



ONTARIO ARTS COUNCIL
CONSEIL DES ARTS DE L'ONTARIO

an Ontario government agency
un organisme du gouvernement de l'Ontario

Exhibition Assistance

2009/10 GUIDELINES

DEADLINES:

The program is open from July 1, 2009 to February 12, 2010.

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If you have any questions, please phone or email.

416-961-1660 / 1-800-387-0058

Program Officer Lisa Wöhrle ext. 7419 email lwohrle@arts.on.ca

Bilingual Program Assistant Lia Kyranis ext. 7461 email lkyranis@arts.on.ca

Ce document existe également en français.

What is the Exhibition Assistance program?

The Exhibition Assistance program provides grants of \$500 to \$1,500 to assist individual artists with costs related to presenting their work in confirmed, upcoming exhibitions. Artists apply to third-party recommender organizations located throughout the province. The recommenders are public galleries, artist-run centres and other visual and media arts organizations that administer the Exhibition Assistance program and make grant recommendations to the Ontario Arts Council (OAC).

The vision statements that guide the OAC's directions provide a framework for our funding priorities in the Exhibition Assistance program:

- ❑ The lives, careers and work of individual artists flourish
- ❑ Aboriginal, francophone, culturally diverse, new generation and regional artists are recognized for the value they provide to all Ontario's people, cultures and creative sectors
- ❑ The creativity, innovation and excellence of Ontario's artists in all their diversity are seen and acclaimed locally, nationally and internationally

What kind of exhibitions and expenses does this program fund?

ELIGIBLE EXHIBITIONS

Eligible exhibitions must be confirmed and scheduled to take place in locations that are open to the public. **Your exhibition does not necessarily have to take place in a gallery that is a recommender.** The following types of exhibitions are eligible:

- ❑ Exhibitions taking place in Ontario, other provinces and international locations
- ❑ Exhibitions in public art galleries, artist-run centres and commercial art galleries
- ❑ Solo and group shows
- ❑ Do-it-yourself (DIY) or self-presented public exhibitions
- ❑ Exhibitions in alternative locations such as community centres, restaurants, rented space, on-line, etc.
- ❑ Art or craft exhibitions, art fairs, collective studio tours

ELIGIBLE EXPENSES

Exhibition Assistance grants can be used towards the following exhibition expenses, **if they are your responsibility and not covered by the gallery:**

- Materials to prepare and install your work, including framing, hardware for mounting and installation, construction of structural elements specific to an installation, etc. **NOTE: The purchase of materials to create the work is not eligible.**
- Audio-visual equipment to present your work, including rental or purchase of monitors, projectors, cables, synchronizers, computers, etc. Purchase of audio-visual presentation equipment is eligible where rental is not feasible. A detailed explanation must be provided to support purchase requests. Purchased equipment remains the property of the artist, not the gallery.
- Crating and transportation of works of art.
- Fees for assistance in installation of the exhibition, including technical assistance
- Exhibition promotional expenses, e.g. design, printing and mailing of invitations; website posting; paid advertising (in print or on-line)
- Fees and rental costs, e.g. rental of exhibition space, booth fees
- Insurance, e.g. for transportation of work, for the exhibition venue

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What is not eligible?

The following are *not* eligible for Exhibition Assistance funding:

- Exhibitions that have opened before you submit your application to a recommender
- The cost of materials and other expenses related to creation of your work, including the printing of photographic work
- Studio rental costs
- Your travel costs (eligible only in exceptional circumstances, e.g. performance art, installation of site-specific art work)
- Accommodation expenses
- Capital expenses, e.g. purchase of capital equipment
- Catalogues
- Opening reception/hospitality expenses
- Photographic or audio-visual documentation of your work

The grants cannot be used to cover costs that the gallery is responsible for and do not replace exhibition fees that a gallery may pay you to exhibit your work.

NOTE: Recommenders cannot approve grants that will be paid back to them in any way.

Who can apply?

The program is open to individual visual artists, craft artists and media artists who have confirmed, upcoming exhibitions. Visual and media artists working in a range of media and practices are eligible, including: drawing, electronic media, installation (film/video, audio, sculptural), painting, performance, photography or photo-based work, printmaking and sculpture.

