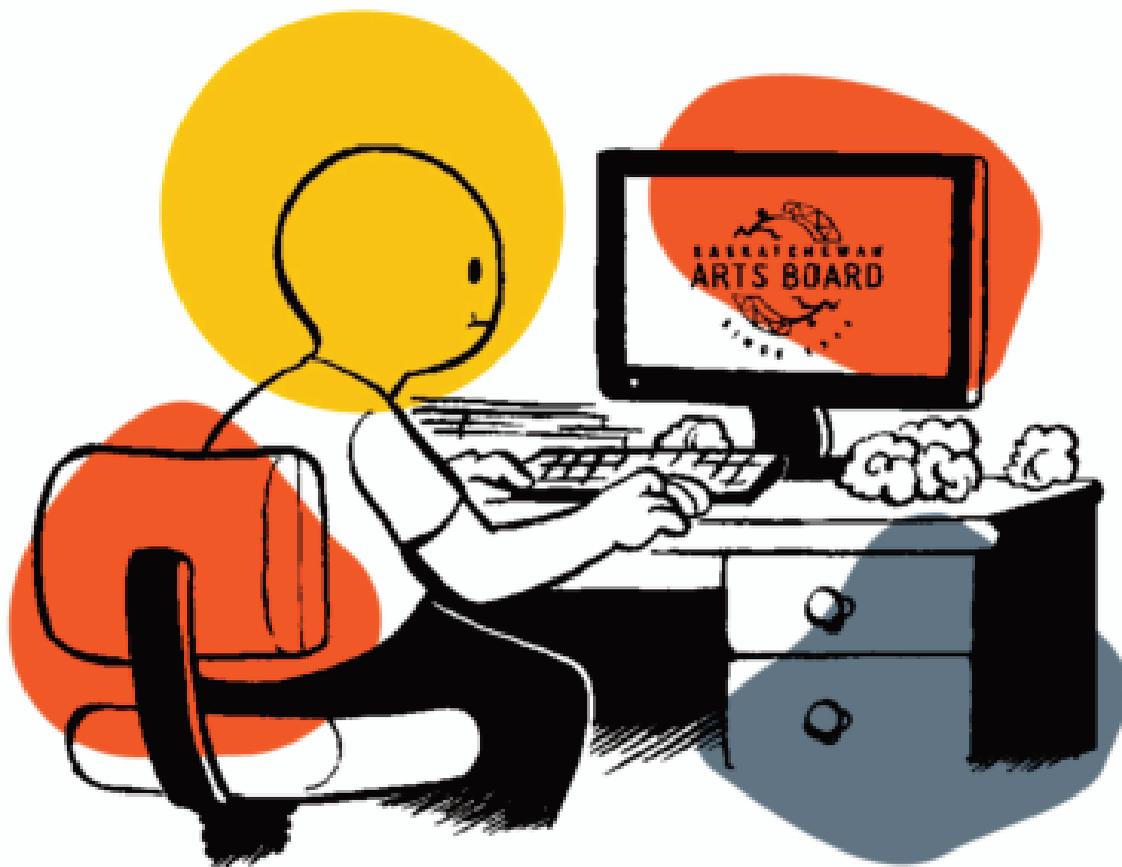


Indigenous Peoples Art & Artists Program

Application Guidelines



cultivating
the arts

TABLE OF CONTENTS

INTRODUCTION	3
ANSWERING YOUR QUESTIONS	
What is the purpose of the IPAA program?	5
What can I apply for?	5
How much can I apply for?	6
How often can I apply?	6
Who can apply?	7
What can I do with my grant?	10
How are grants awarded?	12
How does the jury assess the applications?	12
What happens if my application is successful?	14
My last application was unsuccessful. Is it worth applying again?	16
APPLICATION INSTRUCTIONS	
Introduction	18
Applicant Information Tab	18
Project Details Tab	19
Project Information Tab	20
Budget Tab	20
Support Materials Tab	23
Declaration Tab	24

Illustrations by Dakota McFadzean

INTRODUCTION

These guidelines are intended to help you complete your Indigenous Peoples Art and Artists (IPAA) program application. The information has been divided into two main sections:

1. We **answer key questions** you may have and define terms that we use in the application.
2. We provide a **step-by-step process** to the application with additional details to help you understand what we are looking for in each section.

You may not need all the information or to use every section of this document – the table of contents will help you find the information that you need quickly.

As an additional resource, the Arts Board has a handy guide to Preparing Your Application. It's designed to help new grant applicants – and even those with more experience – approach this challenging task. You can find it on our website.

