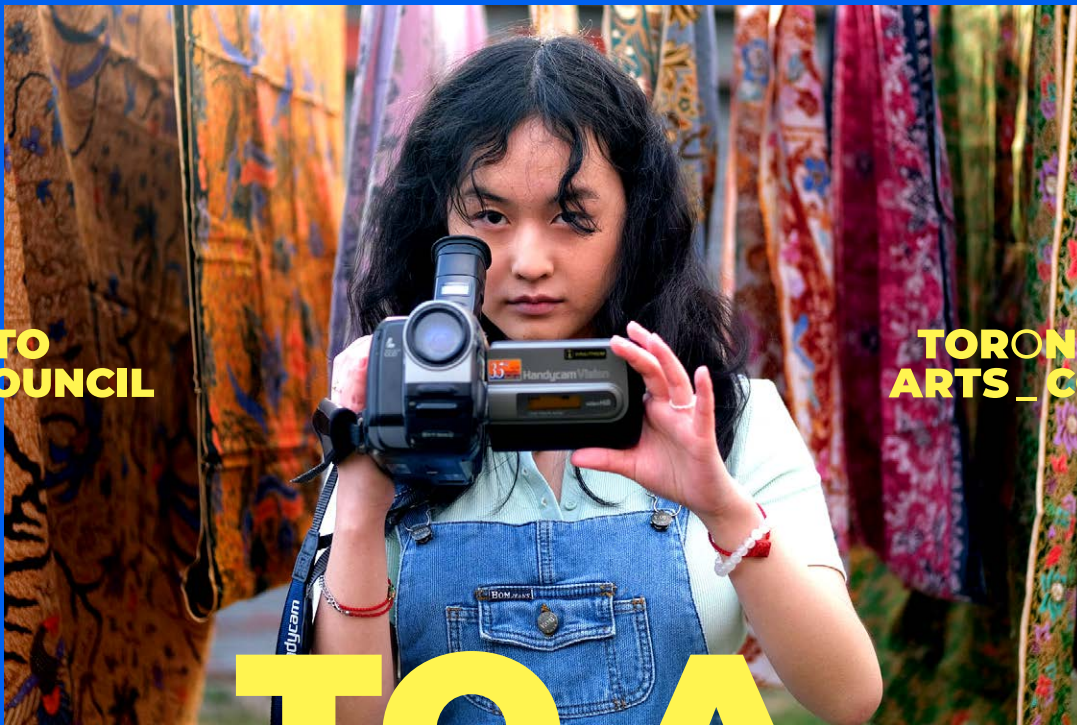


THE ARTIST'S GUIDE

**TORONTO
ARTS_COUNCIL**



**TORONTO
ARTS_COUNCIL**

TO A STRONG GRANT

**10 TIPS TO KEEP YOUR WRITING
AUTHENTIC + REALISTIC + ORGANIZED FROM START TO FINISH**

everything you
can imagine
is real



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PHOTOS COURTESY OF GRANT
RECIPIENTS AND PUBLISHED
WITH THEIR PERMISSION.

SHADOWLAND. PHOTO BY HANNAH MITTELSTADT (2023).

CHECK OUT OUR GUIDELINES AND RESOURCES

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STAYING INFORMED WILL HELP YOU WRITE THE
BEST GRANT POSSIBLE.



ASIAN CLARKE



DID YOU KNOW?

We update our grant guidelines every year. Sometimes grant information changes, so be sure to review the guidelines before you start writing.



We offer regular grant information sessions, both in-person and online. Follow our Eventbrite to be the first to know!



We have a Youtube channel full of recently recorded grant information sessions and how-to's on navigating our submission portal + more!

WHERE AND HOW TO START

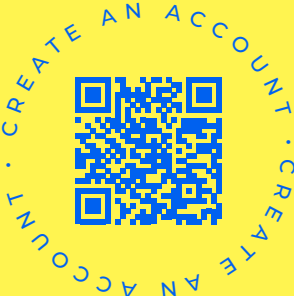
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YOU'RE READY TO START IN 3 SIMPLE STEPS: CREATE AN ACCOUNT IN OUR ONLINE SUBMISSION PORTAL, REVIEW THE GUIDELINES, AND START A DRAFT APPLICATION.

CREATE AN ACCOUNT IN OUR SUBMISSION PORTAL.
Start either an individual artist account or a collective/organization account.

START BY GATHERING YOUR QUESTIONS.
Begin this process by reviewing the grant guidelines and starting a draft application in the portal. Consider the questions on the application and take note of the things you may need to prepare (e.g. support material, bios).

FIRST TIME APPLYING? REACH OUT BEFORE YOU APPLY!
We recommend reaching out to the Grant Program Manager as soon as you can. Grant Program Managers can help clarify any burning questions and get you on track for the deadline. The sooner you reach out, the better!



DID YOU KNOW?
Based on your account type (individual or collective/organization) the portal will show the types of grants you may be eligible for.

