basis;
- can provide documentation, if requested by OAC at any time to verify this information.

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 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 application information, and any support material or reports associated with this application to OAC assessors and other granting agencies where the applicant has also applied.

TERMS AND CONDITIONS FOR THE RECEIPT OF OAC FUNDS

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

OAC funds will be used only for the purposes outlined in this application.

If the project is delayed or changed substantially for any reason you will notify OAC in writing before the changes take place.

If the project does not go forward, you will return to OAC the funds granted for the proposed project.

Grants will be used for the proposed project within two years from the date of the grant notification from OAC.

Safe Programming Requirements

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

Income Tax

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

Your grant notification letter will contain a form requesting your social insurance number. You must complete this form and return it to OAC within four weeks of the date on the letter.

Audit Requirements

You must maintain accounting records detailing the receipt and disbursement of funds received from OAC. You may also be audited 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 further funding. The OAC may also request that you repay the grant.

Acknowledgment

You are required to acknowledge OAC's support of your project through the use of OAC's logo.

AUTHORIZING INFORMATION AND SIGNATURES

Please ensure that you have read the Applicant Declaration as well as the Terms and Conditions before signing this document.

I agree to the following:

- I/we have read and understand all the terms and conditions above, as well as the Applicant Declaration, and meet all program-specific eligibility criteria explained in the program guidelines and application checklist.
- 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/we understand that late, incomplete or ineligible applications will be withdrawn and returned to me at any time in the process.**

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 RECOMMENDERS USE ONLY

GRANT RECOMMENDATION

Recommender organization:		Zone:
Applicant name:		
Date application received by Recommender (month/day/year): / /		
Grant Recommended <input type="checkbox"/> YES <input type="checkbox"/> NO		
Grant Recommended Amount: \$ (minimum \$500 to maximum \$1,500)		Grant Requested: \$
Recommender rationale note (optional):		
<p>NOTE: If the applicant is a Deaf artist or artist with a disability who has requested an amount on page 2 for additional accessibility expenses, this will be considered separately by OAC. The recommended grant should not include this amount.</p> <p>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 artist may receive more than one Exhibition Assistance grant in any one OAC fiscal year, however each grant must be for a different exhibition and the total of the grants may not exceed \$1,500. Under no circumstances should the grant be considered as a substitute for exhibition fees.</p> <p>We certify that the recommended artist is not in a conflict of interest with the recommender organization, as defined in the program guidelines.</p>		
AUTHORIZED SIGNATURE:		
Name (please print):		Title:
Telephone:		E-mail:

RECOMMENDER'S CHECKLIST

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

1. Grant Recommendation (page 7)
2. Completed Application Form (pages 1 to 6)
3. Exhibition confirmation document
4. Résumé

For **denied** applications, send only the completed Grant Recommendation and Application Form (pages 1 to 6).

Date Received _____ Registered _____ Note: _____ _____ _____	FOR OAC OFFICE USE ONLY
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