



## Application Accessibility Support: Guide to Service Providers

The following guide will help you through the process of assisting an applicant to apply to Toronto Arts Council.

### 1. Familiarize Yourself with Writing Grants:

In most grant applications the applicant is asked to explain the scope of their project, the logistics that are involved in executing their project and why they need the specific amount of funding which they are applying for.

When assisting an applicant to write and submit a grant application, it is important to take into account the artist's language and tone in describing their practice. Keep the language as clear and concise as possible and avoid repetition of information.

For more tips on Grant Writing visit TAC's Grant Writing Tips and Resources Page:

<http://www.torontoartscouncil.org/grant-programs/tips-and-resources>

### 2. Familiarize Yourself with the Grant Application:

It is important to familiarize yourself with the requirements of the grant program and the information asked in the application form. Read through the Program Guidelines document for the grant and speak to the Grant Program Manager for more information.

You can find contact information for TAC Grant Program Managers here:

<http://www.torontoartscouncil.org/grant-programs/grants-team>

### 3. Log in to TAC Grants Online:

Use TAC's online grants portal to log in and apply ([https://tac.smartsimple.ca/s\\_Login.jsp](https://tac.smartsimple.ca/s_Login.jsp)). You can watch the following video tutorials on navigating our grants portal

<http://www.torontoartscouncil.org/grant-programs/discover-tac-grants/online-application>.

If you need additional help, please contact the program's Grant Program Manager or a Grants Assistant. We are here to help.

### Things to take note on TAC Grants Online:

- *Give yourself plenty of time:* Submitting a grant application can be a time consuming process. It may take you longer than you expected to write, upload all necessary information and submit the application.
- *Organize your information ahead of applying:* Once you've started the application, you may want to prepare the writing and support material for the application on separate documents and then import (paste) the writing and support materials into the fields.
- *Save Regularly:* We recommend that when working on our portal to press the 'Save Draft' button every 15 minutes.

- *Take note of the maximum word counts:* There are maximum word counts for each section of the grant you are writing. Take note of the limits as your application will not submit if you are over the word limit.
- *Take note of the maximum file sizes:* In the application form, each attachment has a maximum file size of 2GB, please take note and adjust your documents and support material accordingly.
- *Take note of Application Deadlines:* TAC applications close at 11:59 pm on the deadline day. Check the deadline well in advance and be sure to submit on time.

For more information Grant Writing tips, check out our Frequently Asked Questions:

<http://www.torontoartscouncil.org/grant-programs/tips-and-resources/how-to-apply-tips-and-tools/frequently-asked-questions>

#### **4. Payment Process:**

Upon approval of the request for application support, the applicant provides TAC with contact information for their Service Provider including a phone number and email address. **TAC will provide the Service Provider with an Invoice Template: the Service Provider must invoice TAC directly for services provided using the Invoice Template.** It is important that the grant applicant and Service Provider reach an agreement regarding the rate and hours to be invoiced. In particular, if the time spent exceeds the \$500 maximum to be reimbursed by TAC, there should be an understanding of who is responsible for covering the balance. Payments will be mailed by cheque within 4 weeks of TAC receiving the invoice. Service Providers should note the full cost of their services to the applicant, even if they will exceed the \$500 available per eligible applicant per year.

In the event that the applicant does not submit their application, the Service Provider may still receive payment for services rendered as long as the application has been started in TAC Grants Online and there is a valid Application ID identified on the invoice.

#### **TAC Contact:**

Please contact us at any point in the application process with any questions, comments or concerns. We are available to answer your questions by email or phone:

#### **TAC Grant Program Manager Directory:**

<http://www.torontoartscouncil.org/grant-programs/grants-team>

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