Your most important resource is the Arts Board staff. If you have any questions or concerns, we encourage you to contact the Program Consultant – we want to help you submit the best application possible.

A Note on Cultural Appropriation:

We are aware of cultural appropriation of Indigenous arts. The Saskatchewan Arts Board affirms and supports the United Nations Declaration on the Rights of Indigenous Peoples, specifically Articles 11(1):

Article 11

1. Indigenous people have the right to practice and revitalize their cultural traditions and customs. This includes the right to maintain, protect and develop the past, present, and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.



The Arts Board will continue to encourage and support the creative freedom of all artists, but we insist that it is done respectfully and truly honours the fundamental and inalienable right of Indigenous peoples to cultural sovereignty. We ask the artists and organizations applying for grants for projects that address, deal with, incorporate, comment on, interpret or depict unique aspects of Indigenous cultures to show that they have respect and true regard for Indigenous art and culture in their endeavours. We want to ensure that authentic and respectful efforts have been made to engage with artists or other members of the Indigenous communities whose culture or protocols are addressed.

ANSWERING YOUR QUESTIONS

What is the purpose of the IPAA program?

The Indigenous Peoples Art and Artists program supports the development and continuation of Indigenous peoples' art forms in the province of Saskatchewan by:

- providing opportunities for Indigenous artists to create and share their art;
- being accessible to all Indigenous peoples throughout the Treaty territories in the province;
- acknowledging that Indigenous peoples' art forms can encompass all practices;
- acknowledging diverse Indigenous world views as essential and influential in all Indigenous peoples' art forms and making it possible for Indigenous artists to maintain their world view and practice;
- ensuring that all peoples of Saskatchewan have opportunities to engage with the art forms that derive from Indigenous languages, world views, practices, and protocols; and
- contributing to the realization of the mandate and strategic priorities of the Saskatchewan Arts Board.

For the purpose of this program, "Indigenous" is defined as a Canadian Aboriginal person who self-defines as First Nations (Status or Non-Status), Métis, or Inuit.

The intention of the IPAA program is not simply to create employment for the applicant – it is to enable the artist to realize their projects.

What can I apply for?

Grant Types

The type of grant you apply for depends on what you plan to do. The IPAA program offers two grant types:

Artist Projects:

Artist Project grants support Indigenous artists to work on their own artistic/cultural practice, in any art form.

Community/Collaboration/Collective Projects:

Community/Collaboration/Collective Project grants support Indigenous artists and Traditional Knowledge and Language Keepers to share their art, skills and teachings with their communities through activities such as workshops, gatherings or mentorships. These mentorship opportunities could be formal or informal and are not restricted to elders and youth. All artists and keepers must be in place prior to making the application and must be paid fairly.

ANSWERING YOUR QUESTIONS

How much can I apply for?

Your grant can't be used toward tuition or to support formal studies at an academic institution, or to attend conferences or courses as a presenter or on behalf of an Arts Board-funded organization.

The maximum amount you can apply for is determined by the grant type you're applying for. The specific amount you can request will depend on your project budget. Maximum grants available are:

Artist Projects: \$7,500

Community/Collaboration/Collective Projects: \$10,000

Program funding is limited. Your application may not be funded by the jury or may be funded for less than your grant request.

How often can I apply?

The IPAA program has two application deadlines each year: October 15th and April 15th. You can apply at every deadline – there's no waiting period. If you've submitted a complete Final Report for a grant received at the last deadline and want to continue work on your project or have an idea for a new one, you can apply again at the current deadline. However, there are a few rules and a funding cap to consider.

To support as many artists as possible with limited resources, the Arts Board will only grant \$15,000 to any individual or \$20,000 to any community, collaboration or collective over a four-year period through IPAA.

Here are the rules about when you can apply to IPAA:

- Individuals can submit only one IPAA application per deadline.
- Individuals can have only one IPAA grant open at a time; you must finish and report on one project before you can apply for another. Individuals with an open IPAA grant or current application, however, can be included in collaborative or collective applications for which they are not the lead applicant. You can also apply as both an individual and a participating artist at the same deadline for different projects.
- Grants payable to communities, collaborations or collectives under the group name will count toward the group's four-year funding cap, not the lead applicant's.

If you're not sure how much funding you're currently eligible for, contact the Program Consultant. Your budget must reflect your grant request. (See page 20 for more information on budgets.)



ANSWERING YOUR QUESTIONS

Who can apply?

