



**ACCESS COPYRIGHT FOUNDATION**  
***Professional Development Grants***  
**APPLICATION PACKAGE**  
*Deadline: April 3, 2017*

The Access Copyright Foundation was created to promote and support Canadian culture by providing grants to encourage the development and dissemination of publishable Canadian works. The Foundation re-invests resources back into the creative and publishing community by supporting activities that enhance the economic and creative environment in which they operate.

The Access Copyright Foundation provides grants to publishers, individual creators and publishing, writing and visual arts organizations through the following program components:

- Research Grants
- Professional Development Grants
- Events Grants

The Access Copyright Foundation grants program is administered by the Saskatchewan Arts Board in association with the Access Copyright Foundation.

**CONTACT THE PROGRAM CONSULTANT BEFORE THE DEADLINE**  
to discuss application and program requirements:

**Joanne Gerber**  
Program Consultant  
(306) 964-1163 or 1-800-667-7526  
joanne@artsboard.sk.ca

**DELIVER OR MAIL ONE COPY OF THE APPLICATION**

TO:

Access Copyright Foundation Professional Development Grants  
c/o Saskatchewan Arts Board  
201 Avenue B South  
Saskatoon, SK  
S7M 1M3

**Note:**

- Applications and support material must be delivered or postmarked on or before the deadline date.
- If the deadline falls on a weekend or holiday, applications may be delivered or postmarked on the next business day.

*Applicants are informed of grant decisions by letter within 90 days of the grant deadline.*

**APPLICATION PACKAGE CONTENTS**

	<i>Page</i>
Program Information .....	2
Application Form .....	7
Appendix 1: Instructions — Budget .....	11
Appendix 2: Instructions — Support Material .....	13



**ACCESS COPYRIGHT FOUNDATION**  
***Professional Development Grants***  
**PROGRAM INFORMATION**  
*Deadline: April 3, 2017*

**Purpose**

The *Access Copyright Foundation* programs promote excellence in Canadian content by supporting artistic and professional skills development for individuals and organizations engaged in the creation, production and publication of text and images. The *Access Copyright Foundation Professional Development Grants* provide access to specialized training and continuing education for writers and visual artists and for arts professionals employed or contracted by Canadian publishers, writing and visual arts organizations.

Professional development may be undertaken through formal or informal means such as:

- Workshops, courses, conferences or seminars
- Online or correspondence courses
- Internships or professional exchanges
- Mentorships or apprenticeships
- Residencies, colonies or studio programs for professional artists
- Career development events or consultation

**Artistic Discipline**

Professional Development grants are available in the literary and visual arts.

**Grant Category**

**CREATORS**

For individual creators (writers and visual artists) seeking to develop their craft, learn new skills, acquire specialized knowledge, train with an established professional peer or pursue career development opportunities.

**ARTS PROFESSIONALS AND PUBLISHERS**

For employees of, or freelance professionals contracted by publishers or publishing, writing and visual arts organizations seeking to enhance their expertise and knowledge through professional exchange, continuing education, skills development or attendance at creative industry events.

**Grant Term**

Funded projects must be completed no later than one year after their start date.

**Grant Amount**

**CREATORS**

- Applicants may apply for 85% of eligible project expenses to a maximum of \$3,000

**ARTS PROFESSIONALS AND PUBLISHERS**

- Applicants may apply for 75% of eligible project expenses to a maximum of \$3,000

*(Grant Amount continued...)*

Grant  
Amount  
(continued)

*Access Copyright Foundation Professional Development Grants* are taxable income. Each grant recipient must provide their Social Insurance Number to the Saskatchewan Arts Board before their grant is released. The Access Copyright Foundation will issue T4As to grant recipients for the year in which the grants are paid.

The demand for *Access Copyright Foundation Professional Development Grants* generally exceeds available resources. Sufficient funds may not be available to support all of the recommended applicants or to provide grants in the amounts requested.

