



cultivating  
the arts



ARTISTS IN COMMUNITIES – *Residencies*  
APPLICATION FORM  
**Application Deadline: May 1**

**For office use: ID#**

PART 1: CO-APPLICANT INFORMATION		
<b>Co-Applicant Name (Community Organization):</b>	<b>Primary</b>	<b>Secondary</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Co-Applicant Name (Professional Artist):</b>	<input type="checkbox"/>	<input type="checkbox"/>
PART 2: APPLICANT CONTACT INFORMATION		
<b>Applicant Contact Person's Name (Primary Contact)</b>		
<b>Mailing Address</b>		
<b>Town/City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Phone</b>	<b>Email</b>	
<b>Website</b>		
<b>Applicant Contact Person's Name (Secondary Contact)</b>		
<b>Mailing Address</b>		
<b>Town/City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Phone</b>	<b>Email</b>	
<b>Website</b>		

### PART 3: COMMUNICATION OF INFORMATION

The Arts Board frequently communicates information about the agency's programs and activities. In compliance with Canada's Anti-Spam Legislation, in effect July 1, 2014, the Arts Board would like you to confirm that you are interested in receiving this information. Please check beside the statement below to authorize the Arts Board to Include you in its communications. If the statement is not checked, your contact information will not be included.

#### **Primary Contact**

I \_\_\_\_\_ authorize the Arts Board to include my name, email address and mailing address so I can receive information distributed by the agency.

#### **Secondary Contact**

I \_\_\_\_\_ authorize the Arts Board to include my name, email address and mailing address so I can receive information distributed by the agency.

### PART 4: RELEASE OF INFORMATION

The Arts Board frequently is approached by members of the media or elected officials for contact information on successful applications. If you agree to this, please check beside the options below. If the options are not checked, your contact information will not be released.

#### **Primary Contact**

I authorize the Arts Board to release the applicant's name, phone number and/or email address to members of the media in response to inquiries about the project.

I authorize the Arts Board to release the applicant's name and mailing address to elected officials (Saskatchewan MLAs and MPs) if this information is requested for the specific purpose of writing the applicant a congratulatory letter.

#### **Secondary Contact**

I authorize the Arts Board to release the applicant's name, phone number and/or email address to members of the media in response to inquiries about the project.

I authorize the Arts Board to release the applicant's name and mailing address to elected officials (Saskatchewan MLAs and MPs) if this information is requested for the specific purpose of writing the applicant a congratulatory letter.

## PART 5: DECLARATION

### **Community Organization**

**I, the undersigned:**

- **Certify that** I have read and understand the eligibility criteria for this program, and I meet the program's eligibility requirements.
- **Understand that Officials from the Saskatchewan Arts Board:**
  - May request additional information beyond that included in this application
  - Will, at their discretion, confer with representatives of other public funders that may provide financial support to the application on any matter of mutual interest regarding the applicant.
  - Will rely on third-party review and assessment of this application as part of its due diligence.
- **Understand that this application** may not be funded or may not be funded for the full amount requested.
- **Understand that if this application is successful, and the Organization is the Primary Contact Applicant, funds will be released as per the Release of Funds and Reporting Requirements guidelines, and after the Arts Board receives and approves a revised budget (if required). By means of this declaration, the organization agrees to:**
  - Provide the Saskatchewan Arts Board with a revised budget if the approved grant amount is less than 60% of the requested amount.
  - Spend the funds only for the purposes described and approved.
  - Notify and consult with the Saskatchewan Arts Board about any major changes to the group/organization, its programs, project activities and/or partnerships.
  - Acknowledge the support of the Saskatchewan Arts Board and, where applicable, SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.
  - Provide the Saskatchewan Arts Board with all necessary information and reports as required.
- **Authorize the Saskatchewan Arts Board** to contact me at any time about any matter related to this application and/or any conditions associated with the funding received.

