

## Professional Project Grants Program

The **Professional Project Grants Program** (PPGP) is available to **professional artists** and **professional arts groups** creating and/or presenting works of art in the disciplines of dance, film, music, multidisciplinary arts, theatre, visual arts, or writing. Grants support project costs related to creation, production, administration, travel, professional development, etc.

### Eligibility:

**Definition of a professional artist:** A person shall be considered to be a professional artist if that person satisfies four 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 their 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 this 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 their 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, age, and activity 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 twelve consecutive months at the time of submitting an application
- Must be at least 18 years of age or hold post-secondary standing

Professional arts group:

- Must have been active in Newfoundland and Labrador for a minimum of one year at the time of submitting an 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

### Application deadlines:

There are **two deadlines** per year:

- **March 15** for projects starting on/after **May 15**
- **September 15** for projects starting on/after **November 15**

If an application deadline falls on a weekend or holiday, the deadline will be moved to the next business day. **Four copies of a complete application must be received at the ArtsNL office by 4:30 p.m. on the application deadline, or postmarked by the deadline date (registered mail recommended for tracking purposes).**

**Program funding:** \$275,000 is available to be awarded in each grant session.

### **PPGP Grant Categories:**

**New Professional Artist or Group:** Maximum request

**\$4,000:** An individual artist with less than three years professional arts practice post education, or a group in which at least half of the members each has less than three years professional arts practice post education.

**Established Professional Artist or Group:** Maximum request

**\$10,000:** An individual with more than three years professional arts practice post education, or a group in which at least half of the members each has more than three years professional arts practice post education.

Successful applicants will be awarded a minimum of 75% of the funding requested. **Applicants can be awarded ONE grant through the PPGP in a 12 month period.**

**Professional arts practice** includes activities in which an artist works on a creative artistic project, and makes income from that activity, and/or the presentation of the results of that activity in the artistic discipline in which funds are being requested in an application.

**Post education** typically falls into two categories.

- For individuals who undertake formal arts studies, it refers to when he or she has completed studies and/or is no longer a full time student.
- For individuals who are self-taught, or work in an art practice that does not include formal training, it would refer to secondary school, or after the individual reaches the age of 18.

### **Program guidelines:**

- Applications must be submitted using the official PPGP application form. **Ensure you have the latest version.**
- **Incomplete or late applications will not be considered for funding.**
- Applicants are encouraged to book a meeting with program staff to discuss their application well before the application deadline.
- Applications must be typed or hand printed.
- Only **one** application per artist or group will be accepted per application deadline.
- Applicants are expected to explore other sources of revenue. Applicants may not always be awarded the full amount requested.
- Applicants must submit **four** copies of a **complete** application on/before the application deadline consisting of: a completed PPGP application form, a detailed project description, group history (groups only), a budget, and **resumes/bios** that confirm a professional arts practice with dates listed to confirm the length of that practice, and listing the province of residency for each individual artist and/or each member of the group involved in the project.
- Applicants are encouraged to include support materials with their application. These should relate

to the project for which you are seeking funding.

**Four** copies of each item must be submitted by the application deadline. **ArtsNL will not copy support materials.**

- Groups must submit **one** copy of a financial statement for their last completed fiscal year listing revenue, expenses, surplus/deficit for the last year, and accumulated surplus/deficit.
- Retroactive applications cannot be considered. The project, as described in your application, cannot start before you have been notified it has been funded by ArtsNL.
- Applicants will receive confirmation of receipt of a new application by email or phone within two weeks of the application deadline.
- Only individual professional artists can apply for living expenses.
- **ArtsNL funding will only support travel based on the most economical route possible** (i.e. cheaper overall travel cost for driving versus flying).
- **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 **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 deadline. **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 reviewed by discipline-specific peer assessment committees typically consisting of three artists including one current member of Council. All decisions are reviewed and ratified by Council. Government members of Council and ArtsNL staff do not vote.

