

**Status:** Draft

**Deadline:** Artists in Communities and  
Schools Projects - April 23,  
2025

**Application Type:** Artists in  
Communities and  
Schools 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.

The Two-Year Project category is available to community-engaged arts collectives and organizations that have received two or more OAC project grants through Community-Engaged Arts or Arts Education grant programs within the last five years.

## Additional Funds

Additional Mentorship funds (\$3,000 maximum) are available to help cover the costs involved in mentoring professional artists from OAC priority groups, to build their skills and experience in planning and/or facilitating community-engaged arts projects.

Applicants in any category can include mentors or mentees in their 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.

**What is the setting in which the proposed project activity will occur? (Select all that apply)**

---

**Are you partnering with a school(s)?**

---

**Are you a government-funded health organization, or are you partnering with one?**

---

**Identify the participant's age group engaged in your proposed project. Select all that apply.**

---

**If your proposed project activity occurs in schools, which grades will you work with during the proposed project? Select all that apply.**

---

**This project has confirmed partners in the following sector(s). Select all that apply.**

---

**Start Date of Your Project**

---

The activity for which you are requesting funding cannot start before April 23, 2025.

Note: The proposed application activity start date can be on or any date after the program deadline date. If start date is prior to the grant notification date, funding sources other than this grant are recommended.

## End Date of Your Project

The activity for which you are requesting funding cannot be completed before September 4, 2025, and must be completed by September 4, 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.

Reminder: OAC grants to individuals are taxable income. If you apply as an individual and receive a grant over \$500, you will be issued a T4A form (even if you apply on behalf of a group).

---

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

---

**Writing tips:**

- For **artists, arts groups/collectives, and arts organizations**: Describe your overall artistic practice and/or vision, the disciplines you work within, your artistic influences and the themes that you explore. Arts organizations, please also include your mandate, and consider sharing your mission, vision, and values.
- For **non-arts community groups and non-arts organizations**: Describe your overall work, history and achievements as they relate to supporting community. Include your mandate and/or mission.

**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:** The OAC's priority groups are Indigenous artists, artists of colour, Deaf artists and artists with disabilities, new generation artists (18-30 years old), artists living in regions outside of Toronto, and Francophone artists.

## 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).

**Writing tip:** If you are applying from an individual profile, include your CV, résumé or bio (and your co-applicant's, mentor's, or mentee'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 2 artistic examples (mandatory).**

### Important:

- You must provide a Professional Practice example **and** a Community-Engaged example.
- If you are applying for additional mentorship funds, please include artistic examples of your



mentee, and their mentor if this person is not the applicant.

**Professional Practice Example(s) (mandatory, maximum of 2.5 minutes of viewing, listening and/or reading material)**

Example(s) should represent your work as an artist or that of the professional artist(s) involved in the project (this should not include examples of work as a facilitator)

- **Video (maximum 2)**
- **Audio (maximum 2)**
- **Images (maximum 10)**
  - Note: 1 image counts as 15 seconds of viewing time.
- **Manuscript of literary material, music scores, scripts, zines, etc. (maximum 5 pages)**
  - Note: 1 page counts as 30 seconds to 2 minutes reading time based on the nature of your material.
  - **Tip:** Do not include media reports, clippings, brochures, posters or promotional material (Exception: theatre artists may include programs, posters, etc. from past productions).

Note: File names must include the words "professional practice example".

**AND**

---

**Community-Engaged Example(s) (mandatory, maximum of 2.5 minutes of viewing, listening and/or reading material)**

Example(s) should demonstrate the ability of the artist(s) involved in the project to facilitate community-engaged arts experiences. These could include examples of the final product and/or the creative process.

- **Video (maximum 2)**
- **Audio (maximum 2)**
- **Images (maximum 10)**
  - Note: 1 image counts as 15 seconds of viewing time.
- **Manuscript of literary material, music scores, scripts, zines, etc. (maximum 5 pages)**
  - Note: 1 page counts as 30 seconds to 2 minutes reading time based on the nature of your material.
  - **Tip:** Do not include media reports, clippings, brochures, posters or promotional material.
- **Important:** If you do not have community-engaged examples:
  - You must attach 2 letters of reference (maximum 1 page each) using the Manuscript upload.
  - Do not replace your community-engaged example with an additional professional practice example.

