

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 [Equity Framework](#)

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### **What Does This Program Support?**

The Long-Term Dance Projects program provides mid-career and established professional choreographers, organizations and collectives with the opportunity to take an extended period of time to develop and present a dance work or program of works. The three-year funding period will take the project from its initial concept, through the creative process, to the presentation to a paying audience. The program aims to encourage artists to venture beyond the current scope of their work, and to provide dance artists with committed resources that will facilitate the thorough development of their work. The City of Toronto supports this program through a funding allocation approved annually by Toronto City Council.

The set grant amount for Long-Term Projects is \$45,000, which will be disbursed to grant recipients in three equal payments of \$15,000 per year for three years. The program supports the research, creation, rehearsal, presentation and dissemination of a dance work or program of works that will require a three-year production and planning cycle. Projects must include a performance of the work in Toronto to a paying audience, either through a presenter or self-presentation.

You can request support to create and present either a full-length single work, or a full-length program of several short works. The creation of new work(s) or a commission of new work(s) is eligible. Remounts of existing works will be considered as long as you demonstrate the rationale and process for building activity around the remount over a three-year development period. Multi- and interdisciplinary projects with dance rooted in the creation and presentation processes are eligible, as are Toronto-based collaborations with national and international artists.

You must include a plan to secure a range of revenue sources for the presentation phase of the work, which may include grants from other agencies and donated goods and services. You are not required to demonstrate a range of revenue sources for the other phases of project development. Project expenses can include: artists fees, production and technical fees, marketing and outreach costs, administrative costs, childcare costs, etc. The payment of artist fees is a requirement in this program.

### **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?**

Applications must be for projects commencing after June 1. The entire project outlined within the application must be completed within four years of the date of the grant Notification Letter. Toronto Arts Council does not fund retroactively.

## **Who can apply?**

Applicants should contact the Dance Program Manager prior to applying to determine the eligibility of their project.

- To be eligible to apply to Long-Term Dance Projects, applicants must be mid-career or established professional choreographers, or professional not-for-profit dance organizations or collectives.
- A mid-career or established 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; has actively practiced their art professionally for many years; seeks payment for their work; and has a consistent history of public presentation, including at least one full-length work or program.
- The applicant group or lead artist must have received at least two TAC Dance Projects grants.
- The project for which funding is requested must take place in the City of Toronto, including rehearsals and a presentation of the work.
- 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.
- Individuals or organizations and collectives may receive only one grant per calendar year through the Dance program and may not apply to other TAC discipline programs. However, TAC offers other types of granting opportunities through its Strategic Initiatives envelope, and you may be eligible to apply to one of these programs. Please consult TAC's website for other granting opportunities.
- Applicants may receive only one grant per calendar year through the Dance program and may not apply to other TAC discipline programs. However, TAC offers other types of granting opportunities through its Strategic Initiatives envelope, and you may be eligible to apply to one of these programs. Please consult TAC's website for other granting opportunities.
- Long-Term Dance Project grant recipients are not eligible to apply to any TAC discipline programs for three years until their project is completed. Those who have completed their project and wish to reapply to the program with a new project must skip at least one application deadline before reapplying. For example, if your Long-Term Project grant is complete in 2020, you may not reapply to the program until 2022.

### ***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) and, if requested, be able to provide documentation to verify this.
- 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. Note: Temporary absences of up to one year may be considered, subject to written explanation and special permission. Please contact TAC's Dance Program Manager.
- Choreographers must have a minimum of one full-length publicly presented work or program, excluding student presentations, and must have received at least two TAC Dance Projects grants.

- Professional artists who are pursuing a graduate degree may not apply for work related to their thesis. Note: A letter from the graduate program director confirming that the project is not related to the graduate student's thesis may be required. Please contact TAC's Dance Program Manager.

***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 or on an ongoing basis.
- Either the organization, collective, or lead artist must have presented at least one full-length work or program, excluding student work, and must have received at least two TAC Dance Projects grants.
- Organizations and collectives 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.

**This Program does not fund:**

- Projects that have been completed prior to the announcement of results. Toronto Arts Council does not fund retroactively.
- Choreographers who direct dance organizations that receive Operating funding from TAC;
- Organizations or collectives that receive Operating funding from TAC;
- Dance studios and schools;
- 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;
- Undergraduate students;
- This program is not intended to support an organization or collective's ongoing activities. For information about Annual Operating funding, please contact TAC's Dance Program Manager;
- 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. For information about Annual Operating funding, please contact TAC's Dance Program Manager;
- Costs 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 the creation of a film or for competitive purposes, art therapy;
- Activities taking place outside of the City of Toronto (such as touring, travel, accommodations);
- Projects conceived for competitive purposes;
- Professional development or research-only projects;
- Applicants may not apply to both the general Dance Projects program in February and the Long-Term Dance Projects program in March for the same or unrelated projects.

## **How do I apply?**

Applicants register and submit the application on TAC Grants Online (<https://tac.smartsimple.ca>). Applications must be submitted no later than 11:59 pm on the deadline dates. 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.

