

## School Touring Program

The **School Touring Program (STP)** is available to professional artists, groups, and not-for-profit arts organizations to support significant touring productions to schools throughout the province. Offered in partnership with the Department of Education and Early Childhood Development through its Cultural Connections Strategy, the program provides students with direct access to high quality artistic experiences. The program covers touring costs only (i.e. travel, accommodation, per diems, artist and technician fees, tour administration, royalties, and limited rehearsal).

### 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

### **Definition of a professional not-for-profit arts organization:**

A formal organization operating 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 registered, or operates as a non-profit arts entity
- that has a board of directors overseeing the operations of the organization
- that has a paid artistic director, general manager, or equivalent
- that pays artist fees at established national standards for the artistic discipline(s) and practice in which it operates
- that has internal or external oversight of the organization's finances and produces 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 application
- Must be at least 18 years of age or hold post-secondary standing

Professional arts groups and not-for-profit arts organizations:

- 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 been active in Newfoundland and Labrador for a minimum of one year at the time of submitting an application
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- Must have at least half its members (for groups) or board members (for organizations) residing in Newfoundland and Labrador
- Must have at least half its members (for groups) or member artists and board members (for organizations) who are at least 18 years of age, or have post-secondary standing

#### Application deadline:

**June 15** for projects in the upcoming school year (September to June). If an application deadline falls on a weekend or holiday, the deadline will be moved to the next business day.

**Seven 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).**

Maximum grant: The maximum grant is \$20,000.

#### Program guidelines:

- All applications must be submitted on the official STP application form. **Ensure you have the latest version.**
- **Incomplete 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, group or organization will be accepted per application deadline.
- Applicants may explore other sources of revenue. Applicants may not always be awarded the full amount requested.
- Applicants must submit **seven** copies of a **complete** application on/before the application deadline consisting of: a completed STP application form, a detailed project description of the tour and workshops, a budget, a list of potential schools for the tour, and resumes/bios of key participants that confirm a professional arts practice.
- Applicants are encouraged to include support material (reviews, media clippings, etc.) with the application. A script, video, or other document of the planned presentation or performance for students should also be included. **Seven** copies of each item must be submitted by the application deadline. **ArtsNL will not copy support materials.**
- Groups or organizations must submit **seven** copies of a list of board or group members including province of residency for each individual, and **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 within two weeks of application submission by email or telephone.
- **ArtsNL funding will only support travel based on the most economical route possible** (i.e. the cheaper overall travel cost for driving versus flying).

- Artist fees or travel costs must be for people 18 years of age or older.
- A full grant of \$20,000 requires at least 10 presentations/performances, or 7 if the tour includes one or more stops in Labrador or communities on the south coast of the island that are not accessible by road. **At least two thirds of the presentations/ performances must be in rural schools.**
- **Applicants are required to include workshops and/or enrichment activities that allow students to actively explore an art form as part of their visit to a school.**
- All projects are artist led, but *a teacher is required to be in the classroom at all times*. Teachers are encouraged to participate in the project as fully as possible.
- Presentations/performances must be for students only. They must be designed for school audiences, and must be age-appropriate in presentation and subject.
- Schools and individual students must not be charged a fee for the presentation/performance.
- Presentations/performances should enhance or support aspects of the school curriculum and explore Newfoundland and Labrador culture past or present.
- Capital costs (purchase of vehicles, equipment, instruments etc.) are **not** eligible for funding.
- **Successful applicants must submit written confirmation from the schools they will visit before a grant cheque will be released.**
- **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 a multidiscipline peer assessment committee typically consisting of five to seven professional artists and experienced educators. All decisions are reviewed and ratified by Council. Government members of Council and ArtsNL staff do not vote.

**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, group, or not-for profit arts organization 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

Fax: (709) 726-0619

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



## School Touring Program Grant Application Form

Applicants must submit **7 copies** of the completed application (application form, project descriptions for the tour and workshops, budget, resumes/bios of artists, a list of potential schools for the tour, and support materials). Groups and Organizations must also include **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), GROUP** or **ORGANIZATION** listed below.

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

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

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

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

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

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

CONTACT PERSON: \_\_\_\_\_

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

BRIEF OUTLINE OF PROGRAM TO BE PRESENTED AT SCHOOLS (*one or two sentences to be used in a media release if your project is funded*):

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

\*Privacy Notice: Under the authority of the School Touring Program (STP), personal information is collected in order 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 directed to Joshua Jamieson, ArtsNL Communications Officer and ATIPP Coordinator: [jjamieson@nlac.ca](mailto:jjamieson@nlac.ca), (709) 726-2212 ext. 203.

**DETAILED PROJECT DESCRIPTION:** Please attach a typewritten or hand printed project description (2-6 pages) detailing the following:

- A description of the activity to be presented to schools including grade levels and number of students involved, and why it is important to tour this presentation to schools
  - How the presentation links to the school curriculum
  - The perceived benefits of this visit to the students and teachers
  - A description of workshops, or other enrichment activities offered in addition to the main presentation
  - A tour timeline
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**GRANT APPLICATION CHECKLIST:** Applicants **MUST** include **seven** copies of the following attachments to this application form

- A detailed project description (*See above for details of what to include*)
- A list of potential schools and the locations your tour plans to visit
- Updated resumes/bios of key artistic personnel confirming their professional arts practice
- A script, video, DVD, CD or other documentation of the presentation to be shown to students

Groups and Organizations only **MUST** also submit:

**Seven** copies of:

- A list of your current board of directors (*for organizations*) or group members (*for groups*) including province of residency for each individual

**One** copy of:

- The financial statement for your group or organization'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 organization.)
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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 board/membership of the applying group/organization to sign this proposal on their behalf. (if applicable)
- I accept the conditions of the STP 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 or organization applying may sign on behalf of the group or organization.)

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(Date)

**BUDGET INFORMATION**

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

a) Flight, Vehicle Rental and/or Mileage [35.34 cents/km.] a) \$ \_\_\_\_\_  
(ArtsNL funding will only support travel based on the most economical route possible.)

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

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

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

c) Per Diems (maximum \$49/day per person) c) \$ \_\_\_\_\_

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

d) Artist and Technician Fees d) \$ \_\_\_\_\_

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

e) Materials, Equipment Rental, etc. e) \$ \_\_\_\_\_

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

f) Administration (office, publicity, etc.) f) \$ \_\_\_\_\_

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

g) Other Costs (specify) g) \$ \_\_\_\_\_

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

**Budget Summary:**

h) **Total Project and Travel Expenses** h) \$ \_\_\_\_\_

i) **Total Income** from sources **other** than the STP i) \$ \_\_\_\_\_  
(State source and the amount anticipated or confirmed. Indicate confirmed funding with an \*.)

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

j) **Total Amount Requested** from the STP (h-i = j) j) \$ \_\_\_\_\_