The program is open to all Indigenous people who are artists included in Section 35 (2) of The Constitution Act, 1982 – Indian, Métis and Inuit. It is important to be recognized as an artist in the Indigenous community as juries consider community connections. Be sure to contact the Program Consultant if you have questions.

Eligibility

Any Indigenous artists, Traditional Knowledge and Language Keepers or Elders, and/or collaborations of Indigenous artists (e.g., theater or dance productions, drum or music groups) who are Saskatchewan-based can apply. To be eligible to apply, you must be:

- a Canadian citizen or Permanent Resident of Canada, **and**
- a resident of Saskatchewan who has lived and pursued their creative work and career in the province for a minimum of one year prior to the date of making this grant application.

Note: You do not need to be an Indigenous person from this territory, but you must be a Saskatchewan resident.

Eligible Saskatchewan Residents:

To be eligible to apply for an IPAA grant, you must be a Saskatchewan-based professional artist – meaning that you have maintained a permanent physical residence in the province for at least one year and live at that address for at least six months every year. You can't receive grant support as a resident in another province and still apply to the Arts Board. If you're out of the province for extended periods, studying or employed somewhere else, we may ask for documentation to assure the jury of your residency. But you can be touring internationally or performing, publishing and exhibiting your work across Canada, and if you clearly still call Saskatchewan home, this program can support your work.

Eligible Students:

The IPAA program isn't intended to supplement bursaries, scholarships or fellowships for academic work or formal studies. But if you are an emerging or established professional artist enrolled part-time in an academic program or enrolled in a graduate program, you may be eligible to apply for IPAA support for a project that is independent of your course of study or thesis. You should discuss your academic status and IPAA project with the Program Consultant.

ANSWERING YOUR QUESTIONS

PROTECT YOUR WORK
Think about writing larger sections of the application, like the Project Description, on your computer and then copying them into the online form.

Here are the eligibility requirements for students:

- If you are an undergraduate student, you must be registered part-time, meaning no more than two courses.
- If you are enrolled in a graduate program, you must be registered in no more than two courses or be working no more than half-time on your thesis.
- If you are a post-doctoral fellow, your project must be independent of your post-doctoral studies and contract.
- Your application package must include a letter from your academic department head confirming that no part of your project will be submitted for academic credit or to fulfill thesis requirements.
- Your project cannot be supported, even partially, by SSHRC funding.

Eligible Academic Faculty:

We recognize that universities and arts faculty play a key role in teaching and developing artists, and in producing and presenting works to the public. Many departments provide paid employment to professional artists actively creating independent work.

If you both teach and maintain an independent artistic practice, you are eligible to apply to the IPAA program under certain conditions:

- If you are a professor or full-time faculty member, you can apply for most expenses of your independent or collaborative project.
- To include support for your living expenses or subsistence in your grant request, however, you must provide confirmation from your department that you will be on unpaid leave throughout your project dates.
- Your project must be independent of your teaching. You must include a letter from your academic institution confirming that your grant project is unrelated to your university contract, teaching responsibilities or tenure requirements; that you will retain full creative control over the project as an independent artist; and that the project is not being supported by SSHRC funds.
- If you are a part-time or sessional instructor, the only requirement is a letter from your academic institution confirming that your project is independent and unrelated to your contract or teaching responsibilities.
- SSHRC-funded projects are ineligible for IPAA support.

ANSWERING YOUR QUESTIONS

Eligible Artist Collaborations:

We recognize that collaborative projects may include artists from other provinces, and designers, technicians or other participants. Creative collaboration with artists from across Canada enriches the work produced and presented in Saskatchewan.

To access IPAA grants (which are funded by the provincial government), collaborations must meet the following conditions:

- At least 50% of the collaborators must be Indigenous artists.
- At least 50% of the collaborators, including the lead applicant, must be Saskatchewan residents as defined above under Eligible Saskatchewan Residents.
- Participating artists who do not meet the Saskatchewan residency requirements may receive artist fees and costs for travel, accommodation and per diems while working on the project but cannot receive subsistence.
- All participating artists or members must be in good standing with the Arts Board at the application deadline, with no outstanding final reports for previous grants.
- A designated lead applicant must complete the full application form, but all additional members of Artist Collaborations and Collectives must submit a signed and completed **Artist Information and Declaration Form** for the application to be deemed eligible.

Ineligible Applicants:

If you or your project fail to meet the Arts Board's eligibility requirements for any of the reasons detailed above, your application will be deemed ineligible or incomplete and will not be sent to the jurors for assessment. In most cases, ineligibility is a temporary situation that can be resolved by either providing required documentation or meeting the funding conditions of the program prior to the application deadline. Contact the Program Consultant well ahead of the deadline for advice and assistance.

