



**STRATEGIC INITIATIVES – OPEN DOOR
2019 Program Guidelines**

Application deadlines: February 25 and September 16, 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 Open Door granting program supports projects that demonstrate innovation, provocation, creative collaboration & partnership, artistry, risk-taking, experimentation, and the sharing of knowledge and leadership. Open Door provides catalyst funding for ideas with the potential to create transformative change in the arts sector.

PROJECT ELIGIBILITY

Applications will be accepted in the following Project Categories:

1. **Big Ideas (formerly Exceptional Opportunities):** ambitious, timely projects with the potential to transform an artistic discipline, inspire a community of artists or elevate the arts sector as a whole.
2. **Market Development:** projects designed to grow or develop new markets for Toronto arts work. Projects taking place outside Toronto must explain the impact on the City's artists and/or arts sector.
3. **New Models (formerly New Models and Innovations):** projects with the capacity to solve sector-wide challenges in new or innovative ways.

The following activity is not eligible for funding through this program:

- activities included in TAC operating grants
- activities included in TAC project grants
- capital projects or expenses
- renovations or repairs
- research, feasibility studies or training programs
- projects previously funded through Open Door
- print or online publishing.

APPLICANT ELIGIBILITY

All applicants must meet the following criteria:

- be located in the City of Toronto¹;
- be an incorporated non-profit arts organization or a non-profit arts collective
- have a strong track record of arts activity;
- have a viable administrative and financial plan for the proposed activities;
- For requests over \$30,000, applicants must submit audited financial statements for the previous fiscal year.

Applicants may receive a grant through the Open Door program **only once every two years**. If the project duration is more than one year, the recipient cannot reapply until one year after the project completion date.

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 grant program manager in advance of submitting an application.

TAC has two distinct funding envelopes: 1) Arts Discipline funding (e.g. discipline-specific project grants and operating grants) and 2) Strategic funding (e.g. Animating Historic Sites, Animating Toronto Parks, Artists in the Library, etc.). **Applicants are eligible to receive only one grant from each funding envelope per calendar year**. Applications to the *Open Door* program fall within the Strategic funding envelope.

Applicants are not eligible if they have an outstanding final report in any other program within the Strategic funding envelope (e.g. Animating Historic Sites, Animating Toronto Parks, Artists in the Library, etc.)

VALUE OF GRANT

There is no set grant amount or maximum request for this program. This grant may cover up to 100% of project costs.

Projects involving Deaf artists and artists with disabilities may apply for an additional TAC grant by completing the Accessibility Expenses section of the application. A *TAC Accessibility grant* will provide up to a maximum of \$5,000 towards accessibility costs incurred during the project for artists involved with the project. Accessibility costs include but are not limited to: ASL interpretation, audio description, closed captioning, communications assistants, and attendant care.

SCHEDULING AND DURATION OF PROJECT

All projects must be completed within two years of the date on the notification letter. Project activities may not start until 3 months after the application deadline.

SUPPORT MATERIAL

Support material is **optional**. Applicants who wish to include material or information beyond what is

¹ A post office box cannot be used to meet the residency requirement.

included in the text of the grant application may provide support material.

Video/Audio: provide a link (Vimeo, YouTube, etc) and password (if required) to your file. Video and audio files should be no longer than 3 minutes in length.

Images: provide a link and password (if required) to a website where the pictures have been uploaded. You may also upload JPEGs. A maximum of 5 images are permitted.

Writing Samples: upload a PDF file, maximum 15 pages double-spaced.

The Jury will normally spend 5 minutes or less per application viewing support material. Works, therefore, may not be seen in their entirety. File sizes may not exceed 200 MB.

Support material such as press clippings and letters of support (maximum 3 pages) may also be submitted and must be uploaded in PDF format.

Applicants should allow enough time to upload support material to your application – do not wait until the last hour of the submission deadline date.

APPLICATION PROCESS

Applicants are required to speak to Rupal Shah, Strategic Programs Manager, before submitting an application. Please contact Rupal to schedule an appointment to discuss your proposal: rupal@torontoartscouncil.org.

Applicants are required to register and submit the application on *TAC Grants Online* (<https://tac.smartsimple.ca>). **Applications must be submitted no later than 11:59 pm on the deadline date.** 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.

ASSESSMENT PROCESS

Applications are assessed through a peer review process: a jury of practicing artists and arts workers decides which applications will be recommended for funding. Funding recommendations are approved by the TAC Board of Directors.

The jury members are selected because of their direct experience and knowledge of the Toronto arts sector as well as to ensure fair representation from TAC's identified equity priority groups.

Applications are assessed in a comparative context and funding decisions are based on the availability of funds, the program objectives, and the following assessment criteria:

- The extent to which the proposed project relates to the purpose of the Open Door program. (See PURPOSE, p. 1)
- The potential of the project to positively impact the Toronto arts sector.
- The relevance of the project to the category selected (Big Ideas; Market Development; New Models)
- The financial and administrative viability of the proposed project.

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 three months of the deadline date.

Results are not released over the telephone.

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*.

CONDITIONS OF FUNDING

Successful applicants will be required to sign a Letter of Understanding that details the terms and conditions of their grant. The Letter of Understanding will be made available when you receive your grant results. Payment will not be released until the signed Letter of Understanding has been uploaded to TAC Grants Online.

*****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.

Recipients of TAC Strategic Funding must acknowledge TAC's support with both logo recognition **and** the following statement on promotional materials related to the funded activity: ***This project was supported through Toronto Arts Council Strategic Funding.***

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 grant program manager. **All projects must be completed within two years of the date of your grant notification letter.**

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.

In addition to the aforementioned general conditions of funding, TAC reserves the right to place conditions on the release of grants (e.g. confirmation of venues, programming, performances, other sources of funding, etc.). Any specific conditions associated with a grant will be specified through Notification process.

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

- 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, please contact **Rupal Shah, Strategic Programs Manager** at:

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