**I accept the conditions of this program and agree to direct all questions concerning the assessment and/or results of this application to the Saskatchewan Arts Board.**

**I declare that the statements and information in this form are accurate and complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print clearly)

\_\_\_\_\_  
Date

**Artist**

**I, the undersigned:**

• **Certify that:**

- I have read and understand the eligibility criteria for this program, and I meet the program's eligibility requirements.
- I meet the residency requirements:
  - I am a Canadian citizen or Permanent Resident of Canada **AND** I have been a Saskatchewan resident for a minimum of one year.
  - I have a permanent physical address in Saskatchewan, and live and pursue my creative work and career in Saskatchewan for at least six months each year.

• **Understand that Officials from the Saskatchewan Arts Board:**

- May request additional information beyond that included in this application.
- Will, at their discretion, confer with representatives of other public funders that may provide financial support to the application on any matter of mutual interest regarding the applicant.
- Will rely on third-party review and assessment of this application as part of its due diligence.

• **Understand this application may not be funded or may not be funded for the full amount requested.**

• **Understand that if this application is successful, and the artist is the Primary Contact Applicant, funds will be released as per the Release of Funds and Reporting Requirements guidelines, and after the Arts Board receives and approves a revised budget (if required). By means of this declaration, the Artist agrees to:**

- Provide the Saskatchewan Arts Board with a revised budget if the approved grant amount is less than 60% of the requested amount.
- Spend the funds only for the purposes described and approved.
- Notify and consult with the Saskatchewan Arts Board about any major changes to the community organization, project activities, and/or partnerships.
- Acknowledge the support of the Saskatchewan Arts Board and, where applicable, SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.
- Provide the Saskatchewan Arts Board with all necessary information and reports as required.

• **Authorize the Saskatchewan Arts Board to contact me at any time about any matter related to this application and/or any conditions associated with the funding received.**

**I accept the conditions of this program and agree to direct all questions concerning the assessment and/or results of this application to the Saskatchewan Arts Board.**

**I declare that the statements and information in this form are accurate and complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print clearly)

\_\_\_\_\_  
Date



cultivating  
the arts



FUNDING  
PROVIDED BY



ARTISTS IN COMMUNITIES – *Residencies*  
APPLICATION FORM  
(For inclusion in juror package)  
Application Deadline: May 1

For office use: ID#

Please provide all required information in the spaces provided and keep within allotted word count.

DO NOT write any information on a separate page.

PART 6: CO-APPLICANT INFORMATION		
Co-Applicant Name (Community Organization):	Primary	Secondary
	<input type="checkbox"/>	<input type="checkbox"/>
Co-Applicant Name (Professional Artist):		
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Primary Contact Person:</b> <i>Primary Contact is either Co-Applicant (community organization or artist) and is responsible in managing the budget and submitting the final report.</i>		
PART 7: GRANT INFORMATION		
<b>Art Discipline:</b>		
<input type="checkbox"/> Dance <input type="checkbox"/> Literary <input type="checkbox"/> Media Arts <input type="checkbox"/> Music <input type="checkbox"/> Multidisciplinary <input type="checkbox"/> Theatre <input type="checkbox"/> Visual		
<b>Grant Request Amount: \$</b>		
<b>Project Dates:</b>		
From: _____	To: _____	
	DD/MM/YYYY	DD/MM/YYYY
<b>Project Location:</b>		

## PART 8: BRIEF PROJECT STATEMENT

**Describe your project in 25 words or less.**

## PART 9: EXPLORATION QUESTION

**What is the exploration question? Explain how the community needs were identified. Discuss how the exploration question is appropriate for the proposed residency.**

