



2011 Visual Artists Program Application Guidelines

It is the applicant's responsibility to ensure that all required information is provided. Late or incomplete applications will not be accepted.

Application Deadline: October 3, 2011

DESCRIPTION OF PROGRAM

Toronto Arts Council's Visual Artists program provides support to visual artists who have a professional independent art practice for the creation/production of new work or the completion of works in progress. Funds are intended to cover direct costs of creation/production, subsistence and materials. Visual Arts includes drawing, painting, sculpture, photography, mixed media, printmaking, bookworks, performance art, installation and fine crafts.

LEVEL ONE: \$3,000 – for emerging artists in the early stages of their professional career who have produced a small body of work and achieved some local recognition and/or have limited public exhibition experience. Generally, they have had between 2 and 7 years of professional arts practice.

LEVEL TWO: \$5,000 or \$8,000 – for mid-career and established artists. Artists in this level may choose which amount is most appropriate for their needs.

Mid-career artists are past the early stages of their careers, have produced a reasonable body of work and have received recognition outside the local community. Generally, they have had between 8 and 14 years of professional arts practice.

Established artists have produced an extensive body of work and have achieved national or international recognition. Generally they have had at least 15 years of professional arts practice.

ELIGIBILITY CRITERIA

Applicants must be professional artists and meet the following criteria:

- Applicants must be Canadian Citizens **or** Permanent Residents (Landed Immigrants) **or** have an application pending for Permanent Resident status and, if requested, be able to provide documentation to verify this.
- Applicants must currently maintain a residence or artist's studio in the City of Toronto and must have done so for at least one year prior to the application deadline. Applicants must live or work in Toronto for at least 8 months a year. Temporary absences of up to 12

months may be considered, subject to written explanation and special permission; please contact the Grants Officer. **A Post Office Box address cannot be used to meet the residency requirement.**

- Applicants must have completed basic training (not necessarily in a formal educational institution.)
- Applicants must have spent a minimum of one year working on and developing an independent art practice after completing full-time studies.
- Undergraduate students are not eligible.
- Professional artists pursuing graduate studies may not apply for work related to their program of study. **PLEASE NOTE:** A letter from the graduate program director specifying that the project is not related to the graduate student's program of studies must be submitted with the application.
- Applicants must retain full copyright, financial and creative control.
- Applicants to TAC's 2011 Visual Artists Program may not apply to TAC's 2011 Media Artists Program.
- Applicants may receive funding through TAC's Visual Artists or Media Artists Programs **only once every two years**. Those who received funding from either program in 2010 are not eligible to apply to either program in 2011 but may reapply in 2012.
- Collaborative proposals are eligible. Co-applicants are subject to the same eligibility criteria as primary applicants.

EXCLUSIONS

The following are ineligible:

- Projects that have been completed prior to the announcement of results. Toronto Arts Council does not fund retroactively.
- Project funding solely for the purpose of travel or exhibition of work, including the cost of framing.
- Capital purchases, such as tools, equipment, etc.
- Commissioned, instructional or promotional projects.

ASSESSMENT

- Funds are awarded on a competitive basis by an independent jury of peers. Jurors are practicing visual arts professionals, including artists, curators, programmers, etc. Jury members are selected on the basis of their familiarity with and specialized expertise in a broad spectrum of artistic practices and to reflect the range of applicants and represent diverse mediums, genders, and cultural communities.
- Applications to **Level One** and **Level Two** are assessed separately to ensure the assessment is as fair as possible for artists at all levels of career development,.
- The jury makes an artistic assessment based on the applicants' past and proposed work within the context of each competition.
- Jury deliberations are confidential and there will be no disclosure of jury proceedings or comments made during the adjudication.
- **Decisions of the jury are final.** There is no procedure for appealing the decision; however, TAC welcomes comments or suggestions about any of its programs.
- As the jurors and the applications change with each competition, a jury's assessment of relative artistic merit will also vary. Unsuccessful applicants may succeed with another jury.

APPLICATION PROCESS

- Artists must complete the **Visual Artists Program Application Form** and submit the requested support material. The form and the support material are essential to the evaluation process.
- The application form should be completed accurately, adding additional pages where necessary. Several attachments are requested in this application form (e.g. a "proposed use of grant" description and an artist résumé or curriculum vitae). Each section must be complete when the application is submitted and the application must be signed.
- Applicants must submit 5 copies of their application (4 copies and the original), including all written attachments (résumé, project description etc.) in the order they are requested. Each copy must be collated and fastened with a secure paper clip; **do not bind or staple**. Only one set of support material is required.
- Applications must be received at TAC no later than 5:00 pm on the application deadline date.
- It is the applicant's responsibility to ensure that the application is complete and on time. **Late or incomplete applications will not be accepted.** This includes support material and applications received by mail after the deadline, regardless of postmark. Applications may not be submitted by e-mail or fax.

