



## Professional Artists' Travel Fund

The **Professional Artists' Travel Fund (PATF)** is available to professional artists and groups invited to take part in unexpected activities that will enhance their careers. Such activities would include the presentation, development, or celebration of the artist's work.

### Eligibility:

This program is open to all artistic disciplines served by ArtsNL (dance, film, multidiscipline, music, theatre, visual arts, writing).

**Definition of a professional artist:** A person shall be considered to be a professional artist if that person satisfies 4 of the following criteria, including at least one of the criteria referred to in paragraphs (a) to (c):

- (a) the person receives or has received compensation which can be included in professional or business income;
- (b) the person has a record of income or loss relevant to the history of his or her work and appropriate to the span of his or her artistic career;
- (c) the person has received public or peer recognition by publicly disseminated critical reviews or appraisals or by similar means;
- (d) the person has presented his or her work to the public by means of exhibitions, publications, screenings, performances, readings, or by other means appropriate to the nature of his or her work;
- (e) the person is represented by a dealer, publisher, agent or similar professional representative appropriate to the nature of his or her work;
- (f) the person devotes a reasonable proportion of his or her professional time to promoting or marketing his or her work;
- (g) the person
  - (i) has received professional training in an educational institution from a practitioner recognized in his or her profession, or
  - (ii) is self-taught within the established practices of the person's cultural traditions;
- (h) the person has membership in a professional association, appropriate to his or her artistic activity,

- (i) whose membership is or categories of membership are limited under standards of the association, or
  - (ii) which is a trade union or equivalent appropriate to his or her artistic activity; and
- (i) the person holds copyright in his or her own work and has received royalty or residual payment based on that copyright.

**Definition of a professional arts group:** A group of individual artists who work in one or more of the artistic disciplines supported by ArtsNL:

- that has the creation and/or presentation of works of art as its **primary** activity
- that is composed of at least two individuals
- that has all members meeting ArtsNL's definition of a professional artist
- that charges artist fees at established national standards for the artistic discipline(s) and practice in which it operates
- that pays individual members artist fees at established national standards for the artistic discipline(s) and practice in which it operates
- that has internal oversight of the group's finances and can produce an annual financial statement

### **Residency and age requirements:**

Professional individual artist:

- Must be a Canadian citizen or have Permanent Resident Status
- Must be a current resident of Newfoundland and Labrador for a minimum of 12 consecutive months at the time of application
- Must be at least 18 years of age or have post-secondary standing

Professional arts groups:

- Must have been active in Newfoundland and Labrador for a minimum of one year at the time of application
- Must have actively engaged in professional arts activities within the last year
- Must have at least half its members residing in Newfoundland and Labrador
- Must have at least half its members who are at least 18 years of age, or have post-secondary standing

*Full-time students and arts organizations (or their representatives) are not eligible.*

**Eligible activities:**

- An invitation to attend a major performance of the artist's work
- A significant exhibition of the artist's work
- Receiving, or being nominated for an official regional, national or international honour or award
- Unexpected opportunities to work under an artist/teacher, or to access specialized equipment not available in Newfoundland and Labrador
- An invitation to act as a resource person at a conference, gathering, symposium, seminar, or other event
- An invitation to participate in regional, national, or international auditions

**Ineligible activities:**

- Travel that could have been predicted
- Travel that is part of an ongoing project
- Travel that could have been applied for under the Professional Project Grants Program.
- Activities that occur on a regular basis for which acceptance is not competitive (e.g. annual conferences, festivals, summer schools, etc.)

**Program funding:**

The PATF operates on four-month funding cycles each year (April 1 to July 31, August 1 to November 30, and December 1 to March 31). \$10,000 is available to be awarded each grant cycle, for an annual total of \$30,000.

**Funds may be exhausted before the end of a funding cycle.**

PATF applications are accepted on an on-going basis, and each **complete** application is processed as it is received. Applications may be submitted up to four weeks before the planned travel date.

**Maximum grant and eligible costs:** A grant of up to **\$750** is available for travel within the province, and up to **\$1,000** for travel outside the province. Eligible costs include return airfare, bus or train tickets, local transportation, hotel/accommodation, and per diems.

**Program guidelines:**

- Applications must be submitted using the official PATF application form. **Ensure you have the latest version.**
- Applications are accepted on an ongoing basis until funds are depleted in a given grant session.
- Within two business days of submitting an application, you will receive confirmation by email or telephone that your application is complete and will be sent for peer assessment, or if your application requires more information. Please call ArtsNL if you do not receive confirmation within that time.

- Applications must be typed or hand printed.
- Retroactive applications cannot be considered. **You must be informed your application is complete and will be sent for peer assessment before you make any bookings, or incur any travel cost related to your project.**
- It is recommended that applications be submitted at least four weeks prior to departure if possible.
- Only **one** travel grant can be awarded to an applicant in a 12-month period.
- **ArtsNL funding will only support travel based on the most economical route possible** (i.e. the cheaper overall travel cost for driving versus flying).
- Applications **must** include: a completed PATF application form, detailed description of the activity, letter of invitation from the host organization, complete budget of all revenues and expenses, up-to-date resume of key participants that confirms a professional arts practice and lists the province of residency for each individual, and **for groups only**, a financial statement for your last completed fiscal year
- Optional attachments: relevant support material
- **Final reports** on all past ArtsNL grants must be submitted before ArtsNL will release funding for a new project.
- When applying for new funding from ArtsNL, an applicant is permitted to have only **one** final report **owing** across all ArtsNL programs. In this instance, a final report is considered **owing** on any past project funded by ArtsNL that is past the project end date listed on the application, or extended on approval of ArtsNL staff before the current application has been submitted. **Applicants owing more than one final report across all ArtsNL programs will not be permitted to apply for further funding from ArtsNL.**

**Assessment:** Applications are evaluated by a peer assessment committee made up of two ArtsNL members. Applicants are normally informed of decisions within 14 days of submitting a complete application.

