

**Status:** Draft

**Deadline:** Northern Arts Projects - April  
30, 2025

**Application Type:** Northern Arts  
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 one of the following that best applies to your project.

**Total amount you are requesting from OAC**

---

This amount will be auto filled from the budget section.

## Artistic Discipline

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

## Applicant Type

Select one of the following applicant types that best represents the key applicant:

## Start Date of Your Project

The activity for which you are requesting funding cannot start before April 30, 2025.

## End Date of Your Project

The activity for which you are requesting funding cannot be completed before September 11, 2025, and must be completed by September 11, 2027.

## 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 tip:** 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.

If you are applying as an organization, state your mandate.

**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)**

### **Applicant CV(s), Résumé(s) and Bio(s)**

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

If you are applying from an individual profile, include your CV, résumé or bio (and your co-applicant's, if applicable). If you are applying from a group or organization profile, include those of group members or key staff who will be leading your project.

Go to OAC's website for [tips on preparing CVs, resumes 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 a minimum of 1 artistic example (mandatory, maximum of 5 minutes of viewing, listening or reading material).** Choose from the following types of artistic examples, as most relevant to your project.

### **Projects involving only one artist:**

- **Video (maximum 2 examples)**
- **Audio (maximum 2 examples)**
- **Images (maximum 10 images)**
  - Note: In this case, 1 image counts as 30 seconds of viewing time.
- **Manuscripts of literary material, music scores, scripts, zines, etc. (maximum 2 files, maximum 10 pages in total)**
  - Note: 1 page counts as 30 seconds to 2 minutes of reading time based on the nature of your material.

### **Projects involving multiple artists:**

- **Video (maximum 4 examples)**
- **Audio (maximum 4 examples)**
- **Images (maximum 20 images)**
  - Note: In this case, 1 image counts as 15 seconds of viewing time.
- **Manuscripts of literary material, music scores, scripts, zines, etc. (maximum 4 files, maximum 10 pages in total)**

- Note: 1 page counts as 30 seconds to 2 minutes of reading time based on the nature of your material.

### Tips:

- You may combine different types of artistic examples, as long as the total viewing, listening and/or reading time is five minutes or less.
- For projects involving multiple artists, keep in mind that the five-minute maximum still applies, even if you choose to include more examples.
- For the **Working with Community** category, applications should include examples from both the individual and community-engaged practices of the artist(s) involved in the project.

### 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](http://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](http://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](http://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.

## 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).

## Bios, CVs or Organization Summaries of Key Project Collaborators

---

(optional, 5 documents in PDF format, maximum 10 pages in total)

**Writing tip:** If your project involves collaborators, it is strongly recommended to include this information. These collaborators should also be listed on the Project Plans tab.

## Letters of Reference or Support

---

(optional, in PDF format, maximum 2 letters, maximum 1 page each)

**Tip:** Letters should speak directly about the artist or the project.

## Letters of Confirmation or Commitment

(optional, in PDF format, maximum 2 letters, maximum 1 page each)

**Tip:** Include letters, as applicable, from artists, collaborators, or partners involved in the project.

Letters of confirmation/commitment are particularly helpful for **Working with Community** projects.

## Lyrics to songs attached as artistic examples

(only for music projects, optional, in PDF format, maximum 2 pages)

## Treatment excerpt, outline or synopsis

(only for media arts projects, optional, in PDF format, maximum 2 pages)

## Past Programming

---

(only for festival and series presentation applicants, optional, in PDF format, maximum 2 pages)

**Tip:** Festival and series presenters who have not yet confirmed participating artists but have run the event previously should consider including the previous year's schedule.

## 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.
- **New Works:** Explain how many works will be created and the size, scope and/or scale of the work/project. If the project takes place outside of northern Ontario, provide a reason.
- **Skills/Career Development:** Write about the professional/artistic need this opportunity will meet and how it will be delivered. If the project takes place outside of northern Ontario, provide a reason.
- **Working with Community:** Describe the relationship between the artist(s) involved and the community, and the creative process that participants will be engaged in. Projects must take place in northern Ontario.
- **Presentation:** Public presentations/events must take place within northern Ontario.
- 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.

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

---

Note: This could include artists, arts workers (such as administrators, technical crew), 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)

---

### 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 tip:** Include and explain any benefits to OAC priority groups.

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

---

### 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

**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, table preferred (maximum 2 pages).

**Writing 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 if your project involves other funding sources
  - For example, indicate how **Revenues from box office/admissions/co-productions/touring/exhibition rental/presenting/distribution** projections have been determined or relate to your past experience.
- 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
  - For example, if an artist will be paid a daily rate, give the rate and the number of days they will work.
  - 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 institutions
- specify what larger expenses include (for example, venue rental includes one week of rehearsals, one week of shows, use of a sound system, technical staff)

## 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:**

---

OAC accepts applications in English or French. Assessment panels in this program are held in English. If there are French-language applications at this deadline, applications are translated and at least one assessor will be francophone. If this deadline receives enough French-language applications, a separate meeting with francophone assessors may be convened.

## 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.**