



NEWCOMER AND REFUGEE ARTS ENGAGEMENT

2020 Program Guidelines
Application Deadline: May 4, 2020

TAC is committed to equity and inclusion. We welcome and encourage applications from all Toronto artists, arts organizations and artist collectives. Specific equity measures or targeted programs are in place to ensure full access and participation by Indigenous artists, artists of colour, artists who are Deaf, have disabilities or are living with mental illness, artists who self-identify as 2SLGBTQIAP, newcomer and refugee artists, young and emerging artists and artists working outside the downtown core. Learn more about what we are doing to make TAC more accessible and inclusive in our recently adopted **Equity Framework**

PURPOSE

Toronto Arts Council's **Newcomer and Refugee Arts Engagement** program was created to:

- provide targeted support to organizations and collectives engaging newcomers and refugees through the arts
- support the integration and inclusion of newcomers and refugees to Toronto through the arts.

We define a newcomer as: an immigrant or refugee who has lived in Canada for less than 7 years; a refugee is a person who was forced to leave their home country and is now located in Canada.

VALUE OF GRANT

The set grant amount is \$20,000. This grant may cover up to 100% of project costs.

*****TAC Accessibility grant *** Projects involving Deaf artists and artists with disabilities** may apply for an additional TAC grant by completing the Accessibility Expenses section of the application and including the requisite information in their budget. A **TAC Accessibility grant** will provide up to a maximum of \$5,000 towards accessibility costs for artists incurred during the project. Accessibility costs include but are not limited to: ASL interpretation, audio description, closed captioning, communications assistants, attendant care (including helpers for Elders), support workers and equipment rentals or other supports required to meet artists' accessibility needs).

ELIGIBILITY

- Applicants must be an incorporated non-profit organization or a collective operating on a not-for-profit basis. A collective is defined as two or more artists working together under a group name, either on a single project (ad hoc) or on an ongoing basis.
- Applicants must be located in the City of Toronto. A Post Office Box address cannot be used to meet this requirement. For collectives of two artists, both must be City of Toronto residents. For collectives of more than two artists, the majority of members must be City of Toronto residents.
- The activities for which the grant is requested must occur within the City of Toronto.
- The activities for which the grant is requested must include the collaborative involvement of professional artists and newcomer and/or refugee community members.

- Applicants must have a strong track record of engagement with newcomer and/or refugee communities and demonstrate a viable administrative and financial plan for achieving the goals of the proposed activities.
- Grant amount is \$20,000. This includes artist fees, travel expenses, preparation time, materials and any other project expenses incurred. Payment of artist fees is mandatory. **Funding cannot be used to support salaries for an organization's ongoing staff or faculty.**
- Applicants may not receive funds from both this program and any other Toronto Arts Council program for the same activities and timelines.
- Organizations receiving operating funding directly from the City of Toronto's Economic Development and Culture Division are not eligible to apply to this program.

*A professional artist is someone who has developed their artistic skills through training and/or practice; is recognized as a professional by other artists working in the same artistic tradition; actively practices his or her art; seeks payment for her/his work; and has a history of public presentation.

TAC recognizes that due to systemic barriers within the broader arts community (e.g. limited mainstream presentation opportunities for artists from equity-seeking communities) that some flexibility may be required in interpreting eligibility criteria to take into account **equivalent** professional experience and contexts. Potential applicants from equity-seeking communities are encouraged to discuss their eligibility with the Program Manager in advance of submitting an application.

TAC has two distinct funding envelopes:

1. Arts Discipline funding (e.g. discipline-specific project grants and operating grants) and
2. Strategic funding (e.g. Artists in the Library, Open Door, etc.)

Applicants are eligible to receive only one grant from each funding envelope per calendar year. For example, you may not apply to a Strategic Program if you have another Strategic Program grant application pending OR Final Report pending. Applications to the **Newcomer and Refugee Arts Engagement** program fall within the Strategic Funding envelope.

Applicants are not eligible if they have an outstanding final report in any other program within the Strategic funding envelope (e.g. Animating Historic Sites, Animating Toronto Parks, Artists in the Library, etc.)

SCHEDULING AND DURATION OF PROJECT

Project activities may not start before July 1. **Projects must be a minimum of 3 months in duration.** All projects must be completed within two years of the date on the notification letter.

SUPPORT MATERIAL

Support material from the professional artists identified in the application is important to the assessment process. All applicants are required to submit examples of the artists' recent work that are relevant to the project. At least one example must be from the past two years.

The support material must show:

- the quality and nature of the artists' practice, and
- the artists' capacity to work in a community context relevant to the proposed project.

Video/Audio: provide a link (Vimeo, YouTube, etc) and password (if required) to your file. Video and audio files should be no longer than 3 minutes in length.

Pictures: provide a link and password (if required) to a website where the photos have been uploaded. You may also upload JPEG images of your work. A maximum of 5 images are permitted.

Writing Sample: upload a PDF file, maximum 15 pages double-spaced.

The grant review panel will normally spend 5 minutes or less per application viewing support material. Works, therefore, may not be seen in their entirety. File sizes may not exceed 200 MB.

Support material such as press clippings and letters of support (maximum 3 pages) may also be submitted and must be uploaded in PDF format.

Applicants should allow enough time to upload support material to your application – do not wait until the last hour of the submission deadline date.