Eligibility

#### ELIGIBLE APPLICANTS

##### **Creators:**

Professional writers and visual artists who have completed formal or informal training in their discipline, maintain a practice, and publish or present their work in a manner recognized by their professional peers. Applicants must also be Canadian citizens or permanent residents (as defined by Citizenship and Immigration Canada) and meet at least one of the following criteria:

- One published book
- One exhibition catalogue
- Five publication or image credits in periodicals or journals

##### **Arts Professionals and Publishers:**

Employees or freelance professionals (such as editors, designers and publicists) contracted by publishers or by publishing, writing and visual arts organizations located in Canada that:

- Are legally registered in Canada as non-profit organizations or
- Are public institutions in Canada operated by a government body, open to the public at least 120 days per year, and that maintain artistic control and separate financial records or
- Are independent professional book or periodical publishers that are at least 75% Canadian-owned and controlled or
- Provide production, promotion, dissemination and other support services to Canadian publishers or
- Have a program mandate that is based on the interests of Canadian writers or visual artists and
- Have been in continuous operation for at least one year prior to the date of application and have published or presented programs with Canadian content throughout that period.

##### **Note:**

- Organizations or publishers may submit only one Professional Development Grants application at each deadline
- No more than one employee of an organization or publisher may submit a Professional Development Grants application at each deadline.

#### INELIGIBLE APPLICANTS

- Employees or board members of Access Copyright, the Access Copyright Foundation and/or the Saskatchewan Arts Board
- Students registered in an undergraduate degree or certificate program
- Recipients of an Access Copyright Foundation grant with an outstanding final report.

(Eligibility continued...)

## Eligibility (continued)

### ELIGIBLE ACTIVITIES

Note: *Grant recipients will be required to provide confirmation of acceptance and registration or contracts specifying the terms of engagement and compensation as applicable. Changes to the project activities or dates must be approved by the Program Consultant.*

- Professional development consistent with the stated purpose of the program
- Activities consistent with the stated learning and professional development objectives
- Participation in courses, workshops or seminars offered by and for professionals through recognized educational institutions, publishing or arts administration programs, arts service or training organizations
- Participation in residencies, colonies or studios for professional writers or artists selected by adjudicated admission processes
- Internships, apprenticeships, professional skills exchange or individual training
- Mentorships, craft development or career consultations with an established professional peer or a master artist
- Attendance at publishing, writing or visual arts symposia, conferences, forums, summits or other creative industry events of significant professional benefit to the applicant
- Travel directly related to the professional development undertaken during the grant term by either the applicant or the mentor/trainer/established professional peer.

### INELIGIBLE ACTIVITIES

- Travel or professional development activities undertaken prior to the grant deadline or after the end of the project term
- Activities not directly related to the stated learning and professional development objectives
- Studies undertaken towards the completion of an academic degree by registered graduate or undergraduate students
- In-house training, apprenticeship or skills exchange conducted by fellow employees of an arts organization or publisher
- Manuscript evaluation or editing independent of mentorship or training
- Mentorship, training, apprenticeship or consultation by a writer, artist or arts professional without a contract specifying the terms and compensation
- Professional development or training fully supported by grants from other funding agencies, bursaries or sponsorships
- Equipment purchase or other capital costs, with the exception of texts or course material purchased as a course requirement.

### INELIGIBLE APPLICATIONS

- Applications delivered, postmarked or sent by courier after the deadline date
- Applications submitted by e-mail or fax
- Incomplete, illegible or unsigned applications.

## Adjudication Criteria

An independent panel of qualified jurors from the Canadian publishing, writing and visual arts communities assesses applications against the following adjudication criteria through a competitive process.

*Note: Applicants are encouraged to consider the Adjudication Criteria when developing the content of their application.*

### CREATORS

#### 1. **Artistic or Professional Impact**

- Impact of the proposed training or study on the applicant's artistic or craft development
- Benefit of the proposed activity to the applicant's artistic practice, professional status or career development
- Impact of the proposed activity on the applicant's development of a distinct and personal body of published work
- Merit of the applicant's work in the context of contemporary practice in the art form or genre

#### 2. **Merit of the Activity**

- Relevance of the proposed professional development to the stated purpose of the program
- Relevance of the proposed activity to the stated learning and professional development objectives
- Merit of the proposed activity in the context of the applicant's resume and past creative or professional work
- Merit and professional status of the hosting educational institution, arts service or training organization
- Merit and status of the artist or professional peer undertaking the mentorship, instruction or career consultation
- Practicality of the learning and professional development objectives, project planning and budget

### ARTS PROFESSIONALS AND PUBLISHERS

#### 1. **Professional Impact**

- Impact of the proposed activity on the applicant's professional expertise, specialized skills and knowledge
- Impact of the proposed activity on the applicant's career or professional practice
- Benefit of the proposed professional development to the publishers, artists, writing or arts organizations employing the applicant

#### 2. **Merit of the Activity**

- Relevance of the proposed activity to the stated purpose of the program
- Relevance of the proposed activity to the stated learning and professional development objectives
- Merit and professional status of the hosting educational institution or organization
- Evidence that the publisher, organization or established professional peer undertaking the mentorship, internship, apprenticeship, skills exchange or individual training has the requisite expertise and capacity
- Merit of the conference, symposium, summit or other creative industry event
- Practicality of the learning and professional development objectives, project planning and budget.