SUPPORT MATERIAL

For the jury process, this is the most important part of the application. While applicants may choose to show a selection of work based on their complete body of work, emphasis on recent work is usually best.

- Do not submit more than 10 images; the jury will only view the number specified. Acceptable forms of support material include electronic formats such as CD, DVD or URL. All electronic images must be submitted in a PC compatible format. **PLEASE NOTE:** URLs are accepted only for web-based projects. TAC will not accept slides as support material.
- Artists working in installation or performance may submit up to a maximum of 5 minutes of video (DVD or CD ROM format) in lieu of images. For each minute of video, subtract 1 image.
- **Do not send original artwork. This includes photographs and book works.**
- Do not send catalogues, reviews, news clippings or promotional videos. These materials will not be presented to the jury.
- **TAC is not responsible for lost or damaged support material.**
- After the adjudication, applicants will be able to collect their support material from TAC by the date stated in their notification letter. Any support material not collected by that date will be discarded.

NOTIFICATION

Applicants will be notified of the results of their requests, in writing, approximately **three months** after the closing date. Results are never released over the telephone and jury comments are not provided.

CONDITIONS OF FUNDING

- Recipients are required to file a final report on their project. Future funding will not be considered unless reports on previous funding have been received and approved by TAC. Funds shall only be used for the purposes outlined in the application. Changes to the scale, activities and timeframe of the project must be reported promptly to TAC.
- As a recipient of public funds, successful applicants are required to maintain adequate records as to receipt and disbursement of funds received from Toronto Arts Council. T4A forms will be issued to recipients.
- Recipients are required to acknowledge the support of Toronto Arts Council in all written materials relating to the activities for which funds are granted.
- The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant from the City.

PROGRAM INFORMATION

William Huffman, Associate Director.
416-392-6802 x 208 william@torontoartscouncil.org



2011 Visual Artists Program APPLICATION FORM

SECTION A: IDENTIFICATION

1. **Principal Applicant Name:** Last Name _____ First Name _____

If application is successful, cheque will be payable to principal applicant name as it is written here.

Co-Applicant (if applicable): Last Name _____ First Name _____

2. **Principal Applicant's Permanent Address** (home or artist's studio; no PO boxes):

Street: _____

City: Toronto Province: Ontario Postal Code: M _____

Telephone: Home: () _____ Studio/Office: () _____

Fax: () _____ E-mail: _____

3. **Citizenship:** Canadian Citizen Permanent Resident (Landed Immigrant)

Application for Permanent Residence status has been submitted and is being considered.

4. I am a permanent resident of the City of Toronto and have been since at least October 3, 2010: Yes No

5. It has been at least one year since I was a full-time undergraduate student: Yes No Not applicable

6. **Previous Recipients:**

Have you ever received a grant from Toronto Art Council's Visual Artists or Media Artists Program?

No Yes Year: _____ (2010 recipients not eligible) Project Report: Previously Submitted Enclosed

(NOTE: If enclosed, report **must** include **Project Report Form B** found at www.torontoartscouncil.org/grant-main.htm)

SECTION B: PROJECT DESCRIPTION

2. **Grant Level** (please read the program guidelines before completing this section):

Level One: \$3,000 Emerging

Level Two: \$5,000 or \$8,000 Mid-Career and Established (choose the amount appropriate to your needs)

3. **Project Title and Summary**

Project Title: _____

Project Description: (maximum 40 words) (Completing this section is required. Do not direct us to another section of your application.)

Medium: (Select the **one** that most closely describes your medium.)

Bookworks Crafts Drawing Installation Mixed Media Multiples Painting Performance
 Photo-based Photography Printmaking Sculpture Textile/Fibre Art Other (Describe above.)

SECTION C: PROPOSED USE OF GRANT

Briefly describe how you intend to use a grant from TAC (*maximum 2 pages*) on separate, white, 8.5"x11" paper (*one sided only*). Include information on the work you intend to create with the assistance of this grant; how the proposed work relates to your overall practice; and the relevant themes, techniques, aesthetic and/or cultural concerns that you plan to explore. A budget is not necessary.

