

# Building Arts Equity

BPOC Program Guidelines



# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>3</b>
<b>ANSWERING YOUR QUESTIONS</b>	<b>5</b>
What is the <i>Building Equity Arts: BPOC Program</i> ?	5
Who can apply?	5
What can I apply for?	6
How much can I apply for?	6
How are applications considered?	7
What happens if I get the grant?	7
Will I need to submit a final report?	8
What can I do if my application does not receive funding?	8
<b>OTHER FREQUENTLY ASKED QUESTIONS</b>	<b>9</b>
<b>APPLICATION INSTRUCTIONS</b>	<b>11</b>
Application Submission	11
Application Deadlines	11
Application Information Tab	12
Project Details Tab	12
Project Information Tab	13
Budget Tab	14
Support Materials Tab	15
Declaration	16

The **Building Arts Equity: BPOC Program** is a SK Arts program supported by funding from Sask Lotteries through the partnership between SK Arts and SaskCulture Inc. It was developed with the assistance of the Multicultural Council of Saskatchewan.

Illustrations by Dakota McFadzean



## INTRODUCTION

Welcome to the ***Building Arts Equity: BPOC Program***. The information in these guidelines will help you with your application.

For those who face barriers – such as those who are d/Deaf, have a disability, live with mental illness, or whose primary language is not English – and need assistance with applying, project administration, and final reporting, please contact any SK Arts consultant. Click here for more information on the Accessibility Fund.

You can apply in one of three ways:

- online on the SK Arts grant portal: <https://saskarts.smartsimple.ca/>
- requesting a fillable PDF application form if needed for accessibility purposes, and emailing or mailing it to us. Request a form before 4:30 p.m. on the deadline date by emailing [artsequity@sk-arts.ca](mailto:artsequity@sk-arts.ca).
- over the phone

All applications must be **received** by the closing date. Closing dates are **May 15** and **November 15**.

About these guidelines:

You'll find we're focussing on the online application here, but the information will still help you with your written application. **You may not need all this information** – the table of contents will help you find what you need quickly.

We've divided the guidelines into two sections:

1. Answers to your questions, as well as definitions of key terms used in the application.
2. **Step-by-step process** of filling out the application, including details on what we are looking for.

SK Arts also has a **handy guide to Preparing Your Application**. It helps new grant applicants – and even those with more experience – approach this task. We have also created a number of video guides to help people who are not familiar with SK Arts' online application system. [Click here](#) to find them.

As always, your most important resource is the SK Arts staff. If you have questions or concerns, or even want to bounce around some ideas, please contact the Program Consultant – we want to help you submit the best application possible. We strongly recommend all applicants, particularly new ones, contact the Program Consultant to talk over your application before preparing it.

You can contact the Program Consultant for Building Arts Equity, **Chancz Perry**, in Regina at 306-550-1707 or through our main office at 1-800-667-7526 (toll-free in Canada), by emailing [cperry@sk-arts.ca](mailto:cperry@sk-arts.ca) or by referring to the contact information on the [Building Arts Equity page of our website](#).

# ANSWERING YOUR QUESTIONS

## What is the Building Equity Arts: BPOC Program?

The **Building Arts Equity: BPOC Program** seeks to increase accessibility and connections to arts and cultural resources by people of colour, specifically African, Black, Asian, Latin American, Caribbean, and Middle Eastern descent (BPOC), by:

- supporting BPOC artists to create and develop new work within traditional, contemporary, and non-traditional art forms;
- providing opportunities for Saskatchewan BPOC artists to connect with their own and broader communities;
- supporting sharing of BPOC artistic knowledge and cultural practices within traditional, contemporary, and non-traditional art forms across generations; and
- supporting the priorities of equity, diversity, inclusion, and accessibility held by SK Arts and our program partners, SaskCulture and the Multicultural Council of Saskatchewan.

The **Building Arts Equity: BPOC Program** is a SK Arts program supported by funding from Sask Lotteries through the partnership between SK Arts and SaskCulture Inc.

