



DANCE PROJECTS
2019 Program Guidelines
Application Deadlines: February 18 and August 1, 2019

TAC is committed to equity and inclusion. We welcome and encourage applications from all Toronto artists, arts organizations and artist collectives. Specific equity measures or targeted programs are in place to ensure full access and participation by 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 recently adopted **Equity Framework**

PURPOSE

Toronto Arts Council's Dance Projects program provides funding to professional dance artists, organizations and collectives for the creation, production and presentation of dance works, and other projects that support the development of professional dance in Toronto. The program recognizes a diversity of dance practices. The City of Toronto provides the funding for this program through its *Community Partnership and Investment Program*.

ELIGIBILITY

If you are a first-time applicant, or if you have any questions about your eligibility or the eligibility of your project, please contact the Dance Program Manager.

To be eligible to apply to Dance Projects, applicants must be professional dance artists, or professional not-for-profit dance organizations or collectives. The payment of artists' fees is a requirement in this program.

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 his or her art; seeks payment for her/his 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.

You may not apply as an individual and an organization or collective for the same project in the same competition. If you are one of the members of an applicant collective, you may also apply as an individual for an unrelated project in the same competition.

The project for which the funding is requested must take place in the City of Toronto.

Eligibility criteria specific to Individuals:

If the applicant is an individual artist, the following eligibility criteria apply:

- Individuals must be Canadian Citizens or Permanent Residents (Landed Immigrants) or have an application pending for Permanent Resident Status. If requested, you must 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.
- The project's choreographer must have completed at least one year of independent dance practice and a minimum of three publicly presented pieces, excluding student presentations.
- 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.
- Individuals may receive only one grant per calendar year through the Dance program and must submit a final report on their previous Dance project before submitting a new application to the program.
- Individuals who receive a Dance Project grant may receive a maximum of one additional TAC grant per calendar year and may not have more than two outstanding project reports at any one time.

Eligibility criteria specific to Organizations and Collectives:

If the applicant is an organization or a collective, the following eligibility criteria apply:

- 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 (ad hoc) 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.
- The majority of the members of an organization or collective must have completed at least one year of independent dance practice.
- 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.
- 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. Organizations and collectives that receive a Dance Project grant may receive a maximum of one additional grant per calendar year and may not have more than two outstanding project reports at any time.
- 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.

The following are not eligible to apply to this program:

- 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.

FUNDING CATEGORIES

You may apply in one of four categories:

1. Creation:

This category supports choreographic creation, including research and development, and commissions. Some form of presentation (e.g., in-studio, with invited peers or public) must be included as part of the process. If you create your work in stages, you may apply for funding for different stages of creation, but note that you can only receive one grant in a calendar year from this program.

The maximum grant in this category is \$8,000.

Eligible expenses include:

- Fees paid to choreographers, dancers, and creative resources such as a musical composer, outside eye, mentor, elder, dramaturge, etc.
- Studio costs and production elements that are essential to the choreography.

2. Production and Presentation:

This category supports the rehearsal, production and presentation of live dance.

The maximum grant in this category is \$15,000.

Eligible expenses include:

- Artistic, production and administrative fees and costs, including rehearsal, venue, publicity, marketing and outreach.

3. Dance Series and Festivals:

This category supports dance series and festivals that present Toronto choreographers, dance artists and dance companies.

The maximum grant in this category is \$10,000.

Eligible expenses include:

- Artists' engagement fees, production and administrative fees and costs, including publicity, marketing and outreach.

4. Dance Field Development:

This category supports projects that develop and advance the practice of professional dance in Toronto. Projects can include:

- Short-term dance technique or choreographic workshops, laboratories, etc.;
- Events designed to further develop or expand a specific dance technique, practice, or movement style.

Development projects must benefit a group of dance professionals; individual professional development projects are not eligible. Individuals are not eligible applicants in this category; the applicant must be an organization or collective.

The maximum grant in this category is \$8,000.

Eligible expenses include:

- Artistic, production and administrative fees and costs, including venue, publicity, marketing and outreach.

VALUE OF GRANT

TAC will not fund 100% of a project, except in the **Creation** category. Applicants to the **Production/Presentation, Series/Festivals** and **Dance Field Development** categories must indicate a range of revenue sources, which may include donated goods and services. Grants awarded may be less than the full amount requested.

