

TAC is committed to equity and inclusion. We welcome and encourage applications from all Toronto artists, including but not limited to: Black artists, 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 Long-Term Theatre Projects program provides three-year funding to mid-career and established professional, non-profit Toronto theatre organizations and collectives to develop and present a new work over an extended period of time that takes the project from its initial concept, through the creative process, to the presentation. The program aims to encourage artists to venture beyond the current scope of their work, and to provide theatre 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. This program is open to collectives and organizations with a track record of development and production of new works. Applicants to the Long-Term Theatre Projects can seek support for the research, creation, rehearsal, presentation and dissemination of a new theatre work that are planned over a three year period for the development, production and presentation phases.

All applicants must include a plan to secure a range of revenue sources which may include grants from other agencies and donated goods and services. However, applicants are not required to demonstrate a range of revenue sources for the other phases of project development. Project expenses could 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 Theatre Program Manager prior to applying to determine the eligibility of their project.

- To apply to Long-Term Theatre Projects applicants must be either an incorporated non-profit organization or an unincorporated collective operating on a not-for-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.
- Organizations/collectives must have previously received at least two TAC Theatre Project Grants. Those belonging to TAC equity priority groups who don't meet this criteria are encouraged to contact the program manager to determine their eligibility.
- 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.
- 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 her/his/their art; seeks payment for her/his/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.
- Ad-hoc collective formed for the purposes of this project alone can apply but must be led by artists who have made a significant contribution to the development of new works (speak to the Program Manager about eligibility).
- Projects must include a performance of the work in Toronto to an audience, either as a co-production arrangement or an independent production. Multi and interdisciplinary projects with theatre rooted in the creation and presentation are eligible, as are national and international collaborations based in Toronto, as long as the majority of artists involved are Toronto-based.
- Applicants may receive only one grant per calendar year through the Theatre 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 Theatre 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 2021, you may not reapply to the program until 2023.

This Program does not fund:

- Tours and remounts;
- Professional development and research projects;
- Projects supported through other TAC discipline programs;
- Projects that have been started or completed prior to the announcement of results. Toronto Arts Council does not fund retroactively.
- Organizations or collectives that receive Operating funding from TAC;
- 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;

- Individuals;
- 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 Theatre 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, etc.);
- Applicants may not apply to both the general Theatre Projects program in February and the Long-Term Theatre Projects program in March for the same or unrelated projects.

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 six sections: Artistic Statement, Project Goals, Work Plan, Public Impact, Outcome and Project Contributors.
 - The Artistic Statement describes what inspires, informs or influences your work; your creative process; and your goals. (up to 250 words)
 - The Project Goals describes what you want to do and why. (up to 1000 words)
 - The Work Plan gives a brief outline of how you plan to develop the project over three years.
 - The Public Impact section describes the audiences you wish to serve and the strategies you will use to reach them. (up to 500 words)
 - The Outcome describes what you intend to accomplish. (up to 250 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.)
- 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 must present the project's expenses and revenues 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.

- *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 and unused funds can be carried forward from one year to another. 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.
- 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. Do not submit material through Google drive. You may password protect your video link and provide TAC with the password within the application. 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.

Are there requirements and guidelines for paying artists?

Grant recipients are required to pay artists' fees for professional artists, and encouraged to bring these fees into line with sector standards or, at a minimum, living wage benchmarks:

- arts sector guidelines:
 - [Carfac \(visual arts\)](#)
 - [Canadian Alliance of Dance Artists](#)
 - [Canadian Actors Equity – Independent Theatre Agreement](#)
 - [Canadian Federation of Musicians](#)
- the Ontario Living Wage as a minimum standard for artists/arts workers' salaries and fees: (\$22.08 per hour in 2021 or \$43,000 per year) [Ontario Living Wage by Region](#)

How is my application assessed?

Long-Term Theatre Project grants are awarded on a competitive basis by Toronto Arts Council's Theatre Committee which is comprised of theatre community peers. They have been selected on the basis of their familiarity with a broad spectrum of theatre practices, experience with small- and large-scale works, specialized expertise, and open-mindedness. The Theatre Committee is composed to ensure fair representation of gender and cultural diversity. A current list of Theatre Committee members is available on Toronto Arts Council's website. The Committee's recommendations are approved by TAC Directors.

- The Committee assesses Long-Term Theatre 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 theatre in Toronto
 - Public impact of the project, including the quality and effectiveness of the applicant's outreach marketing and/or audience development strategies
 - 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 grant review panel 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.

Notification will be received within four months of the deadline date in early June.

What if my project changes?

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 Theatre Program Manager.

What do I do when I have completed the project?

Release of the second and third-year payments will be contingent on the applicant fulfilling the interim reporting requirements that will be outlined in the grant notification letter.

Grant recipients are required to file an artistic and financial report at the end of the project. 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.
- 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 conditions specified in the Letter of Understanding. Release of the second and third-year payments will be contingent on the applicant fulfilling the interim reporting requirements that will be outlined in the grant notification letter.
- 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:](#) *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

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