## Who can apply?

- Any artists, collectives, groups, or cultural leaders within Saskatchewan who are of African, Black, Asian, Latin American, Caribbean, and Middle Eastern descent (BPOC).
- Applicants must have been Saskatchewan Residents for at least one year. Canadian citizens and Permanent Residents are automatically eligible; Temporary Residents of Canada are also eligible to apply if they filed an income tax return in Saskatchewan respecting income earned in the year preceding the year in which they apply.
- Applicants **must not have received more than \$10,000** of SK Arts funding in the past. Partners, mentors, and collaborators may have previously received grants.
- Organizations are **not** eligible to apply.

## What can I apply for?



## How much can I apply for?

*Building Arts Equity* provides support for BPOC artists, collectives and groups to connect to the arts and cultures of origin and share through:

- **Creating and Developing New Artwork:** opportunities for first-time and underserved BPOC artists to create and develop new work
- **Mentorships:** opportunities to learn and work with an experienced BPOC artist or cultural leader
- **Performance, Exhibition and Presentation Development:** initial support to bring BPOC art to the public
- **Partnerships:** initial support for BPOC artists to develop and lead arts activities in partnership with other BPOC and non-BPOC communities or organizations.

**A Note on Cultural Appropriation:** SK Arts encourages and supports the creative freedom of all artists, but we insist that it is done respectfully and truly honours the right of all peoples to cultural sovereignty. We ask the artists applying for projects that use ideas, symbols, artifacts, images or objects not their own to explain why they are being used and how the material is being used it in a respectful, culturally authentic, sensitive way. SK Arts believes that the engagement and presentation of different perspectives contributes to a greater understanding of our humanity and of what is taking place in the world, but if these proposed artistic works are culturally insensitive, if they strengthen stereotypes, or present a negative view towards a minority culture by a dominant one, they cannot be supported by SK Arts.

### ***What is ineligible?***

- applications that are not BPOC-led
- projects that do not compensate artists, cultural leaders or mentors for their work
- projects that are not primarily artistic or cultural
- projects that promote hatred or intolerance
- activities that contravene provincial or federal law

Small Projects or Planning: \$500 to \$2,000

# ANSWERING YOUR QUESTIONS

## How are applications considered?

Applications are reviewed by applicants in a voluntary, collaborative, consensus-building review process that makes the funding decisions. Even if you choose not to participate, you can observe portions of the process. Volunteer reviewers at the final stage of assessment will receive a small fee for their time and effort.

The Reviewers will consider applications based on the following:

- **Connection:** Does the activity or project connect to the artist's or community's needs and experiences? Does it increase access to artistic and cultural activities for people in the artist's or other communities?
- **Respect:** Does the activity or project value and build the applicant's or community's artistic and cultural knowledge and experience? Is the artist, mentor, or cultural leader being paid in a respectful way?
- **Realistic:** Will the project work as described? Are the expenses appropriate?
- **Impact:** What difference will it make to the individual or communities? What can they learn or gain? Are there opportunities for artistic experiences and cultural knowledge to be shared throughout the project?

## What happens if I get the grant?

**Applicants are typically informed of grant decisions by email no later than 90 days after the application closing date.**

If your application is successful, you will receive an email that includes terms and conditions of funding.

The lead applicant must sign and submit the Request for Grant Payment Form. A cheque for the approved grant amount will be released no sooner than 30 days before the beginning of the project term.

**NOTE:** A *Building Arts Equity: BPOC Program* grant issued to an individual is taxable income and may affect payments from the federal and/or provincial government, such as pension, social assistance, or disability payments.

Recipients are required to acknowledge the support of SK Arts and Sask Lotteries, particularly on all print material and at openings, receptions, performances, events, or other public functions. SK Arts will provide grant recipients with [access to logos on our website](#).

## Will I need to submit a final report?

Recipients of funding are required to submit a final report no later than 60 days after the project end date. As a Crown agency, SK Arts reports to the Government of Saskatchewan on how we use public funds. Final reports from grant recipients like you are an important way for us to illustrate the positive impact of public funding for the arts on communities throughout our province.