**Final reports:** 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 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

Fax: (709) 726-0619

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



## Professional Project Grants Program Grant Application Form

**Individuals** must submit **4 copies** of the completed application (application form, project description, budget, resumes/ bios, and support material). **Groups** must submit **4 copies** of the completed application (application form, project description, budget, history and activities, resumes/bios, and support material), and **1 copy** of a financial statement for their last completed fiscal year. Applications must be typed or hand printed. Only fully completed applications received by the application deadline 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: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

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

PROJECT TITLE: \_\_\_\_\_

BRIEF SUMMARY OF ACTIVITIES YOU ARE SEEKING FUNDING FOR (*one or two sentences to be used in a media release if the project is funded*):

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

PROJECT TO START BY: \_\_\_\_\_ AND END BY: \_\_\_\_\_  
(Date) (Date)

Has this project received ArtsNL funding in a previous granting session? Yes  No

Select **one** category and **ensure the enclosed artistic resume or supporting materials confirm the box you check.**

**New Professional Artist or Group:** An individual artist with less than three years professional arts practice post education, or a group in which at least half of the members each has less than three years professional arts practice post education.

(Max request **\$4,000**)

**Established Professional Artist or Group:** An individual with more than three years professional arts practice post education, or a group in which at least half of the members each has more than three years professional arts practice post education.

(Max request **\$10,000**)

\*Privacy Notice: Under the authority of the Professional Project Grants Program (PPGP), 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*. Any 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.

**ARTISTIC DISCIPLINE OF YOUR PROJECT:** (select **one** only)

- Dance                       Film                       Multidiscipline                       Music  
 Theatre                       Visual Arts                       Writing
- 

**GRANT APPLICATION CHECKLIST:** Applicants **MUST** include **four** copies of the following attachments to this application form.

**Individuals:**

- A detailed project description
- Updated resumes/bios that confirm a professional arts practice with dates to confirm the length of that practice, and listing the province of residency for each individual involved in the project.

**Groups:**

- A detailed project description
- Updated resumes/bios that confirm a professional art practice with dates to confirm the length of that practice, and listing the province of residency for each individual member of the group
- An updated description of the group's history and activities

Groups applying **MUST** submit **one** copy of:

- The financial statement for the group's 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.)

**Two Letters of Reference** are recommended for first-time applicants. They should come from someone with **expertise in the artistic discipline** in which you are working. The person should be familiar with you and your work, and should be briefed about the specific project for which you are seeking support. The reference should offer an informed artistic assessment of your project and your ability to complete it. Letters from MHAs and MPs will not be accepted. ArtsNL reserves the right to request letters of reference from any applicant.

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**SUPPORT MATERIAL:** (*Optional. If submitted, **four** copies must accompany your application by the deadline.*) Please indicate support materials submitted. (*Original artworks, published books, or cassette/ VHS tapes, documents stored in Dropbox, Google +, etc. **cannot** be accepted as support material. ArtsNL is not responsible for damage to or loss of any submitted support material.*)

- Images (photos, jpgs, max. 20)
- Manuscripts (max. 30 pages)
- Scores
- DVDs (max. 2 titles for play on a PC)
- CDs (max. 2 discs of music, etc)
- Online links for videos
- Recent Reviews (max. 10 pages)
- Other (Specify:\_\_\_\_\_)

***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.*

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**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, 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 on their behalf. (if applicable)
- I accept the conditions of the PPGP 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.**

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

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(Date)

**BUDGET INFORMATION**

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

- a) Fees (indicate service required and rate of pay) a) \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b) Living Expenses (*for individual applicants only,* b) \$ \_\_\_\_\_  
*maximum \$2,000/month*)  
\_\_\_\_\_  
\_\_\_\_\_
- c) Materials/Consumables c) \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) Equipment Rental (lighting, sound, etc.) d) \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e) Administration (office, publicity, etc.) e) \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- f) Travel/Accommodations/Per Diems f) \$ \_\_\_\_\_  
(modes of transportation, locations, duration, etc.)  
**(ArtsNL funding will only support travel based on the  
most economical route possible.)**  
\_\_\_\_\_  
\_\_\_\_\_
- g) Venue(s) Rental g) \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- h) Other (specify) h) \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Budget Summary:**

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

**Total Amount Requested from ArtsNL (i - j = k)** k) \$ \_\_\_\_\_

**Please Note:**

- Capital costs (lighting and sound equipment, computers, buildings, etc.) are **not** eligible for funding.
- Fees and travel costs can only be considered for individuals who are 18 years of age or older.
- ArtsNL Travel Rates: Mileage: 35.34 cents/km. Per diem: maximum \$49/day within the province and \$55/day outside the province