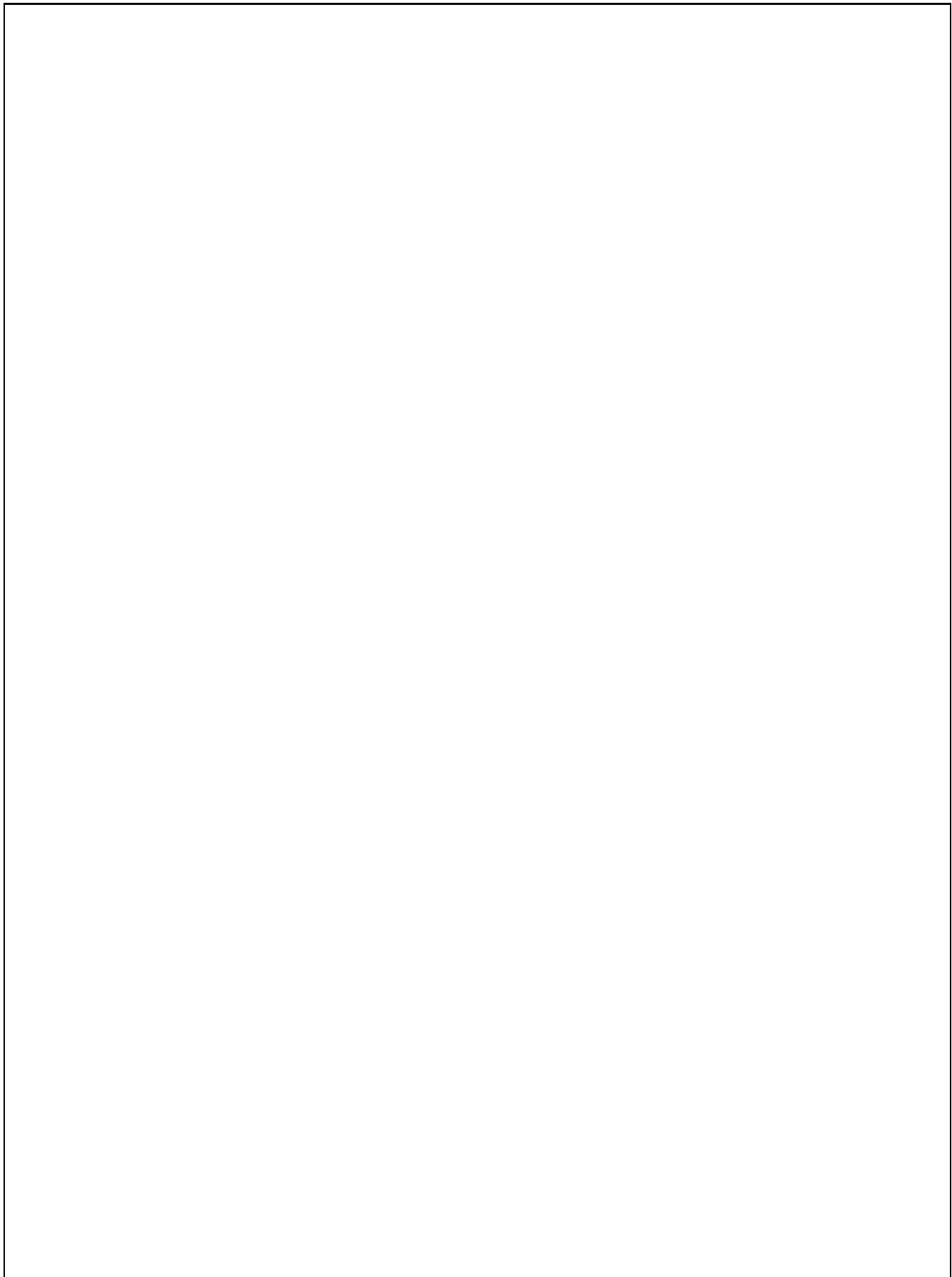
## PART 10: PROPOSED RESIDENCY

**To be completed by Co-Applicant Community Partner and Professional Artist Partner.**

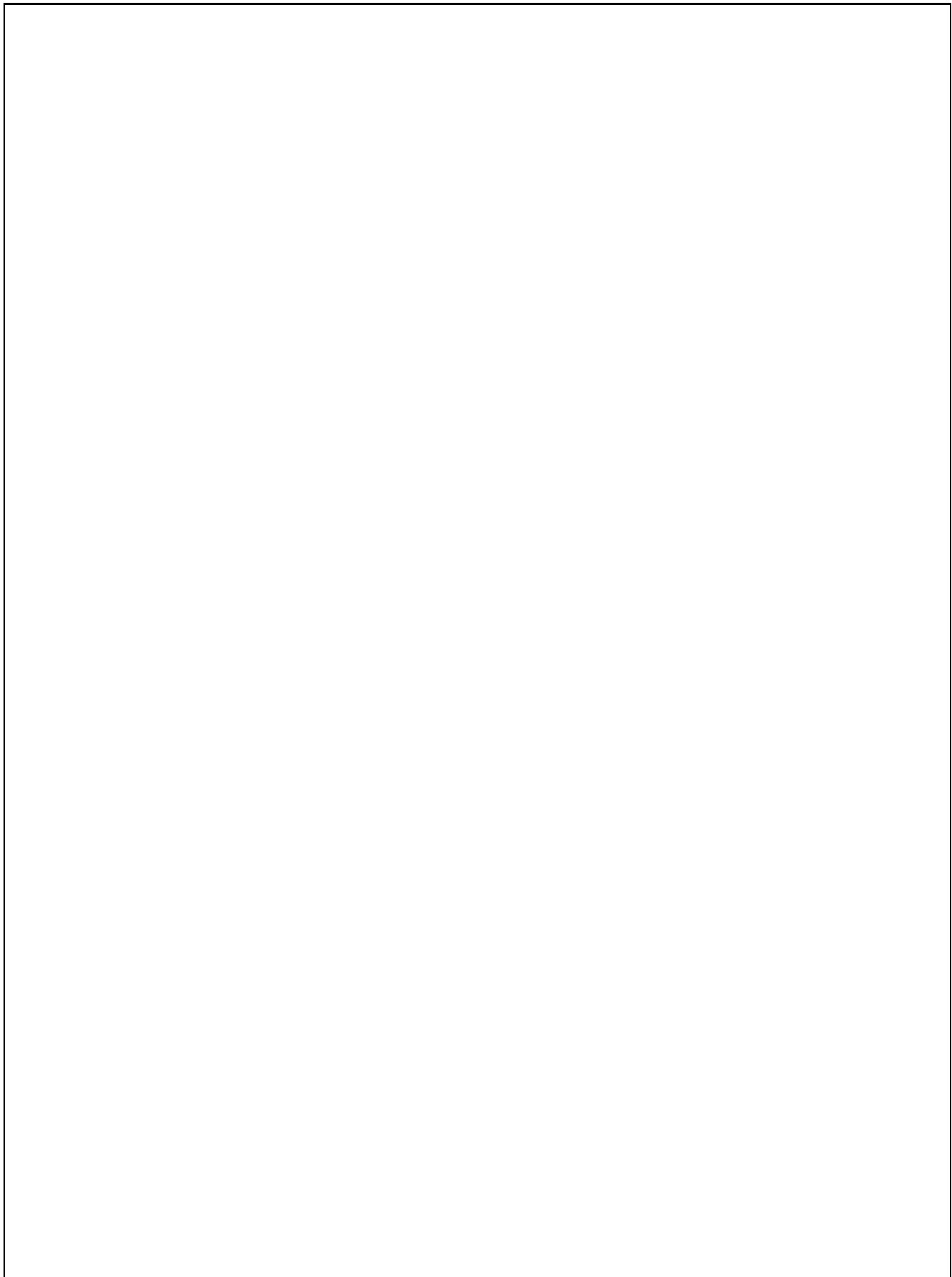
**Describe the residency in a way that will allow the panel adjudicating the applications to envision the residency and how it will unfold.**

- Discuss the residency, why it is important, what you plan to achieve (goals/objectives), and the resulting impact. How will the residency be measured/evaluated?
- Describe the nature of the partnership: list the Co-Applicant (community organization) roles and responsibilities as well as their contributions in the planning and developing of the residency.
- If the residency's aim is to explore new approaches for engaging communities and/or expanding access within existing programs, provide detailed information about the existing program and explain how the proposed residency is new to the existing program(s) and why further work with the program(s) is necessary and important.
- Include the targeted community group (if applicable) and the number of participants expected to be involved and any additional information about the participants and/or community.

- Outline the scheduled activities planned, the timeline, communication plans, and each Co-Applicant's involvement for the project term.
- How will the artist split their time equally between residency activities and his/her own practice?
- How will the activity will be promoted to the participants and the larger community?
- Discuss the tools that will be used to measure and evaluate the project (e.g., photography, photo diary of artists work/performances, surveys and/or statistical form activities, meetings/planning committees, blog/website/social media processes, etc.).
- Describe how the exploration question will be reflected upon and answered and its potential to make recommendations for future exploration.