Artists working in a range of craft-based practices and media are eligible, including beadwork, book arts, ceramics, fibre arts, furniture, metal-work, glass and wood.

To be eligible for OAC project funding, a person must:

- ❑ be a resident of Ontario and a Canadian citizen **or** a Permanent Resident of Canada **or** have an application pending for Permanent Resident status and, if requested, be able to provide documentation to verify this;
- ❑ have been resident in Ontario for at least a year before the application is made and live in Ontario for at least eight months a year;
 - Artists who live in Ontario may leave the province for up to one year and continue to be eligible for OAC support if the absences are temporary e.g. for an educational or artistic opportunity) and they do not also apply for support from the jurisdiction of their temporary residence.
 - Francophone artists living permanently in Quebec municipalities in the National Capital region who have been recognized as Ontario artists and who contribute actively to the artistic life of Ontario may be eligible for OAC project funding if they do not seek assistance from the Quebec government for the same project.
- ❑ be a professional artist. The OAC defines a professional artist as someone who has developed skills through training and/or practice, *and* is recognized as such by artists working in the same artistic tradition, *and* has a history of public presentation or publication, *and* seeks payment for her or his work *and* actively practises his or her art. Short breaks in artistic work history are allowed.

Students enrolled full-time in an educational institution are not eligible. If you are a graduate student maintaining a professional artistic career you may be eligible to apply if your exhibition is completely unrelated to your field of study. We require a letter from your graduate program director to verify this; the letter must be included with your application.

If you have completed an undergraduate course of study in visual arts, you must have spent a minimum of one year working at your art following your education before you apply to this program.

For group exhibitions, each artist must apply individually for his or his own expenses.

COLLABORATIONS

The program provides grants to individual artists only. If you create work in collaboration with one or more other artist(s), you must select one artist to make the application on behalf of the collaborative team. If awarded, the applicant will receive a T4A and takes responsibility for the grant on behalf of the collaboration. You may submit a résumé for the collaborative team, or individual résumés for each artist. Describe the nature of the collaboration in the artists' statement and submit support materials of past collaborative work. Please call with any questions.

CONFLICT OF INTEREST

To avoid a conflict of interest, you must not apply to a recommender if you are associated with the recommender organization as a staff person, board member or member of the jury/committee that makes Exhibition Assistance decisions, or if you are a member of their immediate family.

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How much can I apply for?

The minimum grant you may apply for is \$500 and the maximum \$1,500.

Recommenders may award less than you request (although not less than \$500) and cannot recommend more than you request.

You **can apply for and receive** more than one Exhibition Assistance grant in any one OAC fiscal year (April 1 to March 31), but **each grant must be for a different exhibition** and the total for the year cannot be more than \$1,500.

Important note: Do not apply to more than one recommender at a time for the same exhibition. If your application is denied, you may then submit an application to another recommender.

How and when do I apply?

You must apply to one of the Exhibition Assistance grant recommenders. The recommenders are visual arts, craft and media arts galleries and not-for-profit organizations that administer the Exhibition Assistance program on behalf of the OAC (see attached *List of Exhibition Assistance Recommenders*). Once the recommender has made a decision on your application, it will forward the grant recommendation to the OAC, which will issue the grant payment to you.

For the purposes of this program, the province is divided into 6 zones. You are eligible to apply only to the recommenders that are located in the zone in which you live. The *Map of Exhibition Assistance Zones* and full *List of Exhibition Assistance Recommenders* are available, along with application forms, on the OAC website at www.arts.on.ca > Granting Programs and Awards > Search Granting Programs > Exhibition Assistance.

There are a number of recommenders with specialized expertise. Eligible artists have the option of applying to these recommenders, even if they are outside their zone of residence:

- ❑ **Aboriginal artists** in all regions have the option of applying to one of the Aboriginal recommender organizations.
- ❑ **Craft artists** in all regions have the option of applying to one of the craft-specific recommenders, or of applying to a local recommender with craft expertise.
- ❑ **Francophone artists** have the option of applying in French to any of the francophone recommenders.
- ❑ **Media artists** in all regions have the option of applying to one of the specialized media arts recommenders.
- ❑ **Photo-based artists** in all regions have the option of applying to Gallery 44 Centre for Contemporary Photography, a designated recommender for photography, or of applying to a local recommender with photography expertise.

