ONTARIO ARTS COUNCIL
CONSEIL DES ARTS DE L'ONTARIO
an Ontario government agency
un organisme du gouvernement de l'Ontario

*Personal / Personnel

Status: Draft

Deadline: Touring and Circulation Projects - April 10, 2025

Application Type: Touring and Circulation Projects

Applicant:

Content Note

> This tab is optional. You can use it to provide information about your application. It does not affect the assessment of your project.

What is a content note?

A content note is a verbal or written notice that precedes potentially sensitive content. It indicates in advance any topics that the audience may find triggering or distressing.

While some readers are OK with encountering these topics without advance notice, others appreciate being able to prepare themselves, especially if the content could lead to them reliving painful experiences.

If you believe your **application**, **artistic examples** or **support documents** contain potentially sensitive content, please provide a brief content note below as a courtesy to OAC staff and assessors.

We'll make sure that this program's assessors know that the absence of a content note does not guarantee the absence of content they may find challenging.

Do you want to provide a content note?

More about content notes

Project Information

Project Title (Maximum 15 words)

Project Summary (Maximum 25 words)

Project Category

> From the list below, select the category that best applies to your project.
>
> Only Ontario-based not-for-profit arts organizations and for-profit book and magazine publishers are eligible to Category 2.

Total amount you are requesting from OAC

> This amount will be auto filled from the budget section.

Project Category 2

> Which best describes your tour/event? Select all that apply.

Artistic Discipline

> What is the main artistic discipline involved in the proposed project? Select one only.

Does your project include a school tour in Ontario?

> See school tour definition on the program web page.
>
> Note: This program funds school touring in Ontario only.

Start Date of Your Project

> The activity for which you are requesting funding cannot start before August 22, 2025.

End Date of Your Project

> The activity for which you are requesting funding cannot be completed before August 22, 2025, and must be completed by August 22, 2027.

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Background

> Make sure that the information you give in this section shows that you are eligible to apply for this program. See the Guide to OAC Project Programs and the program web page for information about eligible applicants and ask program staff if you are not sure.

Tell us about who you are as an artist, arts professional, group or organization. (Maximum 300 words)

> **Writing tips:**
>
> - This is the place to tell the story of your artistic journey up until now and to describe what is important to you in your work and why.
>
> - Remember that your application will be assessed by a multidisciplinary panel of artists and presenters who may or may not be familiar with you or your group/organization.
>
> - Include information about your experience or goals in touring, building audiences, market development, or cultivating relationships with presenters.

Describe the context in which you work. You may choose to include information about your environment, community, artistic influences and cultural identity or, as relevant, your connection to OAC priority groups and how they have had an impact on you or your organization's art, career/development and decisions. (Maximum 300 words)

> **Writing tip**: This may include information about presentation and touring networks, challenges and opportunities for your artistic practice or your community.

Applicant CV(s), Resumé(s) and Bio(s)

Either use the field provided to enter your CV(s), resumé(s) or bio(s) (maximum 1,000 words); or use the upload button to upload 1 document in PDF format (maximum 3 pages).

Writing tips:

- If you are applying from an individual profile, include your CV, resumé or bio.

- If you are applying from a group or organization profile, include those of group members or key staff who are participating in or supporting the tour.

- Go to OAC's website for tips on preparing CVs, resumés and bios for a grant application to OAC.

Enter the address for your website

> Your website will be briefly reviewed by assessors. The important information you want to share with assessors about your experience, artistic practice and project should still be included in your answers to the application questions.

Support Material

Support Material

If files or links do not conform to the basic upload requirements (types, formats, sizes and minimum/maximum number of files), the system will prevent the application from being submitted.

If the provided artistic examples and support documents do not meet all program application requirements, the submitted application will be considered ineligible and will be withdrawn from the competition.

Assessors will not read documents that have not been requested or review support material for longer than the maximum time allowed. For audio and video examples, if the total running time exceeds the maximum length allowed, specify which part you want assessors to review.

Artistic Examples

Describe how the artistic examples below relate to your project. (Maximum 150 words)

Instructions

Provide exactly 2 artistic examples (mandatory).

Choose the format that best shows the artistic work you want to tour. Performing arts applicants are encouraged to submit video support material when possible.

