



2020 Playwrights Program

Application Guidelines

Application Submission Deadline: June 15, 2020

TAC is committed to equity and inclusion. We welcome and encourage applications from all Toronto artists, including but not limited to: 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](#)

DESCRIPTION OF PROGRAM

Toronto Arts Council's Playwrights Program provides support to playwrights for the writing of stage plays.

The program provides two levels of support. The following fixed amounts are available:

LEVEL ONE: \$2,000 – for new or emerging playwrights with little or no prior history of production.

LEVEL TWO: \$8,000 – for mid-career or senior playwrights with a history of professional production.

To meet this requirement, you must have had at least one full-length play (minimum 40 minutes) professionally produced on stage or radio. Works produced within non-curated festivals will not be considered as evidence of professional production, regardless of length.

*****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 CRITERIA

- Applicants must be Canadian Citizens, **or** Permanent Residents (Landed Immigrants), **or** have an application pending for Permanent Resident status, **or** be a Protected Person (approved refugee claimant) and, if requested, be able to provide documentation to verify this.
- An applicant must be a current resident of the City of Toronto and have maintained a residence in the City for a minimum of one year prior to the application deadline. **A Post Office Box address cannot be used to meet the residency requirement.**
- Full-time undergraduate students are not eligible.
- Professional artists pursuing graduate studies may not apply for work related to their program of study. A letter from the graduate program director specifying that the project is not related to the

graduate student's program of studies must be submitted with the application.

- Writing projects in languages other than English or French are accepted if the writing sample is accompanied by an accurate English translation.
- An applicant must have started writing the play for which funding is requested. A sample of writing from the proposed project is required for this application.
- Applicants may submit an application to either the Playwrights or the Writers program, but not to both.
- 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.
- Applicants may apply for funding for only one project per deadline.
- Applicants may receive a grant through TAC's Playwrights or Writers Program only **once every two years**. Those who received a grant in 2019 are not eligible to apply in 2020 but may reapply in 2021.
- Co-applicants must be involved equally in creation of the work and both must be eligible to apply.
- TAC does not fund retroactively. The period to be covered by this grant **must start after the applicant receives the notification of results (September 30) and the project must be completed within two years of the date of your grant notification letter**.

PLEASE NOTE: Projects cannot be funded more than once in this program. Playwrights who receive a grant may not reapply to continue or finish the same project.

EXCLUSIONS

Ineligible projects include, but are not limited to: Academic work or work towards a graduate degree; film, video or television scripts; publishing; translation; production costs associated with mounting a stage production; tuition fees.

Projects cannot be funded more than once in this program. Playwrights who receive a grant may not reapply to continue or finish the same project.

APPLICATION PROCESS

Applicants are encouraged to thoroughly read and understand the eligibility criteria before submitting the application. If after reading these guidelines, you are unsure that your project is eligible, or you are unsure which level you should apply to, you can contact the program Manager prior to submitting the application.

Applicants are required to register and submit the Playwrights application, including the required support material, using Toronto Arts Council Grants Online at <https://tac.smartsimple.ca>. All support material documents must be converted to PDF file format before being uploaded to the online system.

Applications must be submitted on Toronto Arts Council Grants Online 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.

The Playwrights Program assessment process is **blind**, meaning peer assessors are not given access to applicant names and resumes. To maintain anonymity, applicants must not identify themselves in the project description and support material sections of the application. Failure to comply may result in disqualification.

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.

SUPPORT MATERIAL

Your uploaded writing sample must be **anonymous** and meet the following criteria:

- File format – **PDF** only.
- **Maximum 20 pages**, standard play format using minimum font size of 11 point.
- **The Writing sample must be from the proposed project.** If your project is at a very early stage, then the writing sample can be a combination of pages from earlier plays plus a minimum of 5 pages from the proposed project.

Writers applying to create **works in languages other than English or French** must complete the application form in English and accompany their writing sample with an English translation. This requirement does not apply to writing intended to be comprehensible to an English-speaking audience, i.e. writing that contains some text in other languages, but is primarily an English language work; or writing in Creoles, argots, vernaculars or dialects of English. Such writing can be submitted in the original language version.

Do not identify yourself within the project description or the writing sample, and do not use your name in the name of the PDF file you are uploading.

For **adaptation projects**, include a copy of the letter (in PDF file format) indicating copyright permission, if applicable. *(Note, the grant review panel does not see this letter, so there is no concern about your name appearing in the letter.)*

ASSESSMENT

- An independent review panel of theatre professionals assesses applications on the artistic merit of the writing.
- Peer assessors are selected to ensure balanced and equitable representation of genders, generations, persons of colour, Indigenous people, persons who are Deaf or have disabilities and individuals who identify as 2SLGBTQIAP. The goal is to engage highly qualified assessors who collectively reflect the multiplicity of experiences, perspectives and communities that make up Toronto's diverse arts sector and population.
- Grants are awarded based on the recommendations of the grant review panel.
- To ensure the assessment is as fair as possible for playwrights at all levels of career development, applications to **Level One** and **Level Two** are assessed separately.
- Assessment is done by a **blind** adjudication process, where peer assessors are not given the names of applicants.
- Decisions of the grant review panel are final. There is no procedure for appealing the decision; however, TAC welcomes comments or suggestions about any of its programs.
- Grant review panel deliberations are confidential and there will be no disclosure of the grant review panel proceedings or comments made during the adjudication.
- 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 will be prioritized.

CONDITIONS OF FUNDING

Reporting: Grant recipients are required to file a final report on their project including a complete version of their play. If the play isn't yet complete, the latest version should be submitted. Applications for future grants will not be considered unless reports on previous projects have been received and approved by Toronto Arts Council.

***** 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.

GRANTS ARE TAXABLE INCOME

Grant recipients are required to maintain adequate accounting records as to the receipt of funds from Toronto Arts Council. A T4A form will be issued by TAC and should be retained for income tax purposes.

NOTIFICATION

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

PROGRAM INFORMATION

Contact Theatre Program Manager:

Elahe Marjovi

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