



EXHIBITION ASSISTANCE APPLICATION FORM

Before completing this application, please read the **Exhibition Assistance Program Guidelines**. Fill in the Applicant Information and Exhibition Details sections, enclose all required items from the Checklist and send the application package to the recommender you have selected.

If you are using the electronic Application, either print the form and complete it by hand, or complete it on-screen, then print it out. To complete on screen, simply move your cursor to entry spots or tab from one entry spot to the next.

CHECKLIST OF REQUIRED ITEMS

- 1. **Application form** – completed and signed
- 2. **Résumé** – Summarize your artistic training, accomplishments and past exhibitions (up to 3 pages)
- 3. **Artist's Statement** - Provide a brief description of your artistic vision (up to 1 page)
- 4. **Exhibition confirmation document** – Attach one of the following:
 - Letter signed by the gallery director, curator or exhibition organizer
 - Exhibition contract, rental agreement or insurance document (for a rental space)**The Exhibition confirmation document must indicate the exhibition location and its opening and closing dates**
- 5. **Support material and image/slide list**
Enclose 10 images or other audio-visual documentation of your work and a corresponding list identifying the date, title, media and dimensions of each work.
Contact recommenders or check the OAC Exhibition Assistance web page to find out accepted formats of visual support material.
- 6. **Stamped, self-addressed envelope** – for return of your support material.

Ce document existe également en français.

APPLICANT INFORMATION

Applicant name

First:

Last:

(if the application is successful, a cheque will be made out to the above name)

Preferred language for communication	ENGLISH	FRENCH	Salutation for correspondence <input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> None <input type="checkbox"/> Other <i>specify</i>	<input type="checkbox"/> First-time applicant to the OAC <input type="checkbox"/> First-time applicant to this program
	Written <input type="checkbox"/>	<input type="checkbox"/>		
	Verbal <input type="checkbox"/>	<input type="checkbox"/>		

Full mailing address changed since last application

Number and street name	R.R. # / Postal station	Suite / Apt. / Floor
City / Municipality / Reserve	Province	Postal code
Phone number - -	Email address	Website

YOU MUST FILL IN ALL THREE SECTIONS BELOW

<p>1. I am a Canadian citizen or a permanent resident of Canada yes <input type="checkbox"/></p> <p>OR</p> <p>I have an application pending for permanent resident status and can provide documentation to verify this yes <input type="checkbox"/></p>	<p>2. I have been resident in Ontario for at least a year yes <input type="checkbox"/></p>	<p>3. I continue to live in Ontario for at least 8 months a year yes <input type="checkbox"/></p> <p>OR</p> <p>I am an Ontario resident but am on a leave for _____ months for the following reason:</p>
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Name of RECOMMENDER ORGANIZATION to which you are applying:

EXHIBITION DETAILS

Exhibition Location

Name of exhibition venue:

City and country :

Exhibition Dates

From (day/month/year) ____/____/____ To (day/month/year) ____/____/____

Exhibition Discipline (check one)

CRAFTS MEDIA ARTS PHOTOGRAPHY/PHOTO-BASED VISUAL ARTS

Budget of eligible expenses

Please refer to pages 2 to 3 of the program guidelines for details of eligible and ineligible expenses, and provide any additional explanation in the Use of Grant section below.

Please note the following are **not eligible**: opening receptions and creation of art work.

Presentation materials (including framing)	\$	<p>Total grant amount you are requesting from the OAC</p> <p>\$</p> <p>Minimum \$500</p> <p>Maximum \$1,500</p>
Equipment	\$	
Crating and transportation of work	\$	
Technical/installation assistance	\$	
Exhibition space rental or fees	\$	
Promotional expenses	\$	
Other – specify:	\$	
TOTAL EXPENSES	\$	

Use of grant

Provide a brief description (1 paragraph) of how you would use the grant to prepare for your exhibition. If you are applying for purchase rather than rental of equipment, you must provide a rationale for this.

TERMS AND CONDITIONS

Terms and Conditions for the Application

Indemnification: The applicant agrees that the OAC is not responsible for loss or damage, however caused, to applications and to support materials.

Consent to Release: The applicant consents to the release of project information in this application and in any reports submitted under these terms to other granting agencies to which the applicant has also applied.

Terms and Conditions for the Receipt of OAC Funds

Please note: If you are successful in receiving a grant, the following terms and conditions apply. Your signature on this document indicates that you agree to the terms and conditions as outlined below.

Purpose and Use of the Grant

You shall use OAC grant money for the purposes outlined in your application.

If you receive a grant you agree to the following: that OAC funds will be used only for the purposes described in this application; **if the exhibition is delayed or changed substantially for any reason you will report in writing to the OAC before the changes take place.** If the exhibition does not go forward, you will return the grant funds to the OAC. Grants must be used for the purposes for which they were given within two years from the date of the grant notification from the OAC.

Income Tax

A T4A form will be issued by the OAC and should be retained for income tax purposes. Your grant notification letter will contain a form requesting your social insurance number, which you must provide to the OAC within four weeks of the date on the letter.

Audit Requirements

As a recipient of OAC funds, you are required to maintain adequate accounting records as to the receipt and disbursement of funds received from the OAC. You should also be aware that you might be liable to audit by the Provincial Auditor's Office to show that the money has been used properly.

Reporting Requirements

You are required to submit a final report on how you used the grant. Guidelines telling you how to prepare this report will be provided with your grant cheque. This report must be submitted by the date identified in your grant notification letter. If you fail to submit a report you will be disqualified from applying for any further OAC grants or from receiving any grant payments. Also, the OAC may request that you repay the grant.

Acknowledgment

You are required to acknowledge OAC's support of your project either by the use of OAC's logo, or as a written acknowledgement, as outlined in your grant notification letter.

APPLICANT AGREEMENT AND SIGNATURE

I agree to the following: I have read and understand all the terms and conditions above, as well as the program requirements explained in the program guidelines. The information given in this application for funding assistance is true, correct and complete in every respect and that, in the event that a grant is awarded, I agree to the terms and conditions described above.

I understand that applications that do not meet the eligibility criteria for the program will be withdrawn and returned to me at any time in the process.

I have no overdue reports to any OAC program.

APPLICANT'S SIGNATURE	DATE
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GRANT RECOMMENDATION

THIS SECTION MUST BE COMPLETED BY THE RECOMMENDER

Recommender organization: _____

Zone: _____

Applicant name: _____

Date application received by Recommender(day/month/year): ____ / ____ / ____

Grant Recommended

YES

Grant Amount: \$

NO

We understand that this grant is outright and unconditional to the artist by the Ontario Arts Council (OAC) and cannot be represented as any form of payment to or from the recommender, or to or from any member or director thereof. An artist may receive more than one Exhibition Assistance grant in any one OAC fiscal year, however each grant must be for a different exhibition and the total of the grants may not exceed \$1,500. Under no circumstances should the grant be considered as a substitute for exhibition fees.

We understand that if this exhibition does not take place, the Visual & Media Arts staff of the OAC must be informed.

We certify that the recommended artist is not in a conflict of interest with the recommender organization, as defined in the program guidelines.

AUTHORIZED SIGNATURE

Name (please print): _____

Title: _____

Telephone: _____

E-mail: _____

RECOMMENDER'S CHECKLIST

Send all grant applications to the OAC.

For **recommended** applications, enclose:

- Completed Application Form and Grant Recommendation (pages 2 to 5)
- Exhibition confirmation document
- Résumé

For **denied** applications, send only the completed Application Form and Grant Recommendation (pages 2 to 5).

FOR OAC OFFICE USE ONLY

Date Received _____ Registered _____

Notes _____