Outstanding Reports:

An outstanding Final Report disqualifies you from Arts Board funding until it's submitted and approved. If you're in an Artist Collective or Collaboration, your entire group may be affected by your unfiled report. You may feel embarrassed or reluctant to contact us if you have received overdue notices or failed to report on a grant received several deadlines or even years ago, but we would like to hear from you. We want to help.

ANSWERING YOUR QUESTIONS

What can I do with my grant?

If you owe us a report for a grant you received some time ago, but have lost the receipts and documents, or have forgotten project and application details, call the Program Consultant well before the deadline. We may be able to provide you with a copy of the application and budget you submitted. We can also discuss the best way to demonstrate that you completed the project or consider the extenuating circumstances that changed your original workplan. Programs, reviews, published books, CDs, DVDs or photos of completed artworks may be accepted in place of missing receipts. Our goal is not to exclude you from Arts Board funding, but to restore you to good standing so we can continue to support your artistic practice.

If you have questions about any aspect of your eligibility, contact the Program Consultant for advice or to request a meeting well before the deadline.

IPAA grants support the full range of activities involved in the development, creation, preservation and presentation of art by Indigenous artists in Saskatchewan, working independently or collaboratively in all artistic disciplines.

Eligible Activities:

- creation, development and composition of new work
- preservation of Indigenous languages and cultural skills and teachings
- curation, exhibition, rehearsal, production and presentation, and touring
- public presentation (e.g. performance or exhibition)
- participation in mentorships, training or apprenticeships with Traditional Knowledge Keepers or Elders
- research

Note: Eligible activities may include one or more art forms, and shall respect Indigenous peoples' traditions and protocols governing the use of traditional names, stories, songs and other art forms.

ANSWERING YOUR QUESTIONS

There are a number of types of projects that could be supported by IPAA funding, such as:

- a collaboration between a language keeper and a visual artist to create language imagery to be displayed in unique locations in urban centres
- creating powwow regalia that reflects kinship and compassion
- writing hip hop songs for your next album
- travelling to and participating in a writing retreat to gain literary skills to write your book
- addressing colonization through mixed media using natural and synthetic material
- making drums with and teaching songs to young people in the community through weekly workshops at the band hall

If you are unsure if your activity fits, contact the Program Consultant.

Ineligible Activities:

- projects that are not primarily artistic – ie. projects that you are undertaking for therapeutic, educational or informational purposes
- projects commissioned by or programmed by Saskatchewan Arts Board-funded organizations
- projects for which you will receive a commissioning fee and/or reimbursement for your expenses
- projects you are undertaking primarily for commercial reasons or to meet marketplace demand
- projects that promote hatred or intolerance
- fundraising activities, awards, sponsorships or re-granting activities
- activities that contravene provincial or federal law
- activities that do not comply with or respect cultural protocols
- activities that use or present Indigenous cultural material, traditional knowledge or stories without permission from the community
- activities you undertake prior to the application deadline or after your project dates

GIVE YOURSELF TIME
It takes time to put together a good application. We're all deadline driven, but if you leave it to the very last minute, you never know what may happen... your computer may crash.

ANSWERING YOUR QUESTIONS

How are grants awarded?



How does the jury assess the applications?

Peer Jury Process

The Arts Board is committed to the peer jury process. Your application and work is assessed by an independent panel of Indigenous artists and arts professionals with discipline-specific knowledge and experience in various art forms. The Arts Board engages new jurors for each deadline, based in part on the applications received. Each juror reviews the applications ahead of time. During the jury meeting, jurors participate in a collaborative, consensus-building process to discuss each application, combine scores and make funding recommendations. The jury panel's recommendations on grant amounts must be unanimous. The Arts Board respects the adjudication process and grant recommendations.

The Juror Manual on our website has more information about the jury process, and you can indicate your interest in serving on a jury by completing and submitting the Juror Submission form.

The jury assesses all applications by the same adjudication criteria and scoring system, basing their evaluation on the information and support material you submitted. They can't speculate on material or information not included in your application – assume they don't know you or your work but are experts in your art form and practice.

The IPAA Program Consultant chairs the jury meeting, ensuring that the discussion addresses the applications submitted and the adjudication criteria, not applicants' financial need, celebrity status, length of career, personality or any other non-criteria factors.

