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

Through its Theatre Projects program, Toronto Arts Council (TAC) provides funding support to professional, non-profit, Toronto theatre organizations and collectives to pursue one-time or time-limited theatre projects involving creation, production, presentation, dissemination and/or other activities that contribute to the development of theatre in Toronto. The City of Toronto provides the funding for this program through its Community Partnership and Investment Program.

The Theatre Program is strongly committed to the development and performance of works by Canadian artists.

ELIGIBILITY

If you are a first-time applicant, or if you have any questions about the eligibility of your projects, please contact the Theatre Program Manager.

To be eligible for Project funding:

- applicants must be incorporated non-profit organizations or unincorporated collectives operating on a not-for-profit basis. A collective is defined as a group of two or more artists working together under a group name, either on a single project or on an ongoing basis.
- Organizations/collectives must be located within the City of Toronto and the activity for which the funding is requested must occur within the City of Toronto.
- 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.
- Artists must be professional. A professional artist is someone who has developed their skills through training and/or practice; is recognized as such by artists working in the same artistic tradition; actively practices his or her art; seeks payment for their 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.

- The payment of artist fees is a requirement in this program.
- Organizations/collectives may receive only one grant per calendar year through the Theatre program and may not apply to other TAC discipline programs. Grant recipients must submit a final report on their previous Theatre project before submitting a new application to the program. However, TAC offers other types of granting opportunities through its Strategic Initiatives envelope, and project grant recipients may be eligible to apply to one of these programs. Please consult TAC’s website for other granting opportunities. Grant recipients may receive a maximum of one additional grant per calendar year and may not have more than two outstanding project reports at any one time.

The following are not eligible to apply to this program:

- Organizations/collectives that receive TAC operating funding in any discipline;
- Educational and religious institutions, unless there is a clear demarcation at both the program and budget level between their regular activities (i.e. religious/congregation activities or educational/student body activities) and their arts activities;
- Schools that are part of Ontario’s public or private education system;
- Individuals

Project applications submitted to the February deadline must be for projects commencing after June 1. Project applications submitted to the August deadline must be for projects commencing after November 1. TAC does not fund retroactively. Projects that have commenced prior to the adjudication will not be considered. **Projects must be completed within two years of the date of your grant notification letter.**

Organizations/collectives engaged in annual, ongoing theatre activities may be eligible to apply for Annual Operating funding. Please contact the Theatre Program Manager for details.

**FUNDING CATEGORIES**

Applicants may apply in one of five categories:

- **Full Production**: supports rehearsal, production and presentation of a fully developed work.
- **Production in a Festival**: supports the rehearsal, production and presentation of a work in a curated festival. Confirmation of festival participation is required.
- **Festival**: supports an event that presents theatre groups and artists.
- **Workshop**: supports the development of a work and involves artists and playwright in the workshop process, and must include a reading or a presentation. Activities eligible for the TAC Playwrights grant program are not eligible in this category.
- **Special Initiatives**: supports projects that develop and advance the practice of theatre in Toronto, and/or contribute to an understanding and appreciation of theatre. Projects can include professional development opportunities that benefit the theatre community, conferences, etc.

**VALUE OF GRANT**

TAC does not fund 100% of a project budget; maximum grants available vary according to category *(see below)*. Applicants must indicate a range of revenue sources, which may include donated goods and services. Applicants may receive less than the full amount requested.

**Maximum Grants**

- Full Production up to $15,000
- Production in a festival up to $10,000
- Festival up to $15,000
- Workshop up to $10,000
- Special Initiatives up to $15,000 contact Theatre Program Manager to discuss the project

Funding through this program contributes to the direct costs associated with a theatre project, including artistic fees, production and technical costs, marketing and publicity costs, administrative costs, etc.
The following expenses are not eligible:

- Ongoing operating expenses, such as permanent staff salaries and general administration of an organization;
- Expenses related to equipment purchase, capital projects (such as building purchase or renovation), fundraising activities, deficit reduction, publishing and archiving projects, awards and award ceremonies, projects conceived for competitive purposes, art therapy;
- Expenses for activities taking place outside of the City of Toronto (such as touring, travel, etc.).

