



RECREATION AND COMMUNITY SERVICES DEPARTMENT

ST. CATHARINES CULTURAL INVESTMENT PROGRAM

ARTIST IN THE COMMUNITY PROGRAM 2010 APPLICATION

The Artist in the Community Program is intended to support projects that provide creative opportunities for non-arts community members to work with a professional artist, resulting in the public presentation of art expressing community interests and issues.

Artist Applicant's Name Amount of Request

Address City Province Postal Code

Phone Number Email Fax Number

Yes, you can forward the above contact information to the media for program promotional purposes.

Other Participating Artists (Names only)

Sponsoring Arts Organization Contact Name

Address City Province Postal Code

Phone Number Email Website Incorporation #

Partnering Community Organization Contact Name

Phone Number Email

Start Date of Project: End Date:

AUTHORIZATION FOR APPLICATION

I confirm that the information contained in this application is true and accurate to the best of my knowledge.

Artist Applicant: (Signature) (Name)

Representative of Community Organization: (Signature) (Name) (Title)

DEADLINE

The 2010 deadline for all SCCIP program applications is Friday August 27, 2010 at 4:30pm. Applications must be received prior to this deadline to be considered.

THREE (3) COPIES OF THE COMPLETED APPLICATION AND ALL SUPPORT MATERIALS SHOULD BE SENT TO:

SCCIP Committee, c/o Rebecca Cann, Cultural Planning Supervisor
Recreation and Community Services Department, City of St. Catharines, 320 Geneva St., PO Box 3012, St. Catharines, ON L2R 7C2
For information, please call 905-688-5601 ext 3144 or email rcann@stcatharines.ca.



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TERMS AND CONDITIONS OF FUNDING page 2

Successful applicants will be expected to adhere to the following Terms and Conditions:

ACKNOWLEDGMENT OF FUNDING

The applicant shall acknowledge the City of St. Catharines in all advertising, publicity, programs, signage, and plaques relating to the organization and/or project to which funds are granted. The recipient and project artists shall not hold the City as a partner or otherwise responsible for any obligations relating to the organization and project.

PURPOSE OF FUNDS

SCCIP funds shall only be used for the purposes outlined in the letter of approval and any attachments thereto. Changes in the proposal shall only be made with the City's written approval. Any unused portion of the funds remains the property of the City of St. Catharines, and must be returned to the City.

DISPOSAL OF ASSETS

The recipient and project artists shall not sell, lease or otherwise dispose of assets purchased in whole or part with City funds, without prior written consent of the City.

REPAYMENT OF FUNDS

The recipient and project artists shall repay to the City the whole or any portion of the funds if the recipient or project artists:

- cease operating or fail to complete the project;
- has knowingly provided false information in their application;
- uses the funds for purposes other than those detailed in the application;
- breaches any of the terms and conditions of this Agreement;
- breaches any of the provisions of the Human Rights Code, in the operation of this organization and/or project;
- commences, or has commenced against them, any proceeding in bankruptcy or is adjusted a bankrupt;

Where required, the funds shall be repaid by cheque, payable to the "City of St. Catharines" and mailed to: Recreation and Community Services, 320 Geneva Street, P.O. Box 3020, St. Catharines, ON, L2R 7C2

ACCOUNTING

The recipient and project artists shall keep and maintain all records, invoices and other documents relating to the Grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain records for a period of three (3) years. The recipient and project artists authorize the City and its agents at all reasonable times to inspect and copy any records, invoices and documents relating to the Grant, in the possession, or under the control, of the recipient.

REPORT

The recipient and project artists shall provide a report to the City within three (3) months of completion of the project or year, providing all details required by the City and, upon request of the City, shall submit interim progress reports.

COPYRIGHT AND PAYMENT OF ARTISTS' FEES

Grants are conditional upon the applicant's compliance with copyright laws and the appropriate payment of artists' fees.

ADDITIONAL TERMS

The City shall be entitled to impose such additional terms and conditions in its letter of approval, at its discretion.

CONSENT TO RELEASE

The applicant/recipient consents to the release of information contained in its application and in any reports submitted under these terms and conditions, all pursuant to section 17(2) of the Municipal Freedom of Information and Protection of Privacy Act.

AUTHORIZATION FOR APPLICATION

I have reviewed the Terms and Conditions outlined above and confirm that this application responds to the contents outlined.

Artist Applicant (Signature) (Name)

Representative of Partnering Community Organization (Signature) (Name) (Title)



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ARTIST IN THE COMMUNITY PROGRAM 2010 APPLICATION page 3

A/ PROJECT DESCRIPTION

Please answer the following questions in a separate report, to a maximum of five (5) pages in length.

1. Provide an overview of the project and include the artistic vision and/or aesthetic point of view behind the project.
2. Describe the collaborative component of the project, including but not limited to: the nature of the partnerships involved and the responsibilities of each party; how the artist will work with community members; and the public presentation component of the project.
3. How will the project engage St. Catharines residents with interests and issues relevant to the community?
4. Provide a detailed project budget, including all expenses and revenues.
5. Provide brief bios/descriptions of each of the participating artists and partnering organizations and describe their role in the project.
6. What outcomes do you anticipate and how will you measure your success, both quantitatively and qualitatively?
7. If you do not get the full amount of funding requested, how will you address the shortfall?
8. If any of the project partners have received funding through SCCIP previously, please attach one copy of any outstanding Final Reports.