**Final report:** A final report on all projects funded by ArtsNL is typically required within three months of the project end date listed on the application form. **However, if an artist or group seeks new funding from ArtsNL, the final report requirements listed above will apply.** A final report form is available from the ArtsNL office or website.

**Forward questions and/or completed applications to:**

Katrina Rice, Program Officer  
ArtsNL

1 Springdale Street (The Newman Building)

P.O. Box 98 St. John's, NL A1C 5H5

Phone: (709) 726-2212 ext. 204

Toll Free in NL only: 1 (866) 726-2212 ext. 204 or 205

Fax: (709) 726-0619

[krice@nlac.ca](mailto:krice@nlac.ca)



## Professional Artists' Travel Fund Grant Application Form

**All applicants** must submit **1 copy** of the completed application (application form, detailed description of the activity, letter of invitation from the host organization, complete budget of all revenues and expenses, up-to-date resume of key participants). **Groups** must also submit **1 copy** of a financial statement for their last completed fiscal year. Applications must be typed or hand printed. Only fully completed applications will be considered. This application is available online at [www.artsnl.ca](http://www.artsnl.ca).

**NOTE:** If your application is successful, the **cheque** will be **made payable** to the **ARTIST(S)** or **GROUP** listed below

FILE NUMBER: \_\_\_\_\_

\*NAME (artist(s) or group): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/ TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

CONTACT PERSON (if different than above): \_\_\_\_\_

TRAVELING TO: \_\_\_\_\_

REASON FOR EVENT AND TRAVEL: \_\_\_\_\_

DATE INVITED TO EVENT: \_\_\_\_\_

DATE OF DEPARTURE: \_\_\_\_\_ DATE OF RETURN: \_\_\_\_\_

Applicants **MUST** include the following attachments:

- Detailed description of the activity you are travelling to attend
- Letter of invitation from the host organization
- A complete budget stating all revenues and expenses (*This application's budget form may be used.*)
- Updated resume(s) of key participants that confirms a professional arts practice and lists the province of residency for each individual

**Groups** applying **MUST** include:

- A financial statement for your last completed fiscal year. (It must include a list of revenues and expenses, annual surplus/deficit for the last completed year, and accumulated surplus/deficit for the group.)

Optional attachments:

- Relevant support material

**If you require support material to be returned:** please include a self-addressed stamped envelope with your application **OR** arrange to pick it up from the ArtsNL office. ArtsNL will hold on to support material for one year. After this period, any unpublished works/works in progress that have not been picked up will be shredded (as per ATIPP guidelines), and any published materials that have not been picked up will be sent to the provincial archives.

\*Privacy Notice: Under the authority of the Professional Artists' Travel Fund (PATF), personal information is collected to operate the program. This information is kept confidential and handled as required by the *Access to Information and Protection of Privacy (ATIPP) Act*. Questions or comments can be sent to Joshua Jamieson, ArtsNL Communications Officer & ATIPP Coordinator: [jjamieson@nlac.ca](mailto:jjamieson@nlac.ca), (709) 726-2212 ext. 203.

**BUDGET INFORMATION:**

Give specifics and amounts for each applicable category. A more detailed budget may be attached.

a) Travel (flight, mileage [35.34 cents/km.], bus, taxi, etc.) a) \$ \_\_\_\_\_  
(ArtsNL funding will only support travel based on the most economical route possible.)

\_\_\_\_\_  
\_\_\_\_\_

b) Accommodations b) \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

c) Per Diems c) \$ \_\_\_\_\_  
(Maximum \$49/day in province & \$55/day outside province)

\_\_\_\_\_  
\_\_\_\_\_

d) Other (specify) d) \$ \_\_\_\_\_

\_\_\_\_\_

**Budget Summary:**

e) **Total Expenses** e) \$ \_\_\_\_\_

f) **Total Income** from sources **other** than ArtsNL f) \$ \_\_\_\_\_  
(Indicate source and amount anticipated or confirmed.  
Indicate confirmed funding with an \*.)

\_\_\_\_\_

g) **Total Amount Requested** from ArtsNL (e – f = g) g) \$ \_\_\_\_\_  
(Up to \$750 for travel within Newfoundland and Labrador,  
or up to \$1,000 for travel outside Newfoundland and Labrador)

**DECLARATION**

By the following signature the applicant declares that:

- All statements made in this application are true.
- Any funds awarded will be used solely for the purposes stated therein, otherwise the monies will be returned to ArtsNL.
- Any publicity or promotional materials related to the work shall acknowledge the assistance of ArtsNL and include the ArtsNL logo, available from the ArtsNL office and website.
- I have been authorized by the membership of the applying group to sign this proposal on their behalf. (if applicable)
- I accept the conditions of the PATF and will accept the decision of the peer assessment committee.
- I have submitted all final reports for previous ArtsNL grants to this applicant. **If a report is owed, I understand that any funding awarded for this project will not be released until all final reports owed have been submitted and approved by ArtsNL staff.**

\_\_\_\_\_  
(Signature: **All** individuals applying must sign. **One** member of a group applying may sign on behalf of the group.)

\_\_\_\_\_  
(Date)