Adjudication Criteria

Jurors assess and score each application against the following program adjudication criteria:

Artistic Merit (50%):

- the artistic quality of your work
- the potential artistic impact and merit of the project
- your development of a distinct and personal body of work
- the project's relevance and contribution to your body of work

ANSWERING YOUR QUESTIONS

To help them assess the Artistic Merit of your project, jurors consider several factors:

- Project Description – how you describe your art, why you make art, and what you want to do and why you need money to do it
- Artistic History or Resumé – what you have done, your commitment to learning your craft, the body of work you have created, where your work has been seen, how it has been recognized
- Support Material – the quality of your art as demonstrated by your support materials, particularly the Work Samples
- Letters of Support – support for your project and commentary on your artistic development by an established artist or arts professional familiar with your work and/or a Knowledge Keeper or Elder familiar with your cultural practice

Activity Merit (50%):

- the project's advancement of your artistic practice and career
- appropriate goals, timeline and workplan for the project term
- your demonstrated ability to undertake the project
- a feasible financial plan and appropriate budget

In assessing Activity Merit, jurors consider the feasibility and potential benefit of the project activities you are asking them to support:

- Proposed Project – how the activity (learning, creating, producing, presenting) may advance your artistic practice and career, how it contributes to arts practice in your discipline
- Planning – a realistic workplan (schedule of activities and timeline) that demonstrates your ability to carry out the project
- Budget – whether your project budget is clear and complete, anticipating all expenses realistically and demonstrating both how the grant will be used and how you will access any additional financial resources needed to complete the project

Keep the adjudication criteria in mind as you prepare your application and select support materials. A strong application addresses the program adjudication material and includes all the relevant information needed for jurors to assess the project against them.

ANSWERING YOUR QUESTIONS

What happens if my application is successful?



Claiming the Grant

If your application is successful, you will receive notification that includes the terms and conditions of funding and all the forms required to claim your grant. If the grant awarded was less than 60% of the amount requested, you must submit a revised budget, project plan and/or project dates to show how you will undertake the project with less funding than you'd requested.

You must sign and submit the Request for Grant Payment form to receive your funding. Your grant cheque will be released up to 30 days before the start of your project dates after approval of your signed Request for Grant Payment by the Program Consultant.

Here are some other things you should be aware of:

- The Arts Board cannot divide your grant and/or pay portions of the grant to each member of your collective or collaborative team. Grants are issued in a single cheque to the designated payee.
- As a grant recipient, you must meet all conditions for the release of funds and claim your grant within 12 months of the date on your notification letter or your grant may be forfeited.
- The Saskatchewan Arts Board is required to issue a T4A form to an individual applicant or to the lead applicant on a collaborative application for grant amounts over \$500.
- The Arts Board can issue payment in the name of an Artist Collaboration or Collective with a bank account under the group's name. In that case, no T4A is required.

Note that receiving an IPAA grant may affect a recipient who receives payments from the federal and/or provincial government, such as pension, social assistance, or disability payments.

Retaining copies of the forms with details about your grant and project term will help you prepare your final report.

ANSWERING YOUR QUESTIONS

ASK FOR HELP
Call your Program
Consultant to ask
questions, to discuss
project ideas, or to review
certain sections of your
application. That's what
we're here for.

Completing the Project

Grants must be used for the project proposed and supported by the jury.

- You must begin the funded activity no later than 12 months from the start date initially approved. If the project does not begin within this 12-month period, your grant may be forfeited and reallocated to another recommended applicant.
- If for any reason your project must be delayed or modified, contact the Program Consultant as soon as possible to discuss your options. We recognize that the creative process is not always predictable, and your project may not unfold on schedule or exactly as you envisioned it. A justifiable extension or change of plan within the spirit of your original proposal is likely to be approved.
- Request receipts when you pay artist and other professional fees, and keep all receipts for expenses over \$100 to submit with your final report.

Reporting on the Project

The Arts Board is interested in how your project turned out and the benefits of the grant on your work. You must submit a brief but informative final report no later than 30 days after the end of your project term.

The report must include:

- a description of the project activities you accomplished
- brief comments on how your vision for the project was realized or evolved
- documentation of your project, which could be an excerpt or sample of the work you accomplished
- a financial report on how you spent the grant, supported by receipts for expenditures as detailed in the final report budget

Under some circumstances, support material confirming that you have completed the project activities – videos or photos of finished work, performance programs, published manuscripts – may be accepted in place of sections of your written report.

ANSWERING YOUR QUESTIONS

My last application was unsuccessful. Is it worth applying again?

We also want you to keep us informed if the work on your project has gained additional success after that final report has been submitted. This may mean your manuscript has been published, your painting has been purchased by a specific collection, or a composition or performance has received an award. We want to help celebrate your success.