DEADLINES

The program is open and processes grant payments from July through February. Each recommender establishes its own application deadlines within that time period. The recommender may set two deadlines a year or may decide to accept applications on an ongoing basis. Please refer to the OAC Exhibition Assistance web page for details, or contact the recommender directly.

- ❑ Where possible, you should apply well in advance of the opening of your exhibition. You may apply for funding up to one year before the exhibition opening date.
- ❑ Recommenders must send their final grant recommendations to the OAC by mid February each year. From March through May, until the OAC board approves the next year's budget allocations to recommenders, there are no grant payments.
- ❑ Recommenders may choose to accept your application during the program's downtime only in exceptional circumstances, e.g. where an exhibition is opening between March and May and you were not able to apply in advance. You must still submit your application to the recommender before the exhibition opens. The recommender can only finalize the grant recommendation

once it is notified by the OAC of the new Exhibition Assistance allocations. Grant cheques will be mailed in June or July.

HOW TO APPLY – STEP BY STEP

- ❑ First, decide on a recommender. Look at the *Map of Exhibition Assistance Zones* and full *List of Exhibition Assistance Recommenders* to find out which ones are located in your zone. Detailed information on recommender deadlines, expertise, selection process and funding priorities is posted on the OAC website in July. You may also contact recommenders directly for this information.
- ❑ Complete an application form and attach a résumé, a document confirming your exhibition, enclose 10 images or audio-visual documentation of your work (the recommender will specify the formats they can accept) and send the full application package to the recommender. **To be eligible, the recommender must receive the application before your exhibition opens.**
- ❑ If the recommender decides to recommend a grant to you, they will complete and sign your application and send it to the OAC along with the exhibition confirmation document and a copy of your résumé. The recommender will return your visual support material to you.
- ❑ The OAC will check the application to make sure we have all the required information and confirm that you are eligible. The OAC will then issue a grant cheque to you, usually within 3-4 weeks of receiving the recommendation. If there is any missing or incorrect information in your application the cheque payment may be delayed.

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How are grant decisions made?

Recommenders establish their own processes for assessing Exhibition Assistance applications and making grant recommendations, based on the needs of their communities. In some cases, a jury or committee assesses applications; in others, the curator or other staff makes grant decisions.

Recommenders in zones 1 through 4 are limited to recommending up to 40% of their Exhibition Assistance grants to artists exhibiting in their own spaces. Northern recommenders, in zones 5 and 6, may recommend up to 80%.

What are the decisions based on?

In making grant decisions, recommenders consider your visual support material and artist's statement to assess artistic merit. They may also establish their own additional criteria and priorities for Exhibition Assistance grant recommendations, based on their expertise and community needs.

Information on each recommender's criteria, areas of expertise and funding priorities are available on OAC's website starting in July. You can also contact recommenders directly for this information.

How do I find out whether I will receive a grant?

Once the recommender has made a decision, they will contact you to let you know whether or not you have been recommended for an Exhibition Assistance grant.

Please do not contact the OAC for this information.

If you are recommended for funding the OAC will send you a letter and cheque, usually within 3-4 weeks of receiving the completed application from the recommender. A T4A will be sent to you the following February.

You can receive Exhibition Assistance grants in addition to other OAC grants for individual artists.

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What do I have to do if I receive a grant?

ACKNOWLEDGEMENT

If you receive a grant you must acknowledge the support of the OAC through the inclusion of the OAC logo on all printed promotional material for your exhibition. If you are notified about the grant after you have already printed invitations, please acknowledge OAC support in other formats, such as signage, websites, presentations, etc.

REPORTING

If you receive a grant you must submit a brief final report within 3 months of the last day of your funded exhibition. The report form will be included with your grant cheque and is available on the OAC website.

Exhibition Assistance grants will not be released if your final report for a previous OAC grant is overdue.

If you do not submit a final report, the OAC may require you to repay the grant. You will be ineligible to submit future applications to any OAC program or receive grant payments from the OAC until the grant is repaid or an acceptable report submitted.

Ontario Arts Council
151 Bloor Street West, Fifth Floor
Toronto ON M5S 1T6
www.arts.on.ca / info@arts.on.ca