Reports	Grant recipients are required to submit a final report, including confirmation of registration and a financial report, upon completion of their grant activity. Final reports are due no later than 60 days after the project end date. Information regarding reporting requirements is available on the Saskatchewan Arts Board website at <a href="http://www.artsboard.sk.ca">http://www.artsboard.sk.ca</a> and on the Access Copyright Foundation website at <a href="http://www.acfoundation.ca">www.acfoundation.ca</a> .
Recognition of Funders	Grant recipients are required to acknowledge the support of the Access Copyright Foundation wherever possible and appropriate. The Saskatchewan Arts Board will provide grant recipients with a document that outlines some of the ways that the Foundation's support can be acknowledged. Access to the Foundation's logo is available through the Arts Board's and the Access Copyright Foundation's websites.
Confidentiality of Information	The personal and confidential information that is provided in an application is collected, used and disclosed in accordance with the provisions of the <i>Freedom of Information and Protection of Privacy Act</i> and the <i>Personal Information Protection and Electronic Documents Act</i> . This information is required to process the application. Personal and confidential information disclosed in the application will only be shared as necessary with employees of the Saskatchewan Arts Board, the Access Copyright Foundation and the adjudicators. If awarded a grant, the name of the recipient, community, project description and amount of the grant will be made known publicly. The applicant's income tax reporting number is required as described in this application package. The Saskatchewan Arts Board will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.



**ACCESS COPYRIGHT FOUNDATION**  
***Professional Development Grants***  
**APPLICATION FORM**

*Deadline: April 3, 2017*

- Read the Program Information and Appendices before beginning this Application Form
- Complete the Application Form in black ink or type
- **DO NOT STAPLE OR CLIP APPLICATION MATERIALS OR PLACE ANY ITEMS IN FOLDERS**

PART 1: APPLICANT NAME	
<b>Applicant Legal Name:</b>	
<b>Operating Name</b> <i>(if applicable and if different than legal name):</i>	
PART 2: APPLICANT INFORMATION	
<b>Applicant Mailing Address:</b>	
<b>Phone:</b>	<b>E-mail:</b>
<b>Fax:</b>	<b>Website:</b>
<b>Contact Name:</b>	
<b>Contact Position in Organization:</b>	
<b>Phone:</b>	<b>E-mail:</b>
PART 3: GRANT INFORMATION	
<b>Grant Category</b> <i>(check one):</i>	
<input type="checkbox"/> <b>Creators</b>	<input type="checkbox"/> <b>Arts Professionals and Publishers</b>
<b>Artistic Discipline</b> <i>(check one):</i>	
<input type="checkbox"/> <b>Literary</b>	<input type="checkbox"/> <b>Visual</b>
<b>Grant Request:</b> \$	

PART 4: PROJECT INFORMATION	
Project Dates: From	to
(Day/Month/Year)	(Day/Month/Year)
Project Location: <i>(Indicate where the professional development project activities will be conducted)</i>	
<b>Project Statement:</b> <u>In the space provided below</u> , write a concise statement ( <u>maximum 25 words</u> ) that summarizes the proposed project. <u>Note: Do not write this statement on a separate page.</u>	
<b>Learning and Professional Development Objectives:</b> In the space provided below, describe what you hope to learn or accomplish through the proposed professional development activity. Your objectives may relate to the acquisition of specific skills, expertise, knowledge or artistic craft, or to advancing your career or professional practice.	
<b>Project Description (<u>maximum 5 pages</u>):</b> <u>Include</u> a description of the project that addresses the adjudication criteria in the Program Information ( <u>page 5</u> ) and includes the following information as applicable: <b>Creators:</b> <ul style="list-style-type: none"> <li>• A description of the project activities and how they relate to your learning and professional development objectives</li> <li>• A commentary or reflection on your practice that will enable jurors to assess the merit of the professional development in the context of your body of work, artistic development and/or career</li> <li>• A description of the course, workshop, residency, studio or program</li> <li>• Information about the hosting educational institution, arts service or training organization</li> <li>• An artistic or professional resume from the established arts professional peer or master artist to be engaged for mentorship, craft development or career consultation</li> <li>• A draft contract specifying the proposed timeline, work plan, terms and payment</li> <li>• Details and rationale for travel to be undertaken by either the applicant or the mentor/trainer/established professional peer</li> <li>• Information demonstrating your ability to complete the activities as proposed.</li> </ul> <p style="text-align: right;"><i>(Project Description continued...)</i></p>	