Note: File names must include the words "community-engaged example" or "letter of reference".

## 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, 2 documents in PDF format, 4 pages in total)

**Writing tip:** Please include relevant information about your partner(s) for this project. These collaborators should also be listed on the Project Plans tab.

## Letters of Confirmation or Intent

(mandatory, in PDF format, maximum 1 page per letter, maximum 10 pages total)

**Tip:** Letters must be written by the partner(s) on the project, not by the applicant. Community applicants must include letters from their arts partners (see below). Arts applicants must include letters from their non-arts community partners. If you cannot get a partner letter, your application is considered ineligible and will be withdrawn.

Letters must confirm participation in the current project over a specified time period. They may additionally speak to community relationships, contribution to the project, expected impacts and value of the project, etc. All letters must be signed, and ideally be written on letterhead. Do not include reference letters.

(Exception: Applicants to the Planning category who are in the early stages of the project must submit letters of intent from potential partners instead of letters of confirmation.)

**Reminder:** Eligible projects must include a project partner.

- Arts applicants (professional artists, arts collectives, ad hoc arts groups, or arts organizations) must have a confirmed non-arts community partner.
- Non-arts organizations, schools run by First Nations or Indigenous education authorities, and school boards must have a confirmed arts partner. Arts partners can be professional artists, arts collectives, ad hoc arts groups, or arts organizations.

## Project Plans

---



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

### Writing tips:

- For the **Planning** category, include the following:
  - your goals for the planning phase of the project
  - the strategies and activities you will use to meet the goals of the planning phase
- For **Project** categories, it is recommended that this section be written by or with the lead artist(s). Include the following:
  - your approach to the creative process from beginning to end
  - how participants will influence the artistic direction of the project
  - how you will address relevant cultural protocols in the project design and delivery
- 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?

---

**Writing tip:** This may include other artists, arts workers, mentees and their mentors (for projects seeking additional funds for mentorship), Elders, advisors, arts and non-arts organizations.

### 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:** Describe the unique demographics, intersectional identities, characteristics, challenges, and opportunities of the audiences, participants, and communities you intend to reach.

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

---

### Describe how the safety and well-being (physical, emotional, social, or other) of all involved in the project are addressed in your project plan. (Maximum 250 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 include in-kind revenue and corresponding expenses.
- See the program web page for more detailed information on eligible expenses.
- If your budget includes a personal contribution to revenues, or revenues earned through crowdfunding, list these within the **Individual donations** budget line.

**Non-arts applicants:** You may request grant funds only for artist fees and artist expenses (travel, accommodations, meals, Vulnerable Sector Checks, etc.), materials, supplies, and arts equipment rentals. You may not use this grant for your own administrative or co-ordination costs. However, they may be included in the budget so long as other confirmed revenue sources to fully cover these costs are also included.

**School boards (excluding schools run by First Nations and Indigenous education authorities):** You may request grant funds only for artist fees and artist expenses (travel, accommodations, meals, Vulnerable Sector Checks, etc.). You may not use this grant for materials, supplies, arts equipment rentals, school board administrative or co-ordination costs. However, they may be included in the budget so long as other confirmed revenue sources to fully cover these costs are also included.

**Mentorship:** If you are applying for additional mentorship funds, **do not** include fees and expenses related to the mentorship in the OAC budget form.

**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 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
  - For example, indicate how **Revenues from box office/admissions/co-productions/touring/exhibition rental/presenting/distribution** projections have been determined and/or relate to your past experience.
- state if other contributions are confirmed
- describe any in-kind contributions
- list individual artist fees and show how artist fees 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 or arts service organizations.
- specify what larger expenses include (for example: cost per canvas × 30 canvases per class for 10 classes = cost for 300 canvases)

## 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)

## **Program-specific Statistics**

---

## 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.**