



ARTISTS IN THE LIBRARY Frequently Asked Questions

Q: Who should applicants contact at their preferred library?

A: Artists should contact the branch representative listed in Appendix A of the [grant guidelines](#) to ask relevant questions and ensure that the proposed project is feasible.

Q: Can artists/orgs/collectives apply to do a residency in multiple libraries?

A: No. Your residency will take place at only one library branch. In your application you can apply with a specific branch in mind or multiple branches. If you apply with multiple branches, this flexibility needs to be reflected in your project description. If you are applying with one particular branch in mind, please include detailed information on why that branch is preferred. If you are interested in more than one branch, the jury will decide where to place you, if your application is successful.

Q: Are artists/orgs/collectives responsible for advertising and promotion of the activities?

A: Yes. The library branch will use their existing networks to help promote the programming to library community members, but artists must have a clear outreach and audience development strategy. This strategy can be developed within the 'Project Description' portion of the grant application under 'Outreach and Audience Development'. The program is designed to engage new and existing community members, so outreach/advertising/promotion is very important. Any marketing/promotion expenses can be included within the materials budget.

Q: Do the sites themselves have veto power over what project is assigned to their site?

A: There will be a representative from the Toronto Public Library on the jury. The jury will decide which projects to fund. Making contact with a branch representative to ensure that your proposal is feasible is very important. If the project is determined infeasible by the jury it will not be funded.

Q: In my application can I reference any contacts or connections I have made at the branch?

A: You can make reference to your conversations with library staff to reinforce the project's feasibility (i.e.: the library representative has confirmed that the area or room you want to use is feasible), but there will be no confirmations and no calendar bookings made until the project has been funded. No letters of reference from TPL branches are required. Each site will have existing programming to work around, so you'll need to be flexible and work closely with library staff in booking your programming dates, if your application is successful.

Q: During what time of year must projects take place?

A: Projects must take place between September and December and can either happen over 3 months (@74 hours/month) or 4 months (@56 hours per month). Please note that each branch may have different hours and different days of the week when they are closed, so be flexible in your approach to scheduling. Consider statutory holidays (i.e.: Labor Day, Thanksgiving, Christmas) when you are creating your programming schedule.

Q: What is the funding amount?

A: The Artists in the Library grants program will award grants of \$20,000 for either a 3 or 4 month residency. Smaller projects will not be considered.

FURTHER INFORMATION

For further information on this program, contact **Erika Hennebury** at:

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