PLEASE ATTACH THE FOLLOWING INFORMATION TO YOUR APPLICATION:

B/ ARTIST INFORMATION REQUIRED

- Resumes of each participating artist.
- Support materials including, but not limited to: 20 pages

of a script, book or other publication; cd or cassette up to 15 minutes in length; a videotape or DVD up to 10 minutes in length; slides of participating artists' work (a maximum of 10 per artist).

C/ SPONSORING ORGANIZATION INFORMATION REQUIRED

- Letter from Sponsoring Organization, signed by authorized personnel, describing reason for sponsorship and support for participating artists.
- Most recent audited financial statements.
- Copy of incorporation documents.

D/ PARTNERING COMMUNITY ORGANIZATION/S INFORMATION REQUIRED

- Letter from Partnering Non-Arts Organization/s, signed by authorized personnel, describing reason for participating in the project and responsibilities being undertaken.
- Copy of incorporation documents.

E/ FINAL REPORTS

All successful grant recipients will be expected to provide a Final Report outlining their use of the City's funds. Please indicate how you met the goals of SCCIP in your report, describe the successes and challenges of the collaborative process and provide final actual budget figures in keeping with your original budget presentation.

ADDITIONAL ELIGIBILITY FOR THE ARTIST IN THE COMMUNITY PROGRAM

Please see the *General Guidelines for the St. Catharines Cultural Investment Program* for core eligibility and ineligibility criteria.

- Project must include work with a professional artist: an individual making all or part of their living from their cultural practice and/or identified by their peers and/or themselves as primarily committed to their practice over other income-producing and life activities.
- Participating organizations should be a not-for-profit corporation registered with the province of Ontario and have been active for at least six (6) months.
- All applicants must pay principal artistic contributors for their services in accordance with generally accepted professional standards, and according to the applicant's practices and associations.

ROLE OF SPONSORING ORGANIZATION

The Sponsoring Organization must be an established and incorporated organization that has the expertise to assess the feasibility of the project and the ability of the artists to engage community members in a collaborative process. If the applicant is successful, all monies will be paid to the Sponsoring Organization, with a recommended payment schedule to the project leaders outlined in a letter of approval.

ROLE OF PARTNERING COMMUNITY ORGANIZATION

The success of the project relies on an effective and committed partnership between all participating parties. The Community Organization will have the ability to link the artist/s effectively with the non-arts participants in the project. The organization must be a registered not-for-profit and must have a track record of interacting with St. Catharines residents. If the applicant is successful, all monies will be paid to the Community Organization, with a recommended payment schedule to the project leaders outlined in a letter of approval.



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EVALUATION CRITERIA for the ARTIST IN THE COMMUNITY PROGRAM page 4

Applicants will be assessed with the following criteria:

PROJECT INTEGRITY

- Strength of the proposed collaborative process between the artist(s) and community participants
- Artistic merit of the artist(s)' previous collaborative work
- Overall merit of the project as a vehicle for collective experience and public expression
- The collaborative process is strong and the work effective in expressing community interests and issues

In addition, the project and sponsoring organization will be assessed with the following criteria, as applicable:

COMMUNITY IMPACT

- Public access to the work is a priority, including access by St. Catharines' diverse communities
- The organization has the ability to connect to an audience and/or to develop a new audience
- There is a level of engagement with other artists, arts organizations and community groups
- The project is anticipated to have an impact in the cultural community and the community at large, including distinct communities

CULTURAL INTEREST

- The organization has demonstrated standards of artistic/cultural achievement in past activities
- The vision of the project is innovative, creative and inclusive
- The proposed project/activity is distinct and innovative in the context of comparable activities in St. Catharines
- The project/activity provides unique opportunities for artists, other cultural organizations and the public

ORGANIZATIONAL COMPETENCE

- There is a clear mandate, competent administration and a functional board
- There is financial stability and accountability
- There is an overall quality and impact in the applicant's recent activities
- The current proposal is well planned and achievable
- Appropriate publicity/marketing plan exists for the project
- There is a demonstrated need for financial assistance from the City
- Where there are multiple partners, there is a clear relationship between and among the partners

PURPOSE AND GOALS OF SCCIP

- Does the organization, through its services and plans, serve the purpose and goals of SCCIP?

ARTIST IN THE COMMUNITY APPLICATION CHECKLIST

Please submit three (3) copies of the completed application and all support materials. Please do NOT use staples when collating your application materials. You should have the following items in your completed package:

Please ensure the following is included in your application:

- A completed and signed application form.
- A separate report answering all questions in Part A.
- Resumes of each participating artist.
- Support materials including, but not limited to: 20 pages of a script, book or other publication; cd or cassette up to 15 minutes in length; a videotape or DVD up to 10 minutes in length; slides of participating artists' work (a maximum of 10 per artist).
- Letter from Sponsoring Organization, signed by authorized personnel, describing reason for sponsorship.
- Most recent Financial Statements of Sponsoring Organization.
- Copy of Incorporation documents from Sponsoring Organization.
- Letter from Partnering Community Organization/s, signed by authorized personnel, describing reason for participating in project and responsibilities being undertaken.
- Copy of Incorporation documents from Partnering Non-Arts Organization/s.
- Signed Terms and Conditions of Funding.
- One copy of any outstanding Final Reports.

For more information please contact Rebecca Cann, Cultural Planning Supervisor; City of St. Catharines, at 905-688-5601 ext 3144 or rcann@stcatharines.ca.