Maximum Grants

- Creation: \$8,000
- Production/Presentation: \$15,000
- Dance Series and Festivals: \$10,000
- Dance Field Development: \$8,000

The following **expenses** are **not** eligible for any grant:

- Ongoing operating costs, such as permanent staff salaries and general administration of an organization;
- Costs related to equipment purchase, capital projects (such as building purchase or renovation), fundraising activities, deficit reduction, film and video production, publishing and archiving projects, awards and award ceremonies, projects conceived for the creation of a film or for competitive purposes, art therapy;
- Any activities taking place outside of the City of Toronto (such as touring, travel, etc.).

Toronto Arts Council does not fund retroactively. Projects that have been completed before the adjudication are not eligible. Projects dependent on TAC funding should take place after notification of grant results; i.e., applications submitted to the February deadline should be for projects taking place after **June 1**; applications submitted to the August deadline should be for projects taking place after **November 1**. Projects must be completed within two years of the date of your grant notification letter.

*****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, and attendant care.

APPLICATION PROCESS

Applicants are required to register and submit the application, including the required support material, 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.

SUPPORT MATERIAL

Audio-visual support material is essential to applications in the **Creation** and **Production/Presentation** categories and must be submitted. Applicants in the **Series/Festivals** and **Dance Field Development** categories should contact the Dance Program Manager to determine what, if any, support material is necessary. 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. 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.

ASSESSMENT PROCESS

Grants are awarded on a competitive basis by a jury of peers from the dance community. Jurors are selected on the basis of their familiarity with a broad spectrum of dance practices, specialized expertise, and fair-mindedness. Juries are composed to ensure fair representation of gender and cultural diversity, as well as emerging, mid-career and established artists. Jurors are professional dance practitioners, including choreographers, dancers, artistic directors, and presenters.

The jury assesses projects in each category according to the following criteria:

- **All categories:**
 - Artistic merit
 - Contribution of the project to the development of the applicant
 - Ability of the applicant and participants to carry out the project
 - Financial viability

- **Production/Presentation, Series/Festivals** and **Dance Field Development** categories only:
 - Contribution of the project to the development of dance in Toronto
 - Public impact, including the quality and effectiveness of the publicity, marketing, outreach and/or audience development strategies
 - Financial viability, indicating a range of revenue sources

Included in the **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 or that primarily involve or serve artists from these groups will be prioritized.

NOTIFICATION

Applicants will be notified by email when the results are available, and will be able to log in to *TAC Grants Online* to receive their results. Notification will be received within four months of the deadline date.

CONDITIONS OF 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.

*****NEW - DIRECT-DEPOSIT PAYMENT***** 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.

Successful applicants must include visual acknowledgement of TAC support in all promotional materials, advertising and programs related to the project being funded. 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 projects must be completed within two years of the date of your grant notification.**

Individual applicants that receive a grant will be issued a T4A tax slip.

Grant recipients are 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.

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 Dance 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.

CITY OF TORONTO ANTI-RACISM, ACCESS AND EQUITY POLICY

The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant or other support 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, www.torontoartscouncil.org:

Anti-Racism, Access and Equity Policy Guidelines, Hate Activity Policy and Procedures and Human Rights and Harassment Policy and Procedures.

REPAYMENT OF GRANT

The grant must, on the request of TAC, be repaid, in whole or in part, to TAC, if the grant recipient:

- breaches any of the terms and conditions of the grant;
- knowingly provides false information in the grant application;
- uses the grant for purposes not approved by TAC;
- uses a TAC Accessibility grant for purposes not approved by TAC;
- breaches any of the provisions of the Ontario Human Rights Code in its operations;
- ceases operating prior to completion of the project;
- ceases to operate as a non-profit organization or collective prior to completion of the project;
- winds up or dissolves prior to completion of the project;
- merges or amalgamates with any other party prior to completion of the project;
- commences or has commenced against it any proceedings in bankruptcy, or is adjudged a bankrupt, prior to completion of the project.

FURTHER INFORMATION

For further information on this program, contact the Dance Program Manager, Catalina Fellay-Dunbar: catalina@torontoartscouncil.org, 416-392-6802 x 224.