More importantly, SK Arts is interested in **how** your project turned out and **the benefits** of the grant on you and your communities. There are multiple ways to do the report:

- Complete the form online in the SK Arts portal.
- To honour oral traditions, create a video for uploading to the SmartSimple report or for sharing with the program consultant, or call the Program Consultant for a recorded conversation.
- Invite the Program Consultant to attend the final event, performance, or exhibition. If they are able to attend in person, their attendance might even replace the need for a final report for this program.

## What can I do if my application does not receive funding?

If your application was recommended for support by the Review Panel but not ranked high enough to be funded, apply again. The Reviewing Panel saw merit in your project idea and would have awarded your project a grant, but the funding ran out. Every closing date is unique: different people apply, and you can learn from the experience. Before applying again, take the following steps:

- Reread and reconsider your application components and support material.
- Call the Program Consultant. If you didn't observe or participate in the review process, the Program Consultant can often provide helpful comments and help you present your project more clearly or strengthen your application for next time.

# OTHER FREQUENTLY ASKED QUESTIONS

## ***Can a non-BPOC artist apply?***

No. Lead artists must be BPOC. However, non-BPOC artists or groups may be project partners or participate as members of a BPOC-led collective.

## ***Can non-BPOC organizations apply?***

No. Organizations are not eligible. But if the lead applicant is either a BPOC artist or a BPOC group, a non-BPOC organization may be included as a project partner.

## ***Can an individual or group apply from outside Saskatchewan?***

No. Only Saskatchewan-based individuals or groups are eligible to apply.

## ***Can we ask someone to write and administer the grant for us?***

Yes. A third-party person can be compensated for their work, including writing the grant and supporting the project through the SK Arts Accessibility Fund. Contact the program consultant for details well before the deadline, or [read about it here](#).

## ***Can an individual applicant apply more than once per application cycle?***

Yes. Applicants may make more than one application at any submission closing date, up to a maximum amount of **\$5,000** [for any one application](#), or an overall individual program maximum of **\$10,000** [for multiple applications](#). If you are unsure of how much you can apply for, contact the consultant.

## ***Can the public presentation or exhibition take place outside Saskatchewan?***

A public presentation or exhibition can take place outside of Saskatchewan, but only if there is at least one public presentation or exhibition in Saskatchewan.



***Can applicants provide preliminary drafts to the Program Consultant for review?***

Yes, but be sure to contact the Program Consultant no less than two weeks before the closing date. Because consultants get busier as the deadline approaches, they are not able to provide detailed feedback in the final two weeks.

***What if I accidentally submitted the application before it was completed?***

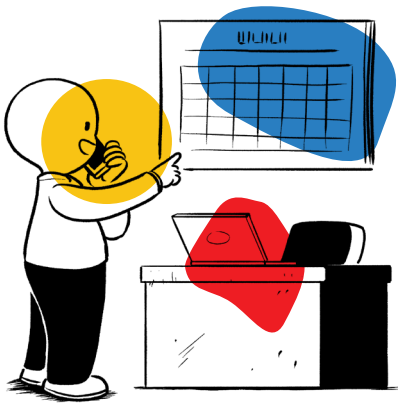
If you submitted your online application in error, please contact SK Arts by phone, or email [support@sk-arts.ca](mailto:support@sk-arts.ca). Your application can be re-opened, so you may continue to edit it right until the deadline.

***Will I receive feedback about the review?***

If you don't participate or observe the review process, contact the Program Consultant after you receive the results if you would like feedback. The consultant can often provide helpful comments from the assessment process and suggest how you can strengthen your next application.

# APPLICATION INSTRUCTIONS

## Application Submission



Applications are accepted online the following ways:

1. **Apply online** at the SK Arts grant portal (<https://saskarts.smartsimple.ca/>). You must have a valid email address.

If you are new to the application process, [visit our website for helpful tutorials](#).

The online application form has a video feature that allows you to answer the questions with a video instead of typing your responses.

Please contact one of our offices if you need technical assistance applying online, or email [support@sk-arts.ca](mailto:support@sk-arts.ca).

2. **Request a fillable PDF application form before 4:30 p.m. on the deadline date** if you need accessibility accommodations or lack internet access. Contact [artsequity@sk-arts.ca](mailto:artsequity@sk-arts.ca) to request a form. Fill out and save the application, then email it back or mail it to us.

