



ANIMATING TORONTO PARKS

2021 PROGRAM GUIDELINES

Application Deadline: December 7, 2021

TAC is committed to equity and inclusion and welcomes applications from diverse cultural and geographic communities within the City of Toronto. 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 [Equity Framework](#)

What does this program support?

The *Animating Toronto Parks* grants program provides funding to professional artists, arts organizations and artist collectives to create and present free arts programming in selected Toronto parks located in Etobicoke, East York, York, North York and Scarborough. For the purposes of this program, “arts programming” may include the presentation of dance, literary arts, music, theatre, visual and media arts, community-engaged arts, Indigenous arts, and other fields of artistic practice. Animating Toronto Parks is a Strategic Funding Program managed by Toronto Arts Council (TAC), in partnership with Toronto Arts Foundation’s *Arts in the Parks* initiative, City of Toronto Arts & Culture Services, Parks, Forestry and Recreation (PF&R), Black Creek Community Farm, and community partner *Park People*.

The maximum grant in this program is \$25,000. Grants awarded may be less than the full amount requested. Applicants are not required to secure other sources of funding. The payment of artists’ fees is a requirement of this program.

Grant recipients will be provided with:

- funding toward artist fees and production elements
- access to the park space (permit dates subject to approval by TAC and PF&R)
- coverage under the TAC’s liability insurance
- information regarding additional requirements (emergency action plan, waste and recycling diversion plan, etc.) or additional permits (special events permit notice, noise exemption, building permit, etc.)
- an introduction to City of Toronto PF&R permit staff and park supervisors, Park People, and local community/parks groups
- support under Toronto Arts Foundation’s Arts in the Parks initiative, including marketing, promotion, inclusion on the artsintheparksto.org website, wayfinding signage, onsite volunteers, assistance with local community outreach, and other support (participation in Arts in the Parks is a requirement of the program)

What is Arts In The Parks?

Arts in the Parks is a free city-wide initiative managed by Toronto Arts Foundation (TAF), in partnership with Toronto Arts Council (TAC), Parks, Forestry and Recreation (PF&R), and community partner *Park People*. Arts in the Parks offers a wide range of in-kind supports to artists and arts organizations working in parks across the city, such as support with marketing, community engagement, on-site wayfinding signage, and volunteer coordination. Arts in the Parks is a core resource for Animating Toronto Parks grants recipients. To learn more about Arts in the Parks please visit <https://artsintheparksto.org/>.

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).

When can the project happen?

- The Project Start Date must no earlier than April 1, 2021. Applications submitted to the December deadline should be for projects beginning after April 1, 2021.
- All projects must be completed within two years of the date on the Notification Letter.

Who can apply?

If you are a first-time applicant or have questions about your application, please contact the Strategic Programs Manager, Erika Hennebury at erika@torontoartscouncil.org.

- This grant program is open to professional artists, not-for-profit arts organizations or artist collectives operating on a not-for-profit basis.
- 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 field; actively practices his or her art; seeks payment for her/his work; and has a history of public presentation or exhibition.
- 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.
- You may not apply as an individual and a member of an organization or collective for the same project in the same competition. If you are one of the members of an applicant collective, you may also apply as an individual for an unrelated project in the same competition.
 - 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 may receive only one Strategic Programs grant per calendar year and may not apply to other TAC Strategic Programs grants (i.e.: Animating Toronto Parks, Artists in the Library, Animating Historic Sites, Animating Toronto Streets, Open Door, Artreach). However, TAC offers other types of granting opportunities through its Arts Discipline envelope (i.e.: Dance, Theatre, Music, Visual and Media Arts, Indigenous Arts, Community Arts), and you may be eligible to apply to one of these programs for another project. Please consult TAC's website for other granting opportunities.

For Individuals:

- Individuals must be Canadian Citizens or Permanent Residents or have an application pending for Permanent Resident Status or be a Protected Person (approved refugee claimant). If requested, you must be able to provide documentation to verify this. (Grant recipients must have a Social Insurance Number.)
- Individuals must have been a resident of the City of Toronto for at least one year prior to the deadline, and live and work in Toronto for at least 8 months a year. A Post Office Box address cannot be used to meet the residency requirement.