Toronto Arts Council has two grant categories: Discipline and Strategic. Within these categories, there are different types of programs offered. Be sure to check out each grant page to confirm the category.

Remember! Once you submit an application, you cannot apply to another Toronto Arts Council grant for the same project.

GIVE YOURSELF TIME

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WE HEAR YOU: GRANT WRITING CAN BE STRESSFUL. WE RECOMMEND STARTING EARLY TO MAKE SURE YOU HAVE ENOUGH TIME TO RESEARCH, PLAN, AND PREPARE YOUR APPLICATION.



IMAGE CENTRE. PHOTO BY STEF & ETHAN (2022).

DID YOU KNOW?

We release grant results within 4 months after the deadline. We want to give every artist their due by carefully considering each application.

We offer several rolling deadline grants for which we accept and assess applications on an ongoing basis.

Some programs do not fund retroactively. Always remember to review the program guidelines to confirm the best timeline for your project activities to take place.

We publish a list of our grant recipients on our website each year. We want to give you your flowers!



BE YOURSELF BE REALISTIC BE CLEAR

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IT'S IMPORTANT TO WRITE A GRANT IN YOUR OWN VOICE, AS AN ARTIST. WHY? BECAUSE YOUR APPLICATION IS BEING REVIEWED BY OTHER ARTISTS, TOO. NO AI, ROBOT, OR OTHER PERSON CAN REPLICATE YOUR PASSION.

We understand the costs associated with producing great work, so be realistic about your project and budget and ask for what you truly need. Use specific and clear language that is familiar to you and your peers. No academic jargon is necessary.

Here are some questions you may like to ask yourself to help imagine your next idea and to get you started on a strong project summary.

- Who do you want to collaborate with?
- What artforms will be used in your project?
- Where will the project take place?
- What does the timeline for the project look like?
- Who is your intended audience?
- What makes your project unique?

Grant writing is story-telling. If you mention an activity in the project description, make sure it is highlighted in the workplan and budget, too. Remember to get confirmation from your project contributors who will help make your project happen.



DID YOU KNOW?

We use a peer assessment process for all grant applications. This means artists, like YOU, review and decide which projects receive funding. Toronto Arts Council simply facilitates and ensures fair and equitable review processes.



BUDGET

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THE PAYMENT OF ARTIST FEES IS A REQUIREMENT IN TORONTO ARTS COUNCIL GRANTS. SO THAT MEANS, DON'T FORGET TO PAY YOURSELF!

Silent labour/services/contributions are not free, so be sure to list these as 'in-kind' support in your budget. This helps paint the picture of the true value of your project. Adopt and follow standard union rates. Remember, there are different unions for different art disciplines.

DID YOU KNOW?

Childcare, accessibility supports for audiences, transportation and consultation are just some of the eligible and acceptable project expenses you can put as a budget line item. They can either be covered by in-kind services, covered by other project revenues, or paid for with the project grant!

GET FEEDBACK

**SHARE YOUR DRAFT APPLICATION WITH PEOPLE
YOU TRUST TO GIVE HONEST FEEDBACK.**

Another set of eyes can help you discover things that may be missing, confusing or unclear. This will also help identify all the great things you have written and give you the confidence you need to succeed!

You can reach out to the Grant Program Manager to receive feedback on your draft too! We recommend sharing your draft at least 3 weeks before the deadline to allow time for review.

Some programs offer pre-application support such as Grant Program Manager office hours, mentorship for project development, grant writing feedback, networking events and more. Check the grant webpage or contact the Grant Program Manager to see what resources are available.