- **Video (maximum 2 examples, maximum 3 minutes each)**
  - **Tips:**
    - Do not submit promotional videos.
- **Audio (maximum 2 examples, maximum 3 minutes each)**
- **Images (maximum 10 images)**
  - Note: 5 images count as 1 artistic example.
- **Manuscripts (maximum 2 documents in PDF format, maximum 3 pages each)**

Audio - File Uploads

- Acceptable formats: MP3, WAV

- Maximum size: 20 MB per file

- **Do not use accents or special characters in your file names as they may cause application submission errors (for example: " ' ; : ~ ! % ^ *).**

For each example, click on **Edit Required Information** "www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30" title="Edit Required Information Icon" /> to provide assessors with details.

Video - File Uploads

- Acceptable formats: AVI, MOV (QuickTime Video), MPEG, MP4, WMV (Windows Media Video)

- Maximum size: 500 MB per file. For files larger than 300 MB, we recommend uploading the file to Vimeo or YouTube and providing the link below.

- **Do not use accents or special characters in your file names as they may cause application submission errors (for example: " ' ; : ~ ! % ^ *).**

For each example, click on **Edit Required Information** "www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30" title="Edit Required Information Icon" /> to provide assessors with details.

Images - File Uploads

- Acceptable formats: .jpg, .png

- Maximum size: 5 MB per image

- **Do not use accents or special characters in your file names as they may cause application submission errors (for example: " ' ; : ~ ! % ^ *).**

For each example, click on **Edit Required Information** "www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30" title="Edit Required Information Icon" /> to provide assessors with details.

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Manuscripts - File Uploads

- Acceptable format: PDF

- All documents' page orientation should be portrait, NOT landscape.

- Written material should use a sans serif font of at least 11-point (for example, Arial or Helvetica).

- **Do not use accents or special characters in your file names as they may cause application submission errors (for example: " ' ; : ~ ! % ^ *).**

Support Documents

Instructions

- Each type of support document listed below has its own instructions. Read them carefully to ensure that you:
  - submit all required support documents for your program category
  - respect any limits on the number or length of files
- All documents (except for promotional materials) should use a sans serif font of at least 11-point size (for example, Arial or Helvetica).

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Bios, CVs or Organization Summaries of Key Project Collaborators

(optional, 1 document in PDF format, maximum 3 pages)

Writing tip: These collaborators should also be listed on the Project Plans tab. This could include presenters or hosts, or other collaborating artists, and agents or tour managers, if they haven't been described in the previous section.

One signed Contract or Letter of Invitation

(mandatory, maximum 2 documents in PDF format, maximum 4 pages each)

Contract: a written agreement between the touring artist(s) and the presenter, presenting network, school board or host, signed by both parties. The contract should confirm the name of the work being presented, the venue and dates of the presentation; and whether support will be in the form of a guaranteed fee, shared box office, or significant in-kind contributions such as venue, technical support and/or publicity and marketing. The contract can state that the activity is conditional on the applicant receiving other financial support for the tour.

Letter of Invitation: an invitation from the presenter, presenting network, school board or host confirming the intention to present the applicant. The letter should confirm the name of the work being presented, the venue and dates of the presentation; and whether support will be in the form of a guaranteed fee, shared box office, or significant in-kind contributions such as venue, technical support and/or publicity and marketing. The letter can state that the activity is conditional on the applicant receiving other financial support for the tour.

Additional Contracts or Letters of Invitation

(optional, maximum 3 documents in PDF format, maximum 4 pages each)

Project Plans

What are you planning to do, and what do you want to achieve with this project? (Maximum 425 words)

Writing tips:

- Describe the artistic idea(s), plans and process.

- Focus on the artistic work you would like to tour, and why you want to tour it.

- If you are planning an artistic residency or community-engaged collaboration, describe how you will be creating and sharing your project, and why you want to do so in this community.

- If you are planning any audience building, market development or presenter networking engagements, briefly describe and tell us why you want to promote your artistic work in these ways.

- If your project includes using artistic material or stories that are not your own, explain how you have gotten or will get the permission to use them (for example, copyright clearance).

- If your project involves cultural practices that are not your own, describe how you have made or will make sure that you are engaging with them appropriately.

- If you have planned your tour considering its environmental impact, you can describe this here.

Do you plan to involve other people or organizations in your project?

Note: This could include presenters or hosts, other collaborating artists, arts workers (such as administrators, technical crew), agents or tour managers, and other arts and non-arts organizations, businesses, or groups.

How will this project contribute to your development (or to your group's overall goals)? (Maximum 200 words)

Writing tips:

- Explain how your engagements will heighten recognition of your work and create new opportunities for you.

- If your project includes self-presentation, include an audience or market development rationale.

What audiences, participants, communities, partners and artists do you intend to reach? What immediate and ongoing benefits do you expect the project will have for them? (Maximum 450 words)

Writing tips:

- Include and explain any benefits to OAC priority groups.