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For Organizations and Collectives:

- Organizations and collectives must be incorporated non-profit organizations or unincorporated collectives which operate on a non-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. 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.
- Not-for-profit organizations that are not arts-based are eligible to apply to this grants program. Projects must include the collaborative involvement of professional artists with community members, as well as the payment of professional artist fees.
- Organizations and collectives must be located in the City of Toronto. A Post Office Box address cannot be used to meet this requirement.

This program does not fund:

- Undergraduate students.
- Permanent installations, such as permanent sculpture.
- Commercial businesses and for-profit organizations.
- Costs related to equipment purchase, capital projects (capital assets such as vehicles, computers or cameras to be used beyond the duration of the project), fundraising projects, deficit reduction, publishing and archiving projects, awards and award ceremonies, projects conceived for the creation of a film or for competitive purposes, art therapy;
- Activities taking place outside of the City of Toronto (such as research, touring, travel, accommodations).
- Ongoing operating costs, such as permanent staff salaries and general administration of an organization. This program is not intended to support an organization or collective's ongoing activities;
- Schools that are part of Ontario's public or private education system;
- Educational and religious institutions, unless there is a clear separation in both programming and budget between their regular activities and their arts activities;

How do I apply?

Applicants 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 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.

How do I choose a park?

Indicate which of the designated parks you wish to present your project in, in the “Parks Selection” section of the grant application. Your application should be designed around your top park choice(s). Please also indicate alternate parks that would be suitable for your project, in the event that your top park choice is unavailable. The grant review panel may assign a different park (or parks) for your project, where necessary. Be prepared to be flexible

How will I get a park permit?

Park permits are all subject to approval by Parks, Forestry and Recreation, taking into consideration existing permits and limitations on some parks. If your funding application is approved, you will need to apply to PRF for a special event permit. The special event permit fee will be waived so you do not need to budget for that, but there may be other permit costs associated with your activity in the park, such as noise exemptions or building permits. If your special events permit application is not approved for the park you are assigned to, TAC, TAF and PFR staff will work with you to find an alternate park for your project. Be prepared to be patient and flexible.

Parks list: * list of available parks is subject to change - an alternate park may be assigned for your project.

- Alexmuir Park (Scarborough)
- Amos Waites Park (Etobicoke)
- Bell Manor Park (Etobicoke)
- Beverly Glen Park (Scarborough)
- Black Creek Community Farm (North York)
- Bob Hunter Park (Scarborough)
- Broadacres Park (Etobicoke)
- Dentonia (East York)
- Earl Bales Park (North York)
- Flagstaff Park (Etobicoke)
- Flemington Park (North York)
- Fountainhead Park (North York)
- Fred Johnson Park (Scarborough)
- Guild Park and Gardens (Scarborough)
- Lee Lifeson Art Park (North York)
- Maidavale Park (Scarborough)
- Memorial Park (York)
- Neilson Park (Etobicoke)
- Neilson Park (Scarborough)
- Panorama Park (Etobicoke)
- Parkway Forest Park (North York)
- Parma Park (East York)
- Prairie Drive Park (Scarborough)
- Rowntree Mills Park (Etobicoke)
- Rustic Park (Etobicoke)
- South Humber Park (Etobicoke)
- Walter Saunders Memorial Park (North York)
- Wincott Park (Etobicoke)

Parks descriptions can be found at: <http://www.torontoartscouncil.org/grant-programs/tac-grants/animating-toronto-parks>

What do I need to prepare?

The four main sections of the Animating Toronto Parks grant application are: *Project Details*, *Project Description*, *Budget*, and *Support Material*.

- The *Project Details* section asks for the amount requested, project dates, park selection, weather contingency plan, and project summary.
- The *Project Description* section asks for a Project Overview, Technical Requirements, Workplan, Outreach and Community Engagement Plan, and Project Contributors (bios for all contributors).
- The *Budget* section asks you to fill out the budget form and upload supplementary budget notes which break down the budget totals in the form.
- The *Support Material* section asks for uploaded audio/visual support materials featuring examples of the proposed project or previous work on similar projects. You may provide links or

upload images, audio, video or digital files in the given formats. Do not submit material through Google drive.

How is my application assessed?