SECTION D: ARTIST RESUMÉ OR CURRICULUM VITAE

Attach an artist resumé or curriculum vitae (*maximum 3 pages*) that outlines your accomplishments in visual arts or media arts to date. Include information on training, exhibitions, screenings, awards, etc.

SECTION E: SUPPORT MATERIAL

For the jury process, this is the most important part of the application. The process is largely based on the review of examples of applicants' previous work and/or current works in progress. While applicants may choose to show a selection of work based on their complete body of work, emphasis on recent work is usually best.

- Do not submit more than 10 images; the jury will only view the number specified. Acceptable forms of support material include electronic formats such as CD, DVD or URL. All electronic images must be submitted in a PC compatible format. MAC files are not accepted and will not be viewed. **PLEASE NOTE:** URLs are accepted only for web-based projects. TAC does not accept slides as support material.
- Artists working in installation or performance may submit up to a maximum of 5 minutes of video (DVD or CD ROM format) in lieu of images. For each minute of video subtract 1 image.
- **Do not send original artwork. This includes photographs and book works.**
- Do not send catalogues, reviews, news clippings or promotional videos. These materials will not be presented to the jury.
- **TAC is not responsible for lost or damaged support material.**
- After the adjudication, applicants will be able to collect their support material from TAC by the date stated in their notification letter. Any support material not collected by that date will be discarded.

SECTION E: SUPPORT MATERIAL (CONT'D)

Image List:

Submit a maximum of 10 images; the jury will only view the number specified. Acceptable forms of support material include electronic formats such as CD, DVD or URL. All electronic images must be submitted in a PC compatible format. MAC files are not accepted and will not be viewed. **PLEASE NOTE:** URLs are accepted only for web-based projects. Do not guide us to a webpage to view individual .jpg files. TAC does not accept **slides as support material**.

Please note: Support Material will not be returned by self-addressed stamped envelope. Please do not include one with your application.

Do not send original artwork. This includes photographs, book works and original slides. TAC is not responsible for lost or damaged support material.

If this support material requires special presentation instructions or notes, please provide those details as one additional page behind this sheet. *(Separate, white, 8.5"x11" paper, one sided only.)*

	Date	Title	Medium	Dimensions (of the work)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**COMPLETE THIS PAGE ONLY IF YOU ARE SUBMITTING IMAGES
DO NOT INCLUDE THIS PAGE IF BLANK**

SECTION E: SUPPORT MATERIAL (cont'd)

Audio-Visual Support Material List

Artists working in installation or performance may submit up to 5 minutes of video. For every minute of video subtract one image.

Submit audio-visual support materials in one or more of the following formats: DVD; PC compatible CD ROMs, compact discs, and/or internet URLs. **PLEASE NOTE:** URLs are accepted only for web-based projects.

Indicate the priority of the viewing material from the highest priority (1) to the lowest (5).

TAC does not accept film prints (8mm, 16mm or 35mm), 3/4" videocassettes or VHS. Do not submit original material.

TAC is not responsible for lost or damaged support material.

Compact disc tracks should be indicated.

Number your support materials in order of viewing. Label your support materials and their cases with your name and the title, production date and running time of the work.

Please note in the section below "Running Time" refers to the length of time you wish the jury to view or listen to the piece (keeping in mind the time restrictions as stated above) and not the total running length of the work.

- 1 Title or URL:** _____
Applicant's production credit: _____ Year of Production: _____
Running Time: _____ Production format: _____ Presentation format: _____ Sound: Yes No
- 2 Title or URL:** _____
Applicant's production credit: _____ Year of Production: _____
Running Time: _____ Production format: _____ Presentation format: _____ Sound: Yes No
- 3 Title or URL:** _____
Applicant's production credit: _____ Year of Production: _____
Running Time: _____ Production format: _____ Presentation format: _____ Sound: Yes No
- 4 Title or URL:** _____
Applicant's production credit: _____ Year of Production: _____
Running Time: _____ Production format: _____ Presentation format: _____ Sound: Yes No
- 5 Title or URL:** _____
Applicant's production credit: _____ Year of Production: _____
Running Time: _____ Production format: _____ Presentation format: _____ Sound: Yes No

If this audio-visual support material requires special presentation instructions or notes, please provide those details as one additional page behind this sheet. (Separate, white, 8.5"x11" paper, one sided only.)