**Project Description (continued...)**

**Arts Professionals and Publishers:**

- A description of the project activities and how they relate to your learning and professional development objectives
- An explanation of the potential impact of the proposed activity on your arts or publishing career, professional expertise, specialized skills and knowledge
- Information about the publishing symposium, conference, forum, summit or other creative industry event and its potential benefits
- A course, program or workshop description including information about the hosting educational institution, publisher, arts service or training organization
- A professional resume and information about the established arts professional or publisher to undertake the mentorship, internship, skills exchange or career consultation
- A draft contract specifying the proposed training timeline, work plan, terms and payment
- Details and rationale for travel to be undertaken by either the applicant or the mentor/trainer/established professional peer
- Information about your organization, programs and operations that will enable jurors to assess the merit, feasibility and impact of the project.

**PART 5: BUDGET**

**Include a budget that lists all revenue and expenses related to the proposed project**

**Note: Follow the Budget instructions in Appendix 1 (page 11).**

**PART 6: SUPPORT MATERIAL**

**Include information and material that will support the application.**

**Note: Follow the Support Material instructions in Appendix 2 (page 13).**

**Return Support Material to Applicant (check one):**

Yes       No

**Note: See information regarding the return of support material and associated costs in Appendix 2 (page 14).**

**PART 7: DECLARATION**

**I, the undersigned:**

- **Certify I have read and understand the eligibility criteria for this program, and I am/the applicant is in compliance with the program's eligibility requirements.**
- **Authorize the Saskatchewan Arts Board and/or the Access Copyright Foundation to:**
  - **Contact the applicant and/or any designated contact persons or officers of an applicant organization at any time regarding any matter related to this application and/or any conditions affiliated with funding received by the organization as a result of this application and**
  - **Include the applicant in the Saskatchewan Arts Board's and/or the Access Copyright Foundation's promotional mail distribution.**
- **Understand:**
  - **The Access Copyright Foundation and the Saskatchewan Arts Board will rely on third party review and assessment of this application as part of their due diligence**
  - **This application may not be funded or may not be funded for the full amount requested.**

*(Declaration continued...)*

Declaration (*continued...*)

I, the undersigned:

- Understand that if this application is successful:
  - The applicant will:
    - Provide the Access Copyright Foundation, through the Saskatchewan Arts Board, with their Social Insurance number (*if applicable*) before the approved amount is released
    - Submit a revised budget to the Access Copyright Foundation, through the Saskatchewan Arts Board, if the approved grant amount is less than 60% of the requested amount
    - Receive a cheque from the Access Copyright Foundation for the approved grant amount.
  - The applicant agrees to:
    - Spend the money as proposed in the budget
    - Consult with the Access Copyright Foundation, through the Saskatchewan Arts Board, about any major changes to the project that become necessary, including significant budget revisions, as soon as the changes arise
    - Acknowledge the Access Copyright Foundation funding when possible and appropriate and
    - Submit a final project report and a financial report that explains how the grant was spent to the Access Copyright Foundation, through the Saskatchewan Arts Board.
- Accept the conditions of this program and agree to direct all questions concerning the results of this application to the Saskatchewan Arts Board.
- Declare that the statements and information contained on this form and in this application are accurate and complete.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date



## ACCESS COPYRIGHT FOUNDATION *Professional Development Grants*

### Appendix 1: INSTRUCTIONS - BUDGET

#### Budget

- List all revenue and expenses
  - Only include revenue and expenses that are directly related to the proposed project
- In-kind items must be listed as both revenues and expenses
  - Identify in-kind contributions and corresponding in-kind expenses with an asterisk (\*)
- **The budget must balance (total revenue must equal total expenses).**

#### Revenue

- Indicate whether revenue is confirmed or unconfirmed
  - If unconfirmed funding represents a significant portion of the total projected revenue, it is recommended that applicants provide an alternate “B” budget to indicate how the project will be undertaken if other funding requests are unsuccessful
- Note: Creators may apply for 85% of eligible project expenses to a maximum of \$3,000  
Arts Professionals and Publishers may apply for 75% of eligible project expenses to a maximum of \$3,000
- Other revenue may include but is not limited to:
  - Any funding requested or received from other sources such as government agencies, community organizations and groups, foundations, private donors, sponsors, etc.
  - Scholarships, bursaries and sponsorships
  - In-kind contributions
  - Personal contributions or allocations of employing publisher or arts organization’s resources to the professional development project.