- Grants are awarded on a competitive basis by a Grant Review Panel of practicing artists (Peer Assessors). Representatives from TAC partner organizations, City of Toronto Parks, Forestry and Recreation, and *Park People*, will participate in the adjudication process in order to provide contextual information to the Peer Assessors. Peer Assessors are selected on the basis of their familiarity with a broad spectrum of artistic styles/practices and their direct experience with outdoor programming. Grant review panels are composed to ensure fair representation of gender, geographical and cultural diversity. The grant review panel's recommendations are approved by TAC Directors.

The grant review panel assesses projects according to the following criteria:

- Artistic merit
- Demonstrated capacity of the applicant to carry out the project as outlined
- Financial viability of the project, including adequate payment of artist fees, feasibility of the workplan, and adequate budgeting and planning for additional permits, washrooms and any site-related logistics
- Extent to which the proposed project will engage and include local communities.
- Quality of experience the proposed activity will provide to community.
- Project funding is recommended only at the discretion of the grant review panel. This is a competitive program. Applicants should be aware that meeting the general eligibility requirements does not guarantee that a grant will be recommended.
- 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.
- Projects that involve local artists (or are proposed by artists with strong existing ties with the local community) are prioritized in this program.
- Decisions of the grant review panel are final.
- As the peer assessors and the applications change with each deadline, peer assessor evaluation of relative artistic merit will also vary. Unsuccessful applicants may succeed with another grant review panel and are encouraged to reapply.

How and when will I find out the application results?

- TAC will send you an email when the results are available and will be able to log in to *TAC Grants Online* to receive their results. Notification will be sent at the end of February. Results are not released over the telephone.

What if my project changes?

- Grants may be used only for the purposes outlined in the application. Changes to the scale, activities and timeframe 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.

What do I do when I have completed the project?

- Recipients are required to file a final report on their project. The final report is filled out and submitted online, just like the application. The due date for the final report will be included in the grant notification letter. Future applications will not be accepted unless reports on previous funding have

been received and approved by TAC. Applicants with outstanding final reports will not be eligible for other strategic programs grants.

What are the rules & requirements of this funding?

- All arts programming must be free and open to the general public / all persons in the park. Donations or fees from audience members may not be solicited.
- Successful applicants will receive a Letter of Understanding. The Letter of Understanding will detail the terms and conditions of the funding. The Letter of Understanding must be signed and uploaded to *TAC Grants Online* before funding can be released. The Letter of Understanding also describes situations that would require grant repayment.
- Grant recipients will to work with PFR to confirm programming dates, submit a special events permit application, and to obtain a *Permit Notice from PRF*. Grant recipients will be required to sign and upload the Permit Notice (and any other conditional permits or permissions) via your TAC Grants Online account before funding can be released. Park space may only be used during the agreed permit dates and times, and solely for the agreed activity.
- Grant recipients will be required to sign and upload a signed *Declaration of Compliance with Anti-Harassment/Discrimination Legislation and City Policy* and a *City of Toronto Release, Waiver and Indemnity* form before funding can be released.
- Grant recipients will be required submit an Emergency Action Plan to PFR, and obtain any other conditional additional permits or permissions required prior to using the park. Any additional permitting costs should be included in the grant budget.
- Where washroom facilities are not available or accessible, grants recipients will be required to cover the cost of portable bathrooms for any public events (washrooms can be arranged through PFR). Portable washrooms must be AODA compliant. Washroom costs should be included in the grant budget for parks without washroom facilities.
- The park must be clean and clear of damage following their event.
- Grant recipients must display the *Arts in the Parks* signage at their event. The signage will be provided by Arts in the Parks staff.
- Grant recipients must include visual acknowledgement of TAC and Arts in the Parks support in all promotional materials, advertising and programs related to the project. The TAC logo is available on our website; specifications for the size and placement of the logo should be commensurate with that of other donors or sponsors that have provided similar financial support. The Arts in the Parks logo will be provided by TAF staff.
- 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. You will be required to submit your individual, organizational or collective's Bank information along with your Letter of Understanding and other Notification Letter Conditions and Requirements.
- In addition to the aforementioned general conditions of funding, TAC reserves the right to place other conditions on the release of the grant. Any specific conditions will be contained in the Letter of Understanding.

Further Questions

Contact Strategic Programs Manager, Erika Hennebury

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