Recognizing the Funder

In this period of financial restraint, it is particularly important to acknowledge your public funding in any way possible. In addition to using the correct Arts Board logo (available for download on our website) on all printed and online materials (use #SKarts) related to your grant project and acknowledging our support from the podium or stage, you should look for every opportunity to recognize the importance of public money dedicated towards arts activities in Saskatchewan. It is vital that the general population understand that the exhibition, performance or book they are enjoying, the event or screening they are attending in a public space, or the educational workshop in which they are participating are all made possible by Arts Board grants.

Please help us advocate for continued public support for the arts in Saskatchewan, and more funding for artists, by acknowledging the impact of your grant.

The grant application process is competitive – your application was assessed with applications from fellow artists as passionate about their projects as you are about yours. Funding is limited, and many worthy applications for IPAA grants are unsuccessful; at each deadline, many of those who apply do not receive funding, and some receive a smaller amount than they requested. Most artists will apply for grants unsuccessfully at some point in their career.

If your previous application was recommended for support by the jury but not ranked high enough to be funded, apply again and hope for a better outcome. The jury saw merit in your work and would have awarded your project a grant, but the money ran out. Every deadline is unique: different artists apply, and different jurors adjudicate the applications. Before applying again, take the following steps.

ANSWERING YOUR QUESTIONS



- Reread and reconsider your application components and support material.
- Update your resumé to reflect any accomplishments or credits since the last deadline.
- If you have been working on your project and have a more polished work sample, submit that.
- Call the Program Consultant. Program Consultants can often provide helpful comments from the jury and suggest how you can more clearly present your project or strengthen your application.

If you received notification that your application was considered ineligible or was not recommended for funding, the Program Consultant can explain what the problem was and whether you can apply at the upcoming deadline. Your application may have been incomplete or failed to provide information needed by the jury to assess it against the adjudication or eligibility criteria. Your budget may have included ineligible expenses, or the jury may have had questions about your residency or employment status affecting your eligibility. Many of these issues can be resolved.

Calling to discuss your results professionally, acting on the feedback and reapplying is the best response to an unsuccessful application.

APPLICATION INSTRUCTIONS

Introduction

Here's a concise walk-through of the application, section by section, to help you complete it.

If you have difficulty completing any section of the application, contact the Program Consultant. Arts Board staff are familiar with the program, understand the adjudication process and are happy to answer your questions.

Application Deadlines:

The final day to submit your complete application for adjudication is **non-negotiable**. Even though the application portal closes at midnight, remember that Arts Board staff only works until 4:30 pm and not at all on weekends. You will have to ask any questions that you have before those times.

To be fair to other applicants, Program Consultants are not authorized to give you an extension. Late applications are not accepted.

Applicant Information Tab

Applicant Details:

This information should be filled in automatically from your registration page. If any information is incorrect or incomplete, you will need to update it on your registration page in the SmartSimple program.

Applicant Name:

If you're applying for a solo project, simply enter your name or the name you're known by as an artist. You'll be asked to provide your legal name for cheque issue later. If you've agreed to apply on behalf of your Artist Collaboration or Collective, enter the name or working title of your Collaboration or Collective.

Community Connection:

Any Indigenous artists who are Saskatchewan-based can apply. Non-status artists are encouraged to apply. It is important to be recognized as an artist in the Indigenous community as juries consider community connections. Be sure to contact the Program Consultant if you have questions.

Project Details Tab

GET A SECOND PAIR OF EYES
It never hurts to give someone else a copy of your Project Description to review. They may even spot items that are missing or questions that you haven't fully answered.

Grant Information:

- **Grant Request Amount** – The maximum grant request is \$7,500 for Artist Projects or \$10,000 for Community/Collaboration/Collective Projects.
- **Grant Term/Project Dates** – We define your IPAA project dates as the period for which you are requesting support. All the project expenses you intend to cover with the grant must be incurred during these dates. You must be free to undertake the project activities during this period and must begin your project within one year of the date on your grant notification.
- **Art Form** – Check the box that best describes your art practice. Whether you consider your art to be cultural or not, it is eligible in one or more of these boxes. For example, if you are either a writer or oral storyteller, you would be considered under literary. If you do beadwork and/or make regalia, that would be considered under visual. If you are blending hip hop and powwow together in some way, check off multidisciplinary. If you make drums and want to work on drum making or songs, that would be music. If you are unsure of which one to check, call the Program Consultant.
- **Grant Type** – This is where you indicate the grant type that best fits your project activities.
- **Project or Event Location** – Tell us the communities in which your project will take place. It is important for the Arts Board to know, for example, if we are funding you as a Saskatoon-based artist, but a large portion of the work on this project will take place in a smaller community in the province.