## **What do I need to prepare?**

The four main parts to the application are: *Artistic Statement*, *Project Description*, *Budget Information*, and *Support Material*:

- The Artistic Statement is a statement from the choreographic lead(s) of the project. It may refer to Dance genre and/or aesthetic; Inspiration for creating; Creative influences; General creative process; and Career goals. (up to 500 words)
- The Project Description has four sections: Project Goal, Work Plan, Public Impact and Project Contributors.
  - The Project Goal describes what you want to do and why. (up to 1500 words)
  - The Work Plan describes how you will accomplish the project. (up to 1000 words)
  - The Public Impact section gives details about the intended audience/participants and how you plan to reach them. (up to 500 words)
  - The Project Contributors is a list of the artists and key community contributors involved in your project. Provide resumes for choreographers and artistic directors and brief bios for other contributors. Accepted file format – PDF.
- In Budget Information you will fill out a table that shows the proposed Revenues (Earned Revenue, Private Sector Revenue, Government Revenue) and Expenses (Artistic/Production Expenses, Administration/Marketing Expenses) over a three-year period. The first year's budget breakdown must be presented in detail, with more general information provided for years two and three. Successful applicants will be required to provide more substantial detail for the second- and third-year budgets within interim reports submitted to TAC. You will also need to upload a PDF file with supplementary budget information with a breakdown of donated goods and services and projected Artistic Fees.
- Audio-visual support material is essential to all applications. Audio-visual support material must be submitted by providing links to an external website where your work has already been uploaded, such as Vimeo, YouTube, your personal website, etc. You may password protect your video link and provide TAC with the password within the application. Do not submit material through Google drive. Applicants can provide a maximum of three examples of their work (separately or within one clip) not exceeding a total of 10 minutes. Written support material must be uploaded in PDF format.

## **How is my application assessed?**

Long-Term Dance Project grants are awarded on a competitive basis by Toronto Arts Council's Dance Committee which is comprised of dance community peers. They have been selected on the basis of their familiarity with a broad spectrum of dance practices, experience with small- and large-scale dance works,

specialized expertise, and open-mindedness. The Dance Committee is composed to ensure fair representation of gender and cultural diversity. The members include choreographers, dancers, artistic directors, presenters, and dance administrators. A current list of Dance Committee members is available on Toronto Arts Council's website. The Committee's recommendations are approved by TAC Directors.

The Committee assesses Long-Term Dance Projects according to the following criteria:

- Artistic merit;
- Past achievements of the applicant;
- Ability of the applicant and participants to carry out the project;
- Clarity of the project and its trajectory;
- Rationale for the scale and length of the project;
- Contribution of the project to the development of the applicant and collaborating partners;
- Contribution of the project to the development of dance in Toronto;
- Public impact, including the quality and effectiveness of the audience engagement, publicity, outreach, and/or audience development strategies for the presentation phase of the project; and,
- Financial viability, indicating a plan to secure a range of revenue sources for the presentation phase.

Included in TAC's [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.

Decisions of the Dance Committee are final.

Those who are not successful at the March Long-Term deadline may apply to the August projects deadline for the first phase(s) of the same project, or for an unrelated project.

### **How and when do I find out the application results?**

TAC will send you an email when the results are available and you will log in to TAC Grants Online to receive the results. Results are not released over the telephone.

Notification will be received within four months of the deadline date. For the March deadline, you will find out in late May.

### **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?**

Grant recipients are also required to file an artistic and financial report at the end of the project. The due date for the final report will be included in the grant notification letter. 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.

### **What are the rules or requirements for this funding?**

- 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.

- Long-Term grants will be paid in three, equal, annual installments. Release of the first installment is contingent upon receipt of the signed Letter of Understanding and fulfillment of any specified conditions. Release of the second and third-year installments will be contingent on the fulfillment of interim reporting requirements - due in April - that will be outlined in the grant notification letter.
- Note: While payments will be released in three equal installments, grant recipients are not required to complete any particular phase of creation or presentation at a specific time related to the payments. For example, the main production/presentation can take place in year two of the cycle, with further dissemination and outreach efforts to extend the lifecycle of the work taking place in the final project year.
- Grant recipients are required to acknowledge the support of Toronto Arts Council in all written materials relating to the activities for which funds are granted. 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. In lieu of the logo, the recipient may use the phrase “produced with the support of the City of Toronto through Toronto Arts Council.”
- 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 Long-Term Dance Projects must be completed within four years of the date of your grant notification letter.
- 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.
- The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant 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, <https://torontoartscouncil.org/grant-programs/tips-and-resources/reference-documents>: Anti-Racism, Access and Equity Policy Guidelines, Hate Activity Policy and Procedures and Human Rights and Harassment Policy and Procedures.
- 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 to Individual Applicants and should be retained for income tax purposes.
- TAC staff attends 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 emailed to the Grant Program Manager.
- In addition to the aforementioned general conditions of funding, TAC reserves the right to place other conditions on the release of the grant (such as confirmation of venue, programming, other sources of funding, etc.). Any specific conditions will be contained in the Letter of Understanding.

### **Further questions**

Contact Dance Program Manager Catalina Fellay-Dunbar (she/her)

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