**Emailed** applications are accepted at [artsequity@sk-arts.ca](mailto:artsequity@sk-arts.ca).

**Mailed** applications must be received by the closing date for application. Applications can be mailed to or dropped off at:

SK Arts  
1355 Broad Street  
Regina, SK S4R 7V1

Applications can also be dropped off at SK Arts' **Saskatoon office** at 201 Avenue B South.

3. **Call SK Arts to fill out your application over the phone** at 1-800-667-7526 (toll-free in Canada), or 306-550-1707 (Chancz Perry) in Regina, or 306-964-1155 in Saskatoon.

## Applicant Deadlines

### **Application Deadlines:**

Submissions are accepted throughout the year, with two closing dates for submissions – **May 15 and November 15** – and notification of results twice a year. All applications must be received by the closing date for application.

Late submissions will **not** be reviewed, but they can be rolled forward to the next closing date, if you wish. To be fair to other applicants, Program Consultants are not authorized to give you an extension.

## Applicant Information Tab

Here's a quick walkthrough of the application to help you complete it.

### ***Applicant Details:***

If applying online via SmartSimple, your mailing address, telephone, email, and website should be filled in automatically from your profile. If any information is incorrect or incomplete, you will need to update it in your profile.

### ***Community Connection:***

Any Canadian BPOC artists based in Saskatchewan can apply. It is important to be recognized as an artist in your specific BPOC community. Be sure to contact the Program Consultant if you have questions. Because projects funded under the Building Arts Equity: BPOC Program must be BPOC-led, it is important that you fill out this field to confirm your application meets this requirement.

## Project Details Tab

### ***Grant Information:***

- **Project Activity:** Please select from one of the following activities:
  - Create and Develop New Artwork
  - Mentorships
  - Performance, Exhibition and Presentation Development
  - Partnerships

Selecting the proper activity will activate the rest of the questions in your application form.

- **Grant Request** – The maximum grant request for any **one** application is **\$5,000**, or an overall program maximum of **\$10,000** for multiple applications.
- **Project Start Date and End Date** – Your project dates are the period for which you are requesting support. All project expenses covered by the grant must be made during these dates. **Your project cannot start before the application deadline date**, and you must begin your project within one year of your project start date.
- **Anticipated Number of Participants and Anticipated Number of Volunteers** – While a large number of people might indicate a greater community reach, the considerations for review also value projects that engage a smaller number of people in a very deep manner.
- **Project or Event Location** – Tell us the communities where your project will take place. It is important for us to know, for example, if we are funding you as a Saskatoon-based artist, but a large portion of the work on this project will take place in other communities in the province.

# APPLICATION INSTRUCTIONS

## Project Information Tab

### ***Brief Project Description:***

This brief description identifies your application in assessment materials, payment forms, and grant announcements. Tell us what you want to do with the grant – for example, hold a workshop with Black actors to develop a new theatre piece, rehearse with our drum group to prepare for a show, work with a cultural mentor or elder artist for two months, compose four new songs, create a series of youth-led TikTok music videos, plan and organize a community dance party – in 25 words or less. If your project has a working title, include it.

Depending on what you want to do – Create and Develop New Artwork; Mentorships; Performance, Exhibition and Presentation Development; or Partnerships – there are specific questions to answer.

**In the online form, these questions only appear after you select which type of project you are doing on the Project Details tab.** If you have not already chosen the type of project, none of the questions will be on this tab, so make sure to do that first.

Remember, if you are applying online, most of the questions have an option for you to submit a video response if you are more comfortable expressing yourself in that way.

Whether you're writing or submitting a video, try to keep your answers as simple as possible, while still providing the Review Panel with all the information they need to understand your project.

### ***For Create and Develop New Artwork:***

- Why is this project important to you?
- How will this develop you as an artist? Are you experimenting with something new? Are you reconnecting to a traditional practice? Are you reconnecting others to a traditional practice?
- What do you need for your project? How will you make it happen?

### ***For Mentorships:***

- Why is this important to you? How will this develop you as an artist?
- Does it build artistic knowledge and cultural practices between generations?
- What are the roles and responsibilities of the teaching artist, or mentor, or cultural leader?
- What is the work plan?
- Will the teaching artist, mentor, or cultural leader be paid for their work in a respectful way?