***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.

APPLICATION PROCESS

Applicants are required to register and submit the application, including the required support material, on TAC Grants Online (https://tac.smartsimple.ca). Applications must be submitted 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 inbox.

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

Support material is a requirement for some projects and optional for others. Please contact the Theatre Program Manager if you have questions about the type of support material to submit.

You can upload your media files to TAC or provide a link to your files.

Audio-visual support material must be submitted by providing a link to an external website where your work has already been uploaded, such as Vimeo, YouTube, your personal website, etc. Please provide the password or any other instructions required to access the file. Be sure to keep any links available until you receive your notification letter, i.e. do not change the password or permissions for the link.

Audio support material should be uploaded using audio files, the maximum file size is 200 MB and files are accepted in the following formats: AAC, MP3, and WMA. Be sure to allow sufficient time to upload support material to your application – do not wait to the last minute/hour of the submission deadline date.

Printed support material can be uploaded in PDF format.

Required

- **Script-based projects** (i.e. text-based work) must include a script sample (maximum 20 pages) and a short structural synopsis (maximum 2 pages). Do not include examples of playwright’s previous work.
- **Musical projects** (i.e. musical theatre or works where music will be an integral component of the production) must include examples of audio or audio/visual material that supports or illustrates the project. A maximum of two recordings may be submitted.
• Physical theatre and puppetry projects and hybrid works using multimedia must include examples of audio/video material that supports or illustrates the project.

Optional

• Productions of new musical theatre works are advised to submit full music score in PDF format.
• Applicants may submit a maximum of six pages of printed support materials (e.g. press clippings, letters of support) on 8.5" x 11" paper.

ASSESSMENT PROCESS

Grants are awarded on a competitive basis by a panel of peers from the professional theatre community. Peer assessors are selected on the basis of their familiarity with a broad spectrum of theatre practices, specialized expertise, and fair-mindedness. Grant review panels are composed to ensure fair representation of gender and cultural diversity, as well as emerging, mid-career and established artists. The grant review panel’s recommendations are approved by TAC Directors.

This is a competitive program. Applicants should be aware that meeting the general eligibility requirements does not guarantee that a grant will be recommended.

The grant review panel evaluates all eligible applications in a comparative context and makes funding decisions based on the availability of funds, the program objectives, and the following assessment criteria:

• the artistic merit of the proposed project and the strength of the applicant’s artistic goals and objectives;
• the contribution of the project to the development of theatre in Toronto;
• the contribution of the proposed project to the development of the applicant organization/collective and/or the artists involved;
• the public impact of the project, including the quality and effectiveness of the applicant’s outreach, marketing and/or audience development strategies;
• the financial viability of the proposed project and the ability of the applicant to carry it out, this includes consideration of unrestricted and internally restricted reserves (if applicable).

In applying the assessment criteria, the grant review panel will consider each applicant’s self-defined artistic goals and objectives, geographic and artistic environment, available resources and stage of development.

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 four months of the deadline date.

Results are not released over the telephone.

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 payment 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 anniversary 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. All projects must be completed within two years of the date of your grant notification.

Grant recipients are required to file an artistic and financial 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 Theatre Program Manager.

In addition to the aforementioned general conditions of funding, TAC reserves the right to place conditions on the release of grants (for instance, confirmation of venues, programming, performances, other sources of funding, etc.). Any specific conditions associated with a grant will be included with your results and in the Letter of Understanding.

CITY OF TORONTO ANTI-RACISM, ACCESS AND EQUITY POLICY

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

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

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

REPAYMENT OF GRANT

The grant must, on the request of TAC, be repaid (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;
• uses a TAC Accessibility 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; and
• commences or has commenced against it any proceedings in bankruptcy, or is adjudged a bankrupt, prior to completion of the project.

FURTHER INFORMATION

Contact Theatre Program Manager:
Elahe Marjovi
elahe@torontoartscouncil.org
416 392 6802 x220