## PART 11: PARTNERSHIPS INFORMATION

### To be Completed by Community Organization

Describe the community where the Artists in Communities residency will be presented.

- If your community is an organization or defined within a geographic area, provide a brief description of its history, mandate, structure, and include the community partner's commitment to support the partnership (i.e., supplies, facilities, financial, communication, administration, recourses, volunteer and in-kind contributions).
- How will this proposed project/activities address needs, create opportunities or bridge any gaps, and impact your community?
- If you receive annual funding, declare the funding you receive, and explain how and why the activity is separate from your regular operations.

**To be Completed by the Co-Applicant (artist)**

Describe your relationship with the community partner and the proposed collaboration. Explain how and why the partnership was established.

- Describe your role and responsibilities established in the partnership and the activities planned to deliver a successful program. Discuss your capacity to meet the needs and size of the focused community.
- Explain how you will support all who will be involved in the project in their development of knowledge and skills in the arts. How will you approach art-making activities, and how will you engage with program participants?
- How will your participation in this residency impact the development of your artistic practice, body of work, and/or career?

**Community Partners (Potential)**

- List the name of any Potential Partnerships, information (history, expertise, skills, etc.), and their roles and responsibilities in the delivery of the proposed project.
- Explain how the Potential Partner(s) will contribute to the project (e.g., resources, communications, knowledge/expertise, etc.), how the project will benefit from the added partners, and what you plan to achieve in the final outcomes of the residency.
- *Include support material if relevant to the project.*

**Elder or Knowledge Keeper Partners**

- Residencies that explore Aboriginal art forms, skills, knowledge, teachings, and/or world views must include an Elder or Knowledge Keeper in their ongoing activities.
- Discuss his/her role in the project.
- *A letter of agreement from the Elder or Knowledge Keeper is required as support material to the application.*

## PART 12: BUDGET

**Complete and enclose the Budget Template**

*Read the Budget instructions on page 6 of the Program Guidelines before beginning the template.*

## PART 13: SUPPORT MATERIAL LIST

List the support material items included in the application.

*Refer to the Support Material instructions and technical requirements on page 7 of the Program Guidelines. If support material cannot be scanned, indicate the number of copies submitted for each item.*

### **Support Material (Artist)**

- 1.
- 2.
- 3.

### **Support Material (Community Organization)**

- 1.
- 2.
- 3.

<b>Primary Applicant Name</b>	
-------------------------------	--

**BUDGET – Keep, and check to make sure every field is working**

**IMPORTANT – Read the Budget instructions before beginning this form.**

<b>Revenue:</b>	<b>Column 1 Proposed Budget</b>	<b>Column 2 Final Actuals</b>	<b>Column 3 Revenue Notes</b>
			<ul style="list-style-type: none"> <li>▪ Indicate revenue as confirmed or unconfirmed</li> <li>▪ Indicate in-kind revenue with an asterisk (*)</li> </ul>
<b>Artist in Communities Grant</b>			
<b>Cash Donations/Fundraising</b> <i>(list)</i>			
<b>Other Cash Contributions</b> <i>(list)</i>			
<b>In-kind Contributions</b> <i>(list)</i>			
<b>Total Revenue</b>			
<b>Expenses:</b>	<b>Column 1 Proposed Budget</b>	<b>Column 2 Final Actuals</b>	<b>Column 3 Expense Notes</b>
			<ul style="list-style-type: none"> <li>▪ Indicate which expenses will be offset by the Artists in Communities grant</li> <li>▪ Indicate in-kind expenses with an asterisk (*)</li> </ul>
<b>Artist’s Salary</b>			
<b>Employer Contribution</b> <i>(e.g., CPP, EI, etc.)</i>			
<b>Travel</b>			
<b>Program Support, Materials</b> <i>(list)</i>			
<b>Communications</b>			
<b>Other</b> <i>(list)</i>			
<b>Total Expenses</b>			