## Budget Tab

### ***For Performance, Exhibition and Presentation Development:***

- Why is the project important?
- Does it have the potential to share your traditional or contemporary cultural arts within your communities or with broader communities?
- Will it lead to increased transfer of artistic knowledge and cultural practices between generations?
- What's the plan? How will you make it happen?
- Will the artists, mentors, or cultural leaders be paid for their contributions in a respectful way?

### ***For Partnerships:***

- What's the plan? How will you make it happen?
- Are there opportunities for artistic knowledge and cultural experiences to be shared with BPOC communities or for non-BPOC community members to be engaged and participate?
- Will the artists, mentors, or cultural leaders be paid for their contributions in a respectful way?

For all streams, you only need to fill out a simple text box, saying how you will use the grant money. But here some guidelines on what eligible expenses are:

### ***Living Expenses or Subsistence:***

Subsistence is intended to buy you time to be an artist. You will not be asked to provide receipts for any living costs but simply a statement that you worked on the project as expected. **Note:** *You are not permitted to claim subsistence for yourself if you're paying yourself an artist fee.* Please contact the Program Consultant for more information.

### ***Honoraria:***

SK Arts is committed to the professional status of the artist and won't fund projects where artists, mentors, and cultural leaders are not paid for their work. Your budget must include appropriate fees for all artists, mentors, and cultural leaders.

# APPLICATION INSTRUCTIONS

## Support Materials Tab

### **Materials and Equipment Rental:**

*Building Arts Equity: BPOC Program* grants can be used for equipment, if you require the proper tools or materials to create and present your project in a professional way (e.g., sewing machine, picture frames, microphones, etc.). But the Review Panel will consider the cost-effectiveness of purchasing that equipment as opposed to renting it for a single project.

### **Travel and Transportation:**

Travel costs must be reasonable, justified by the project activities, and documented. You can't use your grant to cover a companion's expenses or for personal travel days. Travel costs covered by the grant must occur during the project dates in your application. You can't request per diems for meals while travelling if you are also claiming subsistence support over the same dates, but you can request hotel costs. If you're driving, figure out the approximate distance and estimate your fuel costs.

Use this tab to upload artistic resumés, work samples, letters of support, and any other support materials that will help the reviewers assess your ability to complete the project you want the grant for. Support material provides more detail and can help the Review Committee get a clearer idea of your project. Your work samples and documents should be readable, relevant to your proposal, and as recent as possible.

Before uploading materials, change your file names to something that will help the reviewers know what they are looking at. For example, renaming a photo called "IMG\_1337.jpg" to "01\_photo\_bee.jpg" will help reviewers.

Social media links for which an account is required to access material (e.g., Spotify, Facebook, Instagram) limits access for those assessing your application. While you may include these as your website in your SmartSimple profile, you should not include them as links to support material. Note that there is no guarantee that reviewers will look at the website in your profile.

For artists and mentors, submit samples of recent artwork. For collectives, submit samples of past projects or related work by participating artists.

Artists, mentors, and collectives must choose up to **three** items from this list as support material:

- Audio: 5-7 minutes maximum (file types mp3, wav)
- Video: 3 minutes and 2GB maximum (file types avi, mov, mp4, WebM). Links to streaming media are preferable to uploaded files. Provide passwords in the case of private media. When possible, providing trimmed media or links with timecode as part of the URL.
- Still images: 10 images maximum (file types bmp, jpeg, jpg, png, WebP)
- Print: 10 pages maximum (file types docx or Word, pdf, txt)
- Links: 3 links maximum to existing websites

## Declaration

### ***Participatory Application Review:***

Applications include the opportunity to be part of the granting process. Applications are reviewed, ranked, and recommended funding by applicants at the same deadline who wish to participate in reviewing applications besides their own. If you want to participate in a collaborative consensus-building review process that will result in the funding decisions, you can tick this box. If you agree to participate in the review, to declare any conflict of interest regarding any application to be assessed, and to preserve the confidentiality of the process, you will be contacted to receive more information on the process. Volunteer reviewers will receive a reviewer fee for their time and effort.