Brief Project Description:

This 25-word statement of your project acts as an identifier or label for your grant application in adjudication materials, grant payment forms and announcements about grants. Save the details for your full Project Description, but tell us here what you want to do with the grant (for example, to work on a 6-song EP, to produce a 10-minute film, to create paintings for an upcoming solo exhibit, to share drum-making teachings with young people, etc.) in 25 words or less. If your project has a working title, include it.

APPLICATION INSTRUCTIONS

Project Information Tab

This tab contains the major information of your written submission.

Project Description:

First, give a general introduction to your work as an artist. Tell us the what, how, and why of your work from your own perspective. This helps you convey the meaning or purpose of your work to the jury: why you chose a particular type of art form, why you work in a certain way. It shows your relationship to your own work, and it helps create a connection to the jurors.

In addition to general information about your artistic work, provide specific information about the project such as what you hope to accomplish, why it is important to do this work now, and where this project will take you professionally. The Project Description should also include your timeline and workplan.

Budget Tab

The budget for your project must balance, meaning your **Total Revenue must equal your Total Expenses**. A balanced budget shows the need for the grant, but also indicates that you can complete the project with the grant and your other available financial resources.

If you would like to have your budget reviewed before the deadline or need advice on preparing it, the Program Consultant will be happy to assist you.

REVENUES

This is where you list all income, sponsorships, funding and personal resources you plan to devote to the project.

Sponsorships, In-Kind Donations:

Assign a dollar value to in-kind support – estimating what it would cost you to rent the studio space or equipment someone is donating, or to pay for the volunteered service or free accommodation – requirements for your project you would otherwise have to cover. (Remember to enter these in-kind costs on the expense side to make your budget balance.)

APPLICATION INSTRUCTIONS

ASK QUESTIONS EARLY
Even though the application portal is open until midnight on the deadline date, you can only ask questions of staff during office hours.

Personal Contribution:

Your personal contribution is the additional amount you plan to invest in your project out of your own savings or employment income, if needed. It shows that you have the means to provide the money for any project expenses not covered by the revenue sources you've listed. Applicants often use this line to balance their budgets – committing to make up the shortfall between the expense total and other revenues. If you are not able to make a personal contribution or can complete your project without one, leave this line blank. **You are not required to include a Personal Contribution if your budget balances without it.**

Other Grants and Funding:

If you've applied for or requested other funding but are waiting for a decision, indicate that it's unconfirmed; if it's confirmed, indicate that. You can't apply two grants to the same expense, but jurors will appreciate your attempt to find support for other project costs. Keep the Program Consultant informed about other grant results. List this information under Other Revenue.

EXPENSES

This is where you list project expenses – the costs you will incur during your project dates to complete the activities, indicating which costs the grant is intended to cover. For each expense, you will be asked to say how much is covered by the IPAA grant that you are requesting. The total of these amounts should be equal to your grant request. You may need to attach breakdowns of some categories if you have many individual expense items.

Remember to assign the same dollar cost to items listed as in-kind donations under Revenue.

Subsistence / Living Expenses:

Subsistence is intended to buy you time to be an artist. The Arts Board does not require you to provide confirmation of unpaid leave to request the maximum monthly subsistence amount unless you are academic faculty at a university or college. If you intend to cut back on other commitments and devote a significant part of your work week to your project throughout the funded time period, you can request up to \$2,000 per month toward your living expenses and initial the declaration on the budget form. You can also use

APPLICATION INSTRUCTIONS

subsistence to cover costs of child care, if that is necessary to devote significant time to your project. If you plan to work part-time on your project, pro-rate your subsistence expense to reflect the amount of time you expect to set aside. You will not be asked to provide receipts for any living costs, simply a statement that you worked on the project as expected.

Artist Fees:

The Arts Board is committed to the professional status of the artist and won't fund projects in which artists are not paid for their work. Your project budget should include either subsistence or artist fees; you cannot request both living expenses and an artist fee to work on your project. Artist Collaborations and Collectives typically include a fee for each artist in their project expenses rather than dividing the \$2,000 allowable subsistence amount. If the participating artists or technicians belong to a union or professional association with an hourly or per-service fee scale, provide a breakdown and note.

