TORONTO ARTS COUNCIL

MUSIC PROJECTS
2021 PROGRAM GUIDELINES
Application deadlines: February 8 and August 3, 202

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 Music Projects program provides funding to professional, non-profit music organizations and collectives to pursue one-time or time-limited music projects involving production, presentation, dissemination and/or other activities that contribute to the development of music in Toronto. The City of Toronto supports this program through a funding allocation approved annually by Toronto City Council. The Music Program is strongly committed to the development and performance of works by Canadian artists.

The maximum grant available in this program is $15,000. The TAC Music Projects program will fund up to 50% of the project budget. Applicants may receive less than the full amount requested. The budget must indicate a range of revenue sources, which may include donated goods and services. Expenses can include: artist fees, production and technical fees, marketing and outreach costs, administrative costs, childcare costs, etc. This program requires the payment of artist fees at or above industry standards.

Due to potential public health restrictions, social distancing rules and venue closures, works taking place on digital platforms are eligible.

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 submitted to the February deadline should be for projects taking place after June 1 and applications submitted to the August deadline should be for projects taking place after November 1.

- If you wish to apply to an earlier deadline, in order to give you extra planning time for your project, please note that all projects must be completed within two years of the date on the Notification Letter.

- TAC does not fund retroactively. Projects that have commenced prior to the assessment will not be considered.

Who can apply?

If you are a first-time applicant or have questions related to your project's eligibility, please contact the Music Program Manager.

- Applicants must be incorporated non-profit organizations or unincorporated collectives operating on a not-for-profit basis.

- A collective is defined as two or more artists, curators or programmers working together under a group name, either on a single project 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

- Organizations and collectives must be located in the City of Toronto. A Post Office Box address cannot be used to meet this requirement. Organizations with a regional Toronto office must have operated in the City of Toronto for at least one year prior to the deadline.

- The activity for which the funding is requested must occur within the City of Toronto.

- 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 their art; seeks payment for their work; and has a history of public presentation.

- Community Music-based organizations/collectives must be led by professional artistic leadership.

- 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 receive only one grant per calendar year through the Music program and may not apply to other TAC discipline programs. Grant recipients must submit a final report on their previous Music project before submitting a new application to the program. However, TAC offers other types of granting opportunities through its Strategic Initiatives and you may be eligible to apply to one of these programs. Please consult TAC's website for other granting opportunities.

This program does not fund:

- Projects that have been started or completed prior to the announcement of results. Toronto Arts Council does not fund retroactively.

- Organizations/collectives that receive Toronto Arts Council operating support.

- 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 Music Program Manager.

- Educational and religious institutions, unless there is a clear demarcation at both the program and budget level between their regular activities and their arts activities;

- Schools that are part of Ontario's public or private education system;

- 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;

- Individuals; the creation, composition or recording of individual music works.

- Activities taking place outside of the City of Toronto (such as touring, travel, accommodations).

- Music Videos and projects conceived for the creation of a film or digital works led by media artists.

- Professional Development and/or education.

How Do I Apply?

Applicants register and submit the application on TAC Grants Online. 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 three main parts to the application are:

Project Description, Budget Information, and Support Material:

- The *Project Description* has four sections: Overview, Artistic Goals & Objectives, Outreach & Audience Development and Project Contributors.

- The *Overview* gives a synopsis of your project. (up to 1000 words)

- The *Artistic Goals & Objectives* describes your artistic goals and objectives in relation to the project. (up to 500 words)

- The *Outreach & Audience Development* section describes the audiences you wish to serve and the strategies you will use 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 the key artists and brief bios of other contributors. (Accepted file format – PDF.

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- 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) for your project. 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.

- *Support Material* is a requirement for the Music Program. Audio, Video and Printed support materials are accepted. Applicants are allowed to upload a maximum of three audio or video recordings. Only recordings made within the past three years are accepted, unless there is a contextual reason to provide older material. It is recommended that at least one example be from the past year. You may also submit a maximum of 6 pages of printed support material, including press clippings. Support material should be of the highest technical quality, because the grant review panel makes its assessment of artistic quality by listening to the recordings. Audio support that prioritizes audio over visual quality is recommended.

  o Do <u>not</u> submit more than one promotional audio/visual material, such as compilation videos used for publicity purposes or to sell programming. The grant review panel will review a maximum of 10 minutes of support material per applicant. Works may not be heard in their entirety.

  o You can upload your media files to TAC or provide a link to your files. If you provide a link, please also provide the password or any other instructions required to access the file. Do not submit material through Dropbox, Google drive or a platform that has a time limit on how long files are available. If you chose to upload your material to TAC, you may use the following formats: <u>Audio support material</u>: AAC, MP3, WMA; <u>Video support material</u>: Quicktime (MOV), AVI, MPEG, WMV; <u>Printed support material</u>: PDF. Maximum file size is 200 MB

  o 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.

How is my application assessed?

Grants are awarded on a competitive basis by a panel of peers from the professional music community in Toronto selected for their familiarity with a broad spectrum of music 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.

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

- Artistic merit

- Contribution of the project to the development of music in Toronto

- Contribution of the project to the development of the applicant

- Public impact of the project, including the quality and effectiveness of the applicant's outreach marketing and/or audience development strategies

- Financial viability of the project and the ability of the applicant and participants to carry out the project

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 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.

Priority is given to applicants that demonstrate a commitment to the performance of works by Canadian artists.

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 re-apply.

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.

Notification will be received within four months of the deadline date. For the February deadline, you will find out in late May; for the August deadline, you will find out in late October.

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 Visual/Media Arts 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. Future applications will not be accepted unless reports on previous funding have been received and approved by TAC.

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.

- 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."

- 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.*

- 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 Music Program Manager Christy DiFelice (she/her)

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