COMPLETE THIS PAGE ONLY IF YOU ARE SUBMITTING AUDIO VISUAL MATERIAL (DO NOT INCLUDE THIS PAGE IF BLANK)

SECTION F: DECLARATION

In signing this application, I certify that:

I have read and agree to all of the regulations, terms and conditions outlined in the Program Guidelines.

I am the artist named in the application and to the best of my knowledge, the information provided herein is true.

I have full creative and financial control over the work for which I am requesting support.

I currently maintain a residence or an artist's studio in the City of Toronto, and have for at least one year prior to the deadline.

I will carry out the project as described in the application within a reasonable period of time.

I understand that if there are significant changes to the project or if I fail to carry through with the project I may be required to return the grant to TAC and that it is my responsibility as the applicant to notify TAC of such changes.

I understand that jury deliberations are confidential and there will be no disclosure of jury proceedings or comments made during the adjudication.

I understand that jury decisions are final and cannot be appealed.

I agree that Toronto Arts Council is not responsible for loss or damage to support materials, however caused.

I consent to the release of information in this application and in any reports submitted under these terms, to other government granting agencies to which the applicant has applied, to the TAC jurors and Board of Directors.

In any business that I conduct regarding this project, I will uphold City of Toronto non-discrimination policies which prohibit discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics. I understand that this requirement does not restrict artistic content in any way.¹

Principal Applicant Signature _____ Date _____

Co-Applicant Signature (if applicable) _____ Date _____

¹The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant.

Applicants must submit 5 copies (4 copies and the original) of their application and the written attachments in the order that they are requested. Each copy must be collated and fastened with a secure paper clip; **do not bind or staple**. Do not use folders, plastic covers or separate envelopes for your application packages. Only one set of support material is required.

Complete application packages (Visual Artists Program) must be submitted:
before 5:00 pm on October 3, 2011 to Toronto Arts Council's office at:

141 Bathurst Street, Main Floor
Toronto, ON M5V 2R2

Telephone: 416-392-6802 ext. 208

Applications may not be submitted by fax or e-mail.

Applications received after the deadline will not be accepted, regardless of postmark date.

SUBMIT ONLY ONE COPY OF THIS PAGE - WITH YOUR ORIGINAL APPLICATION

2011 GRANTS TO VISUAL ARTISTS

✓Checklist

Please check off each item to indicate compliance with the requirement or use NA to indicate it is not applicable:

- You have read the 2011 Visual Artists Program Guidelines. All applicable sections of the application form have been filled in and you have attached the additional written materials required under the various headings, including a "Proposed Use of Grant" description (*maximum 2 pages*); an artist's resumé or curriculum vitae (*maximum 3 pages*). All attachments are printed on white, 8.5" x 11" paper, one side only.
- You have read and signed the declaration section of the application form.
- You have completed your basic training (not necessarily in a formal educational institution) and have maintained an independent practice for at least one year. You are not an undergraduate student.
- You have indicated the level of grant support for which you are applying.
- If you have previously received funding through the **Visual Artists or Media Artists Program**, you have submitted a report on your previous project.
- You did not receive a TAC visual/media arts grant in 2010.
- You have read the "Support Materials" section in the Program Guidelines and included examples of your previous work in support of your application. You have not included original artwork and understand that Toronto Arts Council cannot be responsible for loss or damage, however caused, of any material sent in support of your application. You have included one set of your support material and not included more pieces than requested. You have labelled your support material as specified in the Application Form and have completed the image list and/or audio-visual support material list in Section E of the Application Form.
- You have included 5 copies (4 copies and the original) of your application, including the written attachments in the order that they are requested. You have collated and fastened each copy with a secure paper clip (no binding or staples). You have not used folders, plastic covers, cover pages, section dividers, tables of contents or put your 5 copies in separate envelopes. You have not made copies of application pages you have not utilized or filled-out.

Getting your support material back:

- You will pick-up your support material at the Toronto Arts Council as per the date indicated in your notification letter, and understand that support material is disposed of after that expressed date. You understand that support material will not be returned by self-addressed stamped envelope and you have **not** included one with your application.

Note: Incomplete applications will not be accepted. No extensions will be granted for support material or for postmarked applications received after the deadline.

YOU ARE NOW READY TO SUBMIT YOUR APPLICATION

SUBMIT ONLY ONE COPY OF THIS CHECKLIST – WITH YOUR ORIGINAL APPLICATION