Travel:

Travel costs must be reasonable, justified by the project activities and documented. You can't use your grant to cover a companion's expenses or for personal travel days. Travel costs being covered must occur during the project dates on your application form. You can't request per diems for meals while travelling if you are also claiming subsistence support over the same dates, but you can request hotel costs. Save receipts for expenses over \$100 and itineraries, boarding passes, tickets and hotel statements as documentation for your final report. Finally, if you are driving, calculate the approximate distance, and use a government mileage rate, available online or from your Program Consultant.

Materials/Equipment:

IPAA grants are not meant for large capital purchases such as computers, sewing machines, or studio equipment. In most cases, renting equipment during the project term is preferred. If the cost of renting is higher than the purchase price, provide an explanation and rationale for purchase. It may also help to explain what will happen to purchased equipment after the project is complete.

Production Costs:

If applicable, these costs will depend on your art form and what you need to produce your project.

APPLICATION INSTRUCTIONS

Support Materials Tab

Registration or Program Costs:

If you're applying for a grant to attend a program or artist retreat, you can request full registration or program fees. You will need to submit confirmation of attendance with your final report.

Other:

This is where you enter any additional costs you'll incur to complete your project such as tobacco, Elder's fee, gifts, etc. The ceremonial use of tobacco and gifts must be directly intended for and related to the art and artist's project. Discuss other expenses with the Program Consultant to be sure they're eligible.

Use this tab to upload your artistic resumé, work samples, letters of support, and any other support materials that will help the jurors assess your ability to complete the project you want the grant for. In the strongest applications, the support material directly relates to the proposed project.

Work Samples

Here are some examples of what you would need for support material, which would vary depending on project and art form.

- If you work in performing arts, submit one video or audio clip of recent, relevant work (maximum 10 minutes), which can include one work or a selection of a number of works. You can also include up to three photos of prior productions if they are relevant to this application.
- For literary projects, submit up to 10 pages from the project, including, if it is not a text-based form, a storyboard, illustrated sample pages and/or the script or text.
- For film or video, submit documentation of the work in its most current stage (maximum 5 minutes running time) and a script sample, treatment or other project narrative (maximum of five pages).
- For visual art, submit a maximum of 10 still images (or 3 minutes of video) that give a good representation of your art work and support the project you are applying for. These images can include work in progress if your application is to continue a project already started, or sketches, drafts, models of proposed work.

APPLICATION INSTRUCTIONS

Technical Requirements

Make sure to refer to these technical requirements when selecting and submitting work samples and material to support your application. Excess material is not reviewed by the jury. Remember to give us your best-quality work.

- audio – mp3
- video – avi, mov, mpeg, mp4, wmv (maximum file size 2 GB)
- still images – JPEG files
- print – PDF file

Please also consider the following.

- If you are submitting reviews/programs of past programs, include only the relevant sections, and highlight if possible.
- Before uploading materials, change your file name to something that will help the jurors know what they are looking at.

Letters of Support

Ask people, who are recognized for their knowledge and experience in your art form, and who are familiar with your experiences as an artist, to write a letter for you. They can speak to your artistic accomplishments and can explain how the community recognizes your work.

For mentorships, apprenticeships or training, attach a letter of acceptance or agreement from the mentor, Knowledge Keeper or Elder.

Declaration Tab

Release of Information:

If you want to receive information about the Arts Board's programs, activities and upcoming grants deadlines, you must tick the box to authorize us to add your name to our mailing list.

Although we never release the names of unsuccessful applicants, we do publish the names of grant recipients on our website and in our annual report. If you've ticked these boxes to give us permission, we may also provide the addresses of grant recipients on request to media and/or to your MLAs and MPs.

APPLICATION INSTRUCTIONS



Acknowledgement:

To enable us to process your grant application, you must tick the box provided here to indicate that you have read and understood the explanatory statements.

Additional Declarations for Members of Artist Collectives and Collaborations:

All members of an Artist Collective or Collaboration must also sign a similar acknowledgement. Without forms from each artist, your collective's application won't be considered complete or eligible. Even if they are not the lead applicant, any of your collaborators can call the Program Consultant to discuss concerns about their eligibility or overdue reports.

Click the button marked "Send Collaborator Declaration." That will allow you to enter the name and email address of your collaborators. When you click the "Send" button at the bottom of that pop-up window, those individuals will automatically receive the form that they need to complete, and they will send it directly to the Arts Board.



**cultivating
the arts**

Saskatchewan Arts Board

1355 Broad Street
Regina, Saskatchewan S4R 7V1
306.787.4056
800.667.7526

info@saskartsboard.ca

www.saskartsboard.ca

 [skartsboard](https://www.facebook.com/skartsboard)

 [@saskartsboard](https://twitter.com/saskartsboard)