- Explain how your engagements will expand access to your work for audiences.

What are your plans to reach your intended audience, participants or community? (Maximum 225 words)

Writing tip: If the presenters or hosts will be supporting this activity, describe what they will be providing to the best of your knowledge.

Budget

Your budget must balance at $0 (total expenses equal total revenues).

Make sure that this budget matches the project you described in the rest of the application.

Writing tips:

- Do not include in-kind support.

- See the program web page for more detailed information on eligible expenses.

- If your budget includes these revenues or expenses, please use these lines:
    - Applicant's personal contribution: **Individual donations** line
    - Crowdfunding: **Individual donations** line
    - Production/programming expenses for insurance/travel/transportation that are specific to the tour: **Touring Expenses** section
    - Administrative expenses for marketing/promotion that are specific to the tour: **Touring Expenses** section
    - Tour-related insurance, travel, transportation, marketing and promotion: **Touring Expenses** section

Budget notes

Either use the field provided to enter your budget notes (maximum 1,000 words); or use the upload button to upload 1 document in PDF format (maximum 3 pages).

Tips:

Make sure that these budget notes match your budget and the project you described in the rest of the application.

As relevant to your project, your budget notes should:

- explain how you are estimating project revenues
  - Include the total guaranteed presentation fees and/or share of box office for presentations or exhibitions
- describe any in-kind contributions
- list individual artist fees (for example, for performers, artist workshop presenters, artistic directors, royalties)
- show how artist fees and other costs are calculated
  - Note: The program does not fund living and personal expenses. Do not provide details of your living and personal expenses as the rationale for the calculation of artist fees. Artist fees may be used at the discretion of the artist.
- state if you are basing fees on standard rates set by artists' associations, unions etc.

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OAC Statistics

> **The following information is being gathered for OAC research purposes only. This information will not be seen by assessors and will not be considered in determining any grant amount.**

Festival

Is the project you are applying for a festival, or is your organization a festival? *(See OAC's definition of festival below.)*

OAC Definition of "Festival"

An event including an organized and multi-faceted program of arts activities that takes place within a defined and concentrated period of time of one or more days. A festival may be one-time, but is usually held on a recurring basis – most often annually. Examples of types of festivals include (but are not limited to): Indigenous arts festivals, pow wows, dance festivals, literary festivals, music festivals, fringe theatre festivals, media arts/film festivals, photography festivals, folk arts festivals, art fairs, multidisciplinary festivals, and community arts festivals.

NOTE: The following are NOT considered as festivals for OAC's purposes:

- Ongoing series of arts activities/events presented either at regular intervals (e.g. every month) over an extended period of time or seasonally

- Commercial trade fairs/conferences

- Individual works that will (or may) be shown as part of a festival (where the applicant is not the festival organizer)

Declaration

This information is for OAC only and is not used by assessors for assessment purposes during the evaluation of your application.

I am submitting my application in:

Voluntary Disclosure of Contact Information

If you receive a grant, OAC would like to share some of your contact details with the Ministry of Tourism, Culture and Gaming (MTCG) and with your Member of Provincial Parliament (MPP). News about your grant helps your MPP learn about your work and the positive impacts of public arts funding.

The MPP may contact you to congratulate you personally.

The OAC will share the following information:

- your name
- your email address
- your phone number
- your mailing address
- your grant amount
- your project summary
- description of the program through which you received the grant

Do you give OAC permission to share this information with the MTCG?

> You can change your answer here at any time until OAC sends the information for this deadline to MTCG (approximately four months after the deadline).

View Terms and Conditions – OAC Project Grant Applications

> **I acknowledge that I have read and understood the Terms and Conditions that govern applications to the Ontario Arts Council**

View Terms and Conditions – Receipt of OAC Project Grant Funds

> **I acknowledge that I have read and understood the Terms and Conditions that govern receipt of Ontario Arts Council funds**

Applicant Declaration

I confirm that the information I have provided in this application for funding assistance is true, accurate and complete in every respect. I understand that providing false information may result in legal liability to me and, where applicable, my co-applicant and/or the members of the group and/or organization on whose behalf I am submitting this application.

I also confirm that I have obtained the necessary consents of all relevant individuals to provide their information to OAC and for OAC to use and/or disclose this information as set out in the Terms and Conditions.

By checking the box below, I agree to abide by Ontario Arts Council's Terms and Conditions governing applications to OAC through its online application system (Nova) and the receipt of funds.