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CONTACT US

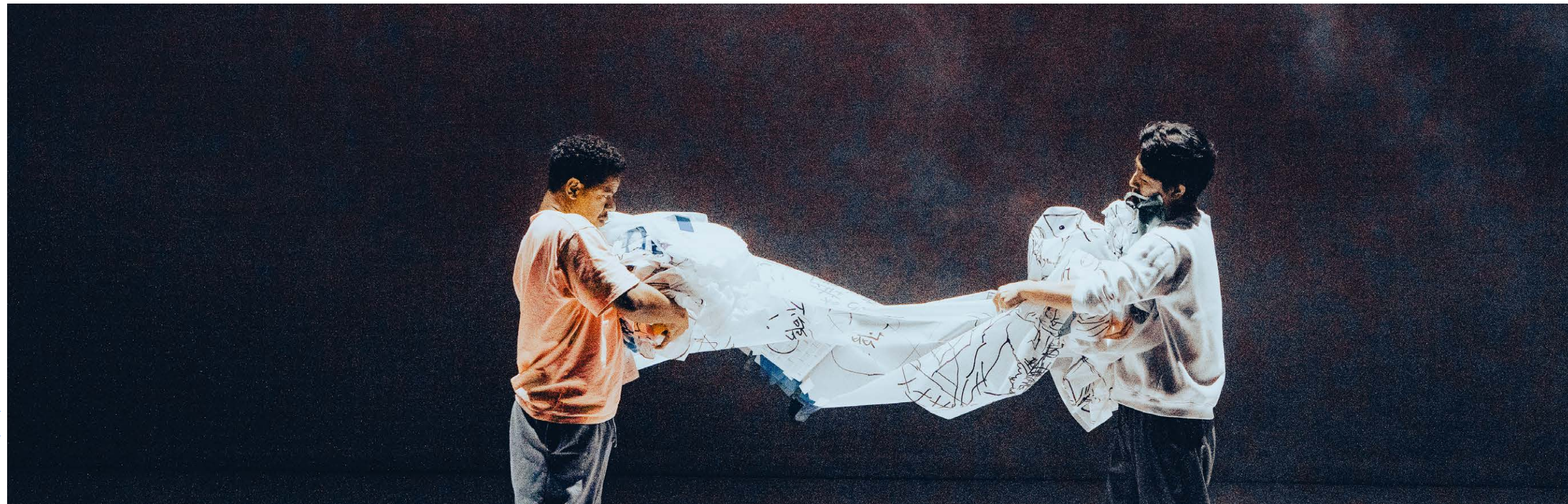
**IF YOU HAVE QUESTIONS ALONG THE WAY,
WE ARE HERE TO HELP.**

Our Grant Program Managers and grant support team are here to help you! You can reach out to us for technical support, insights about the grant, guidance on the application process, or anything in between!

Expected and unexpected project changes should be communicated, so be sure to keep the Grant Program Manager in the loop.

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NAISHI WANG(2024) PHOTO BY MAYA YONCALI



DID YOU KNOW?

Our grant support team have experience supporting a multitude of programs. They're a great first point of contact for general info and questions because they're our resident grants know-it-alls.

WE OFFER ACCESSIBILITY SUPPORT TO DEAF ARTISTS AND ARTISTS WITH DISABILITIES WHO APPLY TO OUR GRANTS.

APPLICATION ACCESSIBILITY SUPPORT

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 Service Providers. Up to \$500 is available per eligible applicant in each calendar year. We recommend contacting 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.

Organizations and Collectives who have a member of their artistic/ leadership team writing the application who identifies as Deaf and/or living with a disability, can request this funding support.

ACCESSIBILITY GRANT

Successful recipients of Toronto Arts Council project grants are eligible to apply for the Accessibility Grant. The Accessibility Grant offers up to a maximum of \$5,000 to cover the cost of accessibility accommodations for Deaf artists and artists with disabilities who are directly involved in the delivery of the project. Applicants have the flexibility of applying for the Accessibility Grant at any time during their project timeline. Multiple applications can be made, where the requests can accumulate up to the maximum amount (\$5,000).

Eligible accessibility costs for lead artists and project contributors can include, but are not limited to: sign language interpretation, audio description, captioning, communications assistants, support workers or attendant care (including helpers for Elders), transportation, equipment and technology rentals, software licenses for the duration of the project, equipment/ hardware/software purchases of less than \$100, mental health supports directly related to the delivery of the project, and other supports required to accommodate accessibility needs.



XENIA CONCERTS. PHOTO BY SELINA MCCALUM.



DID YOU KNOW?

The Accessibility Grant applies only to artists and key project contributors. Accessibility supports for audiences and participants should be included in budgets submitted with your project grant application. Incorporating accessibility for audience members is highly encouraged!



Accessibility Grants that are submitted at the same time as an associated project grant will receive results within 4 weeks of the notification of the associated project grant.

BANKING + TAXES

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A SUCCESSFUL GRANT MEANS KNOWING HOW TO MANAGE THE PROJECT AND THE FUNDS RECEIVED.

Toronto Arts Council uses electronic payments. If your application is approved, you will be required to provide banking information that matches the applicant name on your notification letter.

Your collective or non-profit organization is a separate entity from you as an individual, so YES, you need a bank account in the name of your collective/non-profit organization.

If you receive a grant, you will be required to submit a final report once your project is complete. For tax purposes, we highly recommend keeping all your project receipts. Consult a professional accountant should you need financial/tax advice.



DID YOU KNOW?

Toronto Arts Council grants are considered taxable income and successful individual grantees will receive a T4A. YES, you will be taxed on your grant.

Be sure to look out for T4As in the mail from us before tax season. Reach out to us if you have not received yours.



I GOT THE GRANT! NOW WHAT?

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GO OUT INTO THE WORLD AND DO YOUR PROJECT!

We love to hear about your projects, and Grant Program Managers appreciate an invite, if possible, so they can witness your vision and community-making. Tag us on Instagram so that we can follow along with your progress and even share it with our community!

SHARE THE PROCESS, SHARE THE RESULTS!

As part of the conditions of receiving a Toronto Arts Council grant, you are required to submit a final report on the completion of your project. This is the place to share how your project came to life - did everything go as planned? We love to read about your reflections, growth and inspirations!



DID YOU KNOW?

What you share in your final report helps us design, review, evaluate and improve programs, plan outreach activities and goals, and advocate for greater support for the arts sector.

