



LITERARY PROJECTS

2023 PROGRAM GUIDELINES

Application Deadlines: March 1 and August 1, 2023

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?

Through its Literary Projects Program, Toronto Arts Council (TAC) provides funding to professional, non-profit, Toronto literary organizations and collectives to pursue one-time or time-limited literary projects involving production, presentation and other activities that contribute to the development of the literary arts in Toronto. The City of Toronto supports this program through a funding allocation approved annually by Toronto City Council.

The maximum grant available in this program is \$8,000. TAC will not fund 100% of the project budget. Applicants must indicate a range of revenue sources, which may include donated goods and services. Applicants may receive less than the full amount requested.

Examples of eligible projects include, but are not limited to:

- Writer-in-Residence programs;
- Literary festivals;
- Conferences or symposia for literary professionals and their audiences;
- Series or performance events that incorporate any or all of the following: readings, storytelling, dub poetry, spoken word, etc.

These grants contribute to the costs associated with a literary project, including artistic fees, production and technical costs, marketing and publicity costs, event documentation expenses, administrative costs, etc. Due to potential public health restrictions, social distancing rules and venue closures, works conceived for 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 March 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;

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 if you have any questions about the eligibility of your project, please contact the Literary Arts Program Manager.

- To apply to Literary 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 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.
- The payment of artist fees is a requirement in this program.
- The project for which the funding is requested must take place in the City of Toronto.
- Applicants may receive only one grant per calendar year through the Literary 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 note: if you apply for a Literary project grant you cannot also apply to another TAC program for the same project. 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 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 Literary 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).
- Expenses related to publishing, book launches, and archiving projects; awards and award ceremonies, fundraising projects, deficit reduction, art therapy, equipment purchase, capital projects (e.g. renovation)

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.
- 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 an important part of the application.

- All applicants may submit a maximum of six pages of printed support materials (including press clippings) with their application. Printed support material must be uploaded to TAC Grants Online in PDF format.
- Applicants proposing performance event projects may submit one audio-visual sample of no more than five minutes in length. Audio-visual support material must be submitted by providing a link to an external website where your work has already been uploaded.

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?

Grants are awarded on a competitive basis by a panel of peers from the literary community. Peer assessors are selected on the basis of their familiarity with, and specialized expertise in, a broad spectrum of literary genres/styles/practices and their direct experience in the Toronto literary community. Grant review panels are composed to ensure fair representation of gender and cultural diversity, as well as emerging, mid-career and established artists. Peer assessors are writers, editors and other literary professionals.

The grant review panel assesses projects in each category according to the following 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 literary arts in Toronto;
- The contribution of the proposed project to the development of the applicant organization/collective and/or the artists involved;
- 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

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.

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 March 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 the Literary 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. 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.

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: *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 Literary Arts Program Manager

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