#### Expenses

Indicate which costs will be covered by the *Access Copyright Foundation Professional Development Grant*

- Funding from other sources cannot be assigned to the same expenses as those covered by the Professional Development Grant.

#### ELIGIBLE EXPENSES

Eligible project expenses are limited to costs incurred during the Professional Development Grant term and in the process of undertaking the project activities, and included in the project description and/or budget:

- Tuition, program or events registration fees
- Colony, residency or studio fees including accommodation or meal charges
- Honorarium or payment to master artist or arts professional engaged to undertake project activities, as agreed on by contract
- Travel, meals and accommodation expenses as detailed in the project description

*(Eligible Expenses continued...)*

Expenses  
(continued)

ELIGIBLE EXPENSES (continued...)

- Purchase of texts or materials specified as course requirements
- Other expenses that must be incurred by the applicant to undertake the project (contact the Program Consultant to discuss).

INELIGIBLE EXPENSES

- Ongoing telecommunications or business expenses (internet, photocopying, telephone service)
- Honoraria or payment to a current employer or fellow employee for professional skills exchange or training
- Equipment or other capital purchases
- Entertainment or hospitality expenses incurred while attending events.



**ACCESS COPYRIGHT FOUNDATION**  
***Professional Development Grants***  
**Appendix 2:**  
**INSTRUCTIONS – SUPPORT MATERIAL**

Support  
Material –  
Requirements

**Note:** *Material submitted in excess of the maximums indicated in this Application Package will not be forwarded to the jurors or considered during the adjudication process.*

RESUMES

**Include a resume (maximum 3 pages) for the:**

- **Applicant** (include information that is relevant to the project covered in this application)
- **Artist or established professional peer to be engaged for a mentorship or training, if applicable**

OTHER SUPPORT MATERIAL

**Include additional material that will support the application (maximum 10 pages)**

- Additional support material may include draft contracts; program, event or course descriptions; confirmation of acceptance into adjudicated programs; letters of support from employers, etc.
- Creators applicants may submit a sample from their recent work (maximum 5 pages) and excerpts from reviews or comments by awards jurors (maximum 2 pages).

Support  
Material –  
Instructions

- Include an index that lists all of the items included as support material. Indicate the number of copies submitted for each item
- Submit resumes and writing samples on 8.5 x 11 white bond, single-sided, and page-numbered QR on a flash drive or CD in Word or PDF format
  - Writing samples should be from the applicant's recent work
  - DO NOT send books, periodicals or magazines in which the applicant's work appears. These will not be scanned, excerpted or forwarded to the jurors
- Submit reviews, contracts, letters of support etc. on a flash drive in PDF format or on 8.5 x 11 white bond, single-sided, and page-numbered
- Submit only 1 copy of support material that can be scanned
- Submit 4 copies of any support material that cannot be scanned [e.g., catalogues, program brochures, photographs (digital images are preferred), CD etc.]
- Label each flash drive, CD and each copy of support material with the program name, applicant name and deadline date
- DO NOT submit audio/visual support material and text together on CDs or DVDs (provide these separately)
- DO NOT send original art works

*(Support Material Instructions continued...)*

### **Support Material Instructions (continued...)**

**Note:**

- The Saskatchewan Arts Board's computers are Windows compatible only
- The Saskatchewan Arts Board will not automatically return support material submitted by applicants.
  - Applicants requesting return of their support material are to indicate this in the Application Form (*Part 6 – Support Material, page 9*)
  - Applicants requesting return of their support material are responsible for all shipping costs. The material will be sent C.O.D.
  - Notwithstanding such request, one copy of support material submitted by successful applicants will be retained by the Saskatchewan Arts Board on behalf of the Access Copyright Foundation
  - The Saskatchewan Arts Board, as administrator of the Program, makes every effort to handle and return support material safely however it is not responsible for the loss of any material.