APPLICATION PROCESS

Applicants are required to speak to Rupal Shah, Strategic Programs Manager, before submitting an application. Please contact Rupal to schedule an appointment to discuss your proposal at: 416.392.6802 x209 or rupal@torontoartscouncil.org.

Applicants are required to register on *TAC Grants Online* (<https://tac.smartsimple.ca>) and submit the application **no later than 11:59 pm on the deadline date**. TAC does not accept applications by any other means of delivery. You will receive a confirmation email when your application is submitted. Check your spam/junk mail folder if it doesn't arrive in your in-box.

Application Accessibility Support for Deaf persons or persons with disabilities: Applicants who are Deaf or have a disability and need support to complete their grant applications can apply for funds to cover the costs of assistance from **Application Support Service Providers. Up to \$500 is available per eligible applicant in each calendar year.** Please contact your Grant Program Manager at least six weeks before the grant program deadline to determine eligibility, request application support funding, and to review the process for payment to be made to your Service Provider. Requests for application support require approval from the Grant Program Manager. For additional information please visit the TAC website > Grant Programs > Application Accessibility Support.

ASSESSMENT PROCESS

Applications are assessed through a peer review process: a review panel of practicing artists and arts workers decides which applications will be recommended for funding. Funding recommendations are approved by TAC Directors.

Peer assessors are selected because of their direct experience and knowledge of the Toronto arts sector as well as to ensure fair representation from TAC's identified equity priority groups.

Applications are assessed in a comparative context and funding decisions are based on the availability of funds, the program objectives, and the following assessment criteria:

- What is the artistic merit of the proposed project?
- Does the project engage newcomer and/or refugee communities in a collaborative way?
- What is the capacity of the project to support the integration and inclusion of newcomer and/or refugee individuals to Toronto?
- Does the applicant have strong, demonstrated experience engaging with newcomer and/or refugee communities?
- Does the applicant have the ability, both financially and administratively, to undertake the project?

Included in the **Equity Framework** is an **Equity Priority Policy**, which states that if there are multiple well-assessed applications of equal merit in an adjudication round but insufficient funds in the grants budget to support all deserving candidates, applications proposed by applicants that self-identify as belonging to one of Toronto Arts Council's equity priority groups or that primarily involve or serve artists from these groups will be prioritized.

NOTIFICATION

Applicants will be notified by email when the results are available, and will be able to log in to *TAC Grants Online* to receive their results. Notification will be received within three months of the deadline date.

Results are not released over the telephone.

CITY OF TORONTO ANTI-RACISM, ACCESS AND EQUITY POLICY

The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant or other support from the City.

All successful applicants will be required to submit a signed Declaration of Compliance with Anti-Harassment/Discrimination Legislation and City Policy.

A copy of the following City documents can be downloaded from TAC's website, www.torontoartscouncil.org: *Anti-Racism, Access and Equity Policy Guidelines, Hate Activity Policy and Procedures* and *Human Rights and Harassment Policy and Procedures*.

CONDITIONS OF FUNDING

Grant recipients will be required to sign a Letter of Understanding that details the terms and conditions of their grant. The Letter of Understanding will be made available when you receive your grant results. Grant cheques will not be released until the signed Letter of Understanding has been uploaded to TAC Grants Online.

***** DIRECT-DEPOSIT PAYMENT ***** Toronto Arts Council has moved to electronic payments. If your application is approved, you will be required to enter the bank account information of the grant recipient that corresponds to the Applicant Name on your Notification Letter. Bank information is submitted along with your Letter of Understanding and other Notification Letter Requirements.

Grant recipients must include visual acknowledgement of TAC support in all promotional materials, advertising and programs related to the project being funded. The TAC logo for grant recipients is available on our website; specifications for the size and placement of the logo should be commensurate with that of other donors or sponsors who have provided similar financial support. In lieu of the logo, the recipient may use the phrase "produced with the support of Toronto Arts Council with funds provided by the City of Toronto."

Grants may only be used for the purposes outlined in the application. Material changes to the nature or scope of the project must be reported promptly to TAC. In such cases, TAC may require full or partial repayment of the grant. Changes to project dates must be reported to your Program Manager.

Grant recipients are required to file a final report at the end of the project. The due date for the final report will be included with your application results. Failure to submit the report will disqualify the applicant from submitting future TAC applications or receiving further funding. TAC may also request repayment of the grant. TAC committee members and staff attend client performances and events.

Grant recipients are required to send TAC information on any public performances or events presented in the context of their grant-supported projects. This information should be mailed or e-mailed to the Program Manager. In addition to the aforementioned general conditions of funding, TAC reserves the right to place conditions on the release of grants (e.g. confirmation of venues, programming, performances, etc.). Any specific conditions associated with a grant will be included with your results and in the Letter of Understanding.

REPAYMENT OF GRANT

The grant must, on the request of TAC, be repaid [in whole or in part] to TAC, if the grant recipient:

- breaches any of the terms and conditions of the grant;
- knowingly provides false information in the grant application;
- uses the grant for purposes not approved by TAC;
- breaches any of the provisions of the Ontario Human Rights Code in its operations;
- ceases operating prior to completion of the project;
- ceases to operate as a non-profit organization or collective prior to completion of the project;
- winds up or dissolves prior to completion of the project;
- merges or amalgamates with any other party prior to completion of the project;

- commences or has commenced against it any proceedings in bankruptcy, or is adjudged a bankrupt, prior to completion of the project.

FURTHER INFORMATION

For further information on this program, please contact:

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