



Governance and Priorities Committee Report

For the June 26, 2014 Meeting

To: Governance and Priorities Committee
From: Julie MacDougall
Subject: Allocation of the 2014 Community Arts Grants

Date: June 3, 2014

Executive Summary

The purpose of this report is to recommend the allocation of the 2014 funding for the Community Arts Program Grants.

The Community Arts Program Grants originated as a legacy of the 2005 Cultural Capitals designation awarded to the City of Victoria. It includes two components: Artist in Residence (AIR) and the Community Public Arts Program (CPA). The intent of the programs is to enrich arts and cultural experiences within City neighbourhoods, to encourage creative collaboration between artists and the broader community, and to create a legacy of permanent artworks or creative practices. This type of grant stream supports the City's desire to enhance local artistic endeavours at a grass roots level.

The 2014 budget for the Community Arts grant program is \$30,000. The maximum award that can be given is \$10,000 per application.

This year, six applications were received, three in each program. The total request is \$58,000. Based on the program criteria it is recommended that four of the six applications are considered for funding as per the analysis supplied in appendix 1. Should these applications be approved, the entire \$30,000 budget will be allocated.

Recommendation:

1. That Council approve the following applications:
 - Fairfield Gonzales Community Association for a \$7,500 Community Public Art grant;
 - Theatre Inconnu for a \$7,500 Community Public Art grant;
 - Pandora Arts Collective for a \$7,500 Artist-in-Residence grant;
 - Suddenly Dance Theatre Company for a \$7,500 Artist-in-Residence grant.
2. That Council declines the applications from the Ministry of Casual Living and the Victoria African & Caribbean Cultural Society.

Respectfully submitted

Handwritten signature of Kristina Öberg in blue ink.

Kristina Öberg
Manager, Culture, Sport & Neighbourhoods Assistant Director

Handwritten signature of Julie MacDougall in blue ink.

Julie MacDougall

Handwritten signature of Jocelyn Jenkins in blue ink.

Jocelyn Jenkins
General Manager, VCC

Report accepted and recommended by the City Manager:

Date:

Handwritten signature of the City Manager in blue ink.
June 17, 2014

Purpose

The purpose of this report is to recommend the allocation of the 2014 funding for the Community Arts Program Grants.

Background

The Community Arts Program Grants originated as a legacy of the 2005 Cultural Capitals of Canada designation awarded to the City of Victoria. It includes two components: Artist in Residence (AIR) and the Community Public Arts Program (CPA). The intent of the program is to enrich arts and cultural experiences within City neighbourhoods, to encourage creative collaboration between artists and the broader community, and with the Community Public Art Grant, to create a legacy of permanent artworks or creative practices. This grant stream supports the City's desire to enhance local artistic endeavours at a grass roots level.

Issues and Analysis

This year, six applications were received, three in each program. The total request is \$58,000. Parks, Recreation & Culture staff (including Public Art and Special Events coordinators) as well as staff from the Sustainable Planning and Development department reviewed the applications and provided comments and feedback. The attached chart (Appendix 1) summarizes the applications received.

- Theatre Inconnu plans to build giant puppets which will be present at a number of public events.
- Fairfield Gonzales Community Association wishes to create murals on the emergency supply containers and a storage shipping container on their grounds, and add interpretive signage to the food forest in Porter Park.
- The Pandora Arts Collective wants to create a collaborative community film project exploring themes of community building and healing.
- Suddenly Dance Theatre Society wishes to create two short films in English and French, highlighting the WITS anti-bullying program.
- The Ministry of Casual Living wants to set up a story booth to record stories from the community to then be interpreted through various artistic formats.
- The Victoria African & Caribbean Cultural Society wishes to bring in a performer for AfricFest 2014.

The recommendation of staff is to support of four of the applications (Theatre Inconnu, Fairfield Gonzales Community Association, The Pandora Arts Collective and Suddenly Dance Theatre Society) for \$7,500 each, expending the entire allocation. Each of these applications is consistent with the overall program goals and objectives. They appropriately address the required level of community engagement, and will leave a legacy.

Staff recommends declining the application from Ministry of Casual Living due to vague scope and undefined target audience and from Victoria African & Caribbean Cultural Society as this proposal is outside the scope of this grant program.

Recommendation:

1. That Council supports the following applications:
 - Fairfield Gonzales Community Association for a \$7,500 Community Public Art grant;
 - Theatre Inconnu for a \$7,500 Community Public Art grant;
 - Pandora Arts Collective for a \$7,500 Artist-in-Residence grant;
 - Suddenly Dance Theatre Company for a \$7,500 Artist-in-Residence grant.

2. That Council declines the applications from the Ministry of Casual Living and the Victoria African & Caribbean Cultural Society.

Attachments

Appendix 1 – 2014 Summary of Community Public Art and Artist in Residence applications

Appendix 2 - Criteria for the Community Public Arts and the Artist-in-Residence programs

APPENDIX 1

Community Public Art Applications 2014

Arts Organization and Project Title	Description	Amount Requested	Amount Recommended	Analysis
Fairfield Gonzales Community Association Creating Community: Fairfield Gonzales Stories Mural Project	Design and apply 3 graffiti resistant murals on a storage shipping container and two emergency supply containers that sit on the property. Create interpretive signage for the community food forest in Porter Park.	\$10,000	\$7,500	<ul style="list-style-type: none"> • Proposal is consistent with the program goals and objectives. • Well respected artist with experience in facilitating community engagement projects. • Collaboration planned with the children who play on the site. • Design will foster neighbourhood identity. • Signage will create a lasting legacy in Porter Park and supports OCP objectives.
Theatre Inconnu Family Interactive Puppet Art	Creation of two giant puppets and a number of props on poles in the themes of peace, positivity and joy. The puppets will premiere at the Puppets for Peace Celebration (Sept 21, 2014 parade) and will be present at a variety of events and parades throughout the city.	\$7,800	\$7,500	<ul style="list-style-type: none"> • Proposal is consistent with program goals and objectives. • Highly skilled artist has a reputation for delivering many successful projects • Maintenance and storage of puppets will be managed by the artist. • Would like to see the community engagement strategy fleshed out to ensure there is ample opportunity for the community to be involved
Victoria African & Caribbean Cultural Society AfriCa Fest 2014	Provide residents with a 'taste of Africa' through a music performance and dance workshop in Centennial Square at AfriCa Fest 2014 (May 23-25, 2014).	\$10,000	\$0	<ul style="list-style-type: none"> • The proposal is to bring a music act to the festival for a two day event. Request is for artist fees on a permitted event. • Proposal does not meet the criteria of the grant program. • The application leaves no lasting legacy for residents. • No engagement with the community. • Recommend decline.
	Total	\$28,000	\$15,000	

Artist in Residence Applications 2014

Arts Organization and Project Title	Description	Amount Requested	Amount Recommended	Analysis
Pandora Arts Collective Society (PACS) Collaborative Community Film Project	Documentation of PACS members' personal stories through teaching animation techniques and basic filmmaking skills. The project is intended to explore themes of community building and healing through art.	\$10,000	\$7,500	<ul style="list-style-type: none"> • Proposal is consistent with program goals and objectives. • Clear scope, target audience is well defined and realistic deliverables have been given. • Integration of art and mental wellness is supported by the Public Art policy. • Realistic budget has been provided. • This project will create a lasting legacy.
Suddenly Dance Theatre Society Suddenly Dance WITS residency	Creation of two (English and French) short, youth-engaged, non-verbal dance videos to communicate the WITS anti-bullying and conflict resolution message. The videos will be used by community leaders and schools involved in the WITS program across Canada.	\$10,000	\$7,500	<ul style="list-style-type: none"> • Proposal is consistent with program goals and objectives. • Clear scope and clear deliverables have been provided. • The WITS program is award-winning, well received by school-aged children. Topic is very relevant in the community. • Would like to see a public presentation of the final performance and/or rehearsals in Centennial Square (or other public space) as part of the project. • The project will provide a lasting legacy for local youth.
Ministry of Casual Living Victoria Story Project	Proposal to operate a "story booth" to record stories from the community. Stories will be collected and recorded in various artistic formats including video, projections, photography, and sculpture.	\$10,000	\$0	<ul style="list-style-type: none"> • Proposal is to artistically interpret stories of local residents • Scope of project is too big and vague to deliver in proposed timeframe. • Community engagement piece is not well defined. • Recommend decline.
	Total	\$30,000	\$15,000	



**City of Victoria
COMMUNITY ARTS GRANT PROGRAM
Community Public Art (CA) Grant Guidelines**

The City of Victoria has two kinds of arts grants to create opportunities for enriched arts and cultural experience within the life of the community. They are the

- ☐ Community Public Art (CPA) grant, and
- ☐ Artists-in-Residence (AIR) grant (for information on this grant, please refer to AIR grant guidelines found here: <http://www.victoria.ca/EN/main/departments/parks-rec-culture/culture/art-culture/community-art-grants.html>)

The combined total grant budget (for both grants) is \$30,000 annually.

The Community Public Art grant is designed to:

- ☐ encourage creative collaboration between artists and the broad community to create visual artworks (temporary or permanent)
- ☐ increase citizen participation in artistic processes and activities
- ☐ increase public appreciation in the value of art in cultural, social, educational and economic life of the community

Goals and Objectives

The following goals and objectives have been developed to guide the program:

Goal 1: To increase arts and cultural activities and integrate them into the fabric of community life.

- ☐ To increase opportunities for citizens, community organizations and businesses to participate in arts and cultural activities
- ☐ To create new partnerships between artists, community and business organizations

Goal 2: To enhance the quality of life for Victoria residents.

- ☐ To provide the general public with increased exposure to diverse arts and cultural activities and increased opportunities for citizens to volunteer and become directly involved in arts and cultural activities
- ☐ To provide a community legacy in the form of permanent artwork

Goal 3: To create an environment that supports artists to engage in the creative process with communities.

- ☐ To give opportunities to emerging artists for permanent and ephemeral works in all mediums
- ☐ To establish mentorships between professional and local emerging artists and to build relationships that can increase collaborative projects between the professional and the community artist

- ☐ To increase public awareness of the diversity of arts activity in the City

Principles/Values

The following principles and values guide the program:

Respect for Artists: The City of Victoria values the contribution of artists to the overall health and vitality of the community. In dealing with artists, consideration must be given to:

- ☐ Providing fair compensation for artists' time and work. For the purpose of this grant a minimum hourly rate of \$25 has been established
- ☐ Fully engaging artists in planning for the use of their works
- ☐ Pro bono creative services, works, demonstrations or performances should not be solicited as standard practice

Community Cultural Development: The City of Victoria believes that arts and culture is integral to healthy communities. We support programs which:

- ☐ Involve artists in all aspects of the community
- ☐ Promote the arts in all areas of community life including the economic, cultural, social and educational life of the community

Program Description

Program Goals and Outcomes

The Community Art Grant (CA) seeks to:

- ☐ foster neighbourhood identity through the creation of art highlighting local sites;
- ☐ create a permanent artwork(s) with artistic merit;
- ☐ provide a community benefit accessible to all members of the community; and
- ☐ use the arts to address issues or interests unique to the community.

The primary focus of the CA is to create works of public art located in the community. The program is therefore limited to visual artists. The program requires the artist(s) to engage with the community in the planning stages and the creation of the art work.

How It Works

Building on the City's existing Public Art Policy and Neighbourhood Development Policy, the CA invites neighbourhood and community organizations to collaborate with artists and other design professionals to create permanent public art works for publicly accessible community sites. The Lead applicant (sponsor) is responsible for managing the project, and submitting progress and final reports. All parties are expected to be fully engaged in the planning and implementation of the program.

Who May Apply

Community organizations including City of Victoria community and seniors' centres, neighbourhood associations, and arts and cultural non-profit organizations are eligible to apply for funding. **All**

organizations must be based in the City of Victoria. The sponsoring organization must be a non-profit society.

Artists: Must be professional artists, resident in the Capital Regional District, who are prepared to work at a Victoria location for the duration of the project. Artists must be Canadian citizens or landed immigrants.

Partner Roles and Responsibilities

The **sponsoring organization** will:

- ☐ contribute cash **and/or** in-kind resources
- ☐ ensure that funds are in place to cover all costs and guarantee the project will run smoothly
- ☐ engage the community in a process to determine the type of art and the appropriate site
- ☐ provide staff and administrative support for the artist
- ☐ ensure artists are fairly compensated for their work and that fees are paid on time and at the level negotiated
- ☐ ensure ongoing maintenance of any public art created; and
- ☐ carry out fiduciary responsibilities related to the grant

In the process of creating a public art work, **the artist(s)** will:

- ☐ participate in discussions to determine the type of art to be created and its location;
- ☐ estimate the labour and materials involved in each stage of the project;
- ☐ provide project progress reports to the sponsor organization; and
- ☐ participate in public unveiling of the art work, if requested.

Project Requirements and Selection Criteria

Successful proposals will meet the following criteria:

1. **Legacy:** Provide a lasting physical legacy for the community (e.g. a mosaic, mural, or sculpture), or documentation of temporary artworks.
2. **Community involvement:** Demonstrate how the community will be involved in the process of producing the art.
3. **Artistic merit and experience:**
 - ☐ The proposed artist has the documented experience and skill to implement the art component of the project, including the ability to animate and facilitate community involvement, and an interest in the issues of concern to the community.
 - ☐ Visual art projects must be suitable to the site and include a plan for on going maintenance.

- ☐ Artists must provide a portfolio (visual artists should provide 10-12 slides, equivalent CD/DVD images, or in the case of video work, 5 minutes on VHS or DVD) and/or a resume.
- ☐ Artists must estimate the labour and materials involved in each stage of the project.
- ☐ Artists must consider issues of public safety, durability, maintenance, and operating costs in the design of the project.
- ☐ To be considered a professional, the artist must have two or more years of engagement in artistic practice demonstrated through a portfolio or resume with reviews.
- ☐ Artists must provide a comprehensive statement of project concept, content, (including types of materials and dimensions of finished work), and aesthetic of the art work accompanied by visual renderings.
- ☐ **Site Suitability:** the site must be publicly accessible and suitable in supporting the intended art work. (The support of residents adjacent to the site must be documented.)
- ☐ **Sustainability:** the proposal must clearly indicate what the future maintenance requirements are and who will be responsible for maintenance. (The City will not be responsible for on-going maintenance.)

Restrictions

Funds may **not** be used for the following:

- ☐ Programs that are **primarily** aimed at presenting artist and performers (e.g. concerts, theatrical presentations)
- ☐ Purchase of property, equipment, or collections (such as library holdings, existing art works)
- ☐ Capital improvements including restoration of existing art works
- ☐ Publications or recordings for commercial purposes
- ☐ Directly or indirectly acquiring academic courses or credits
- ☐ Activities primarily aimed at fund-raising
- ☐ Reduction or elimination of existing organizational deficits
- ☐ Interest on loans, fines, penalties and /or litigation costs
- ☐ Food, beverages, refreshments or other forms of hospitality
- ☐ Expenses incurred before the project start date indicated in the grant request
- ☐ Investments
- ☐ Programs that have religious or sectarian purposes
- ☐ Travel and accommodation expenses
- ☐ Projects located outside the City of Victoria
- ☐ Projects located on private property unless public access is ensured

Funding

The Community Art Grant Program budget is \$30,000 per year. The grant is available for artist fees, materials and supplies. The amount assigned to materials and supplies will depend on the individual project. As a guideline, artist remuneration has been set at a minimum of \$25/hour. Artists may choose to work for less than that amount if it is in their interest to do so.

The grant amount is 75% of the total budget to a maximum of \$10,000. At least 25% of the budget must come from the applicant in the form of cash and/or in kind contribution. In-kind amounts may consist of sponsoring organizations' administrative costs (e.g. staff time, telephone, photocopying etc. to a maximum of 18% total budget), donated goods and materials, volunteer time (assessed at \$15.00 per hour) and use of facilities. Letters of commitment for cash and in-kind funds must be included in the application.

Successful applicants for the Community Art Grant have one year from the date of Council approval to complete their project. Any extensions of this time frame must be submitted in writing to the Recreation & Culture Division for approval.

Recognition of Funding Support

Grant recipients must acknowledge the City of Victoria on all related printed material using the logo provided by the City of Victoria.

Reporting Requirements

Organizations are required to provide a final report at the end of the project which should include:

- ☐ statistics on program participants
- ☐ accomplishments and outcomes
- ☐ a financial statement for the program revenue and expenditures

Final reports must be submitted to the Recreation & Culture Division by July 30 (one year plus one month after Council approval)

Please retain original documents and receipts. Unused funds must be returned to the City of Victoria.

How to Apply

Prior to application the proponent must

1. Review the program guidelines.
2. Identify the proposed art project, ensure community support for the project and identify the artist(s) they intend to engage to implement the project.
3. Identify the proposed site for the community public art project.
4. Identify the non-profit society that can receive the funds on behalf of the project.
5. Identify and get the commitment of key community partners and neighbours adjacent to the site.

Artists must prepare portfolios and proposal outlines:

- ☐ Portfolios should include 10-12 slides, equivalent CD/DVD images, or in the case of video work, 5 minutes on VHS or DVD.
- ☐ Proposal outlines include visual renderings, proposed project descriptions etc. (where applicable).

DEADLINE: MARCH 31 ANNUALLY

Applications will only be accepted by email and must be time stamped **no later than midnight March 31 annually**. Late applications will not be accepted under any circumstances and will be returned unopened. Applications should be emailed to kstratford@victoria.ca.

For enquiries or support completing the application, please contact
Kimberley Stratford
Community Recreation Coordinator – Neighbourhoods
kstratford@victoria.ca
250.361.0320 (direct line)



City of Victoria
COMMUNITY ARTS GRANT PROGRAM
Artists-in-Residence (AIR) Grant Guidelines

The City of Victoria has two kinds of arts grants to create opportunities for enriched arts and cultural experience within the life of the community. They are the

- ☐ Artists-in-Residence (AIR) grant, and
- ☐ Community Public Art (CPA) grant (for information on this grant, please refer to CPA grant guidelines found here: <http://www.victoria.ca/EN/main/departments/parks-rec-culture/culture/art-culture/community-art-grants.html>)

The combined total grant budget (for both grants) is \$30,000 annually.

The Artist-in-Residence Grant is designed to:

- ☐ encourage creative collaboration between artists and the broad community to create artworks including literary, multi-media, celebration, visual and performing arts.
- ☐ increase citizen participation in artistic processes and activities, and
- ☐ increase public appreciation in the value of art in cultural, social, educational and economic life of the community.

Goals and Objectives

The following goals and objectives have been developed to guide the program:

Goal 1: To increase arts and cultural activities and integrate them into the fabric of community life.

- ☐ To increase opportunities for citizens, community organizations and businesses to participate in arts and cultural activities.
- ☐ To create new partnerships between artists, community and business organizations.

Goal 2: To enhance the quality of life for Victoria residents.

- ☐ To provide the general public with increased exposure to diverse arts and cultural activities and increased opportunities for citizens to volunteer and become directly involved in arts and cultural activities.
- ☐ To provide community legacies, whether it involves new understandings of creative processes, a stronger community bond or an artwork which remains in the community.

Goal 3: To create an environment that supports artists to engage in the creative process with communities.

- ☐ To give opportunities to emerging artists for permanent and ephemeral works in all mediums
- ☐ To establish mentorships between professional and local emerging artists and to build relationships that can increase collaborative projects between the professional and the community artist;
- ☐ To increase public awareness of the diversity of arts activity in the City;

Principles/Values

The following principles and values guide the program:

Respect for Artists: The City of Victoria values the contribution of artists to the overall health and vitality of the community. In dealing with artists, consideration must be given to

- ☐ Providing fair compensation for artists' time and work. For the purpose of this grant, a minimum hourly rate of \$25 has been established; and
- ☐ Engaging artists in planning for the use of their works.
- ☐ Pro bono creative services, works, demonstrations or performances should not be solicited as standard practice.

Community Cultural Development: The City of Victoria believes that arts and culture is integral to healthy communities. We support programs which

- ☐ Involve artists in all aspects of the community;
- ☐ Promote the arts in all areas of community life including the economic, cultural, social and educational life of the community.

Program Description

Program Goals and Outcomes

The Artist-in-Residence Grant (AIR) is based on principles of community cultural development whereby professional artists work as animators and facilitators with community volunteers to identify neighbourhood or community artistic opportunities. They develop projects involving community members that leave a legacy of creative practices or permanent artwork.

The AIR is *primarily* intended to engage the community in the artistic process and it is open to artists of all disciplines including visual arts, performing arts, literary arts, multi-media and celebration arts.

How It Works

Building on the City's existing Public Art Policy and Neighbourhood Development Policy, the AIR grant will place a professional artist in a community for an extended period of time, where the artist will act as an animator to facilitate artistic activities with the community to enhance quality of life.

The Lead applicant (sponsor) is responsible for managing the project, and submitting progress and final reports. All parties are expected to be fully engaged in the planning and implementation of the program.

Who May Apply

Community organizations including City of Victoria community and seniors' centres, neighbourhood associations, and arts and cultural non-profit organizations are eligible to apply for funding.

All organizations must be based in the City of Victoria. The sponsoring organization must be a non-profit society.

Artists must be professional¹ artists, resident in the Capital Regional District, who are prepared to work at a Victoria location for the duration of the project. Artists must be Canadian citizens or landed immigrants.

Partner Roles and Responsibilities

Each **sponsoring organization will:**

- ☐ contribute cash **and/or** in-kind resources;
- ☐ ensure that funds are in place to cover all costs and guarantee the project will run smoothly;
- ☐ engage the community in a process to determine the type of art and the appropriate site (if creating public art);
- ☐ provide an appropriate venue for the artist to work (it is important that the artist spend time working in the community in an accessible environment), including access to photocopying, mail-outs, etc.;
- ☐ provide staff and administrative support for the artist;
- ☐ ensure artists are fairly compensated for their work and that fees are paid on time and at the level negotiated;
- ☐ ensure ongoing maintenance of any public art created; and,
- ☐ carry out fiduciary responsibilities related to the grant.

As part of engaging the community in the art process, **the artist will:**

- ☐ attend community meetings and lead workshops to determine the communities' interests;
- ☐ arrange project progress displays; and,
- ☐ facilitate activities that engage the community in creating the art work.

Project Requirements and Selection Criteria:

Successful proposals will meet the following criteria:

1. Legacy

Provide one or more of the following:

- ☐ A lasting physical legacy for the community (e.g. a mosaic, mural, or sculpture). For performing and literary arts this may take the form of a published work, a video of a performance, a celebration event or some other tangible result that can be accessed by the community; or
- ☐ A new understanding of creative processes, practices, and
- ☐ A stronger community bond as a result of participating in the arts project.

¹ To be considered a professional, the artist must have two or more years of engagement in artistic practice demonstrated through a portfolio or resume with reviews.

2. Community involvement

Demonstrate how the community will be involved in the process of producing the art.

3. Artistic merit and experience

- ☐ The proposed artist has the documented experience and skill to implement the art component of the project, including the ability to animate and facilitate community involvement, and an interest in the issues of concern to the community.
- ☐ Visual art projects must be suitable to the site and include a plan for ongoing maintenance.
- ☐ Artists must provide a portfolio (visual artists should provide 10-12 slides, equivalent CD/DVD images, or in the case of performance artists: a video work, 5 minutes on VHS or DVD) and/or a resume.
- ☐ Artists must estimate the labour and materials involved in each stage of the project;
- ☐ Artists must consider issues of public safety, durability, maintenance, and operating costs in the design of the project; and
- ☐ Artists must provide a comprehensive statement of project concept, content, (including types of materials and dimensions of finished work), and aesthetic of the art work accompanied by visual renderings.
- ☐ **Site Suitability:** the site must be publicly accessible and suitable in supporting the intended art work. (The support of residents adjacent to the site must be documented.)
- ☐ **Sustainability:** the proposal must clearly indicate what the future maintenance requirements are and who will be responsible for maintenance. (The City will not be responsible for on-going maintenance.)

Restrictions

Funding may **not** be used for the following:

- ☐ Purchase of property, equipment, or collections (such as library holdings, existing art works)
- ☐ Capital improvements including restoration of existing art works
- ☐ Publications or recordings for commercial purposes
- ☐ Directly or indirectly acquiring academic courses or credits
- ☐ Activities primarily aimed at fund-raising;
- ☐ Reduction or elimination of existing organizational deficits
- ☐ Interest on loans, fines, penalties and /or litigation costs
- ☐ Food, beverages, refreshments or other forms of hospitality
- ☐ Expenses incurred before the project start date indicated in the grant request
- ☐ Investments
- ☐ Programs that have religious or sectarian purposes.
- ☐ Travel and accommodation expenses
- ☐ Projects located outside the City of Victoria;
- ☐ Projects located on private property unless public access is ensured

Funding

The total AIR & Community Art Grants budget is \$30,000 per year. The grant is available for artist fees, materials and supplies. The amount assigned to materials and supplies will depend on the individual project. As a guideline, artist remuneration has been set at a

minimum of \$25/hour. Artists may choose to work for less than that amount if it is in their interest to do so. The AIR must work a minimum of 300 hours on the project.

The grant amount is 75% of the total budget to a maximum of \$10,000. At least 25% of the budget must come from the applicant in the form of cash and/or in kind contribution. In-kind amounts may consist of sponsoring organizations' administrative costs (e.g. staff time, telephone, photocopying etc. to a maximum of 18% total budget), donated goods and materials, volunteer time (assessed at \$15.00 per hour) and use of facilities. Letters of commitment for cash and in-kind funds must be included in the application.

Successful applicants for the Artist-in-Residence Grant have one year from the date of Council approval to complete their project. Any extension of this time frame must be submitted to the Recreation & Culture Division for approval.

Recognition of Funding Support

Any organization receiving funds through the Program must acknowledge the City of Victoria on all related printed material using the logo provided by the City of Victoria.

Reporting Requirements

Organizations are required to provide a final report at the end of the project which should include:

- ☐ statistics on program participants
- ☐ accomplishments and outcomes
- ☐ a financial statement for the program revenue and expenditures.

Final reports must be submitted by July 30 (1 year and 1 month after Council approval). Please

retain original documents and receipts. Unused funds must be returned to the City of Victoria.

How to Apply

Prior to application the proponent must

1. Review the program guidelines
2. Identify the proposed art project, ensure community support for the project and identify the artist(s) they intend to engage to implement the project.
3. If a public art project, identify the proposed site
4. Identify the non-profit society that can receive the funds on behalf of the project.
5. Identify and get the commitment of key community partners (other community organizations and businesses).
6. Artists must prepare portfolios and proposal outlines:
 - ☐ for visual artists, portfolios should include 10-12 slides, equivalent CD/DVD images, or in the case of performance art - video work of 5 minutes on VHS or DVD. Performing, literary and other non-visual artists must provide a resume including samples of work.
 - ☐ Proposal outline including visual renderings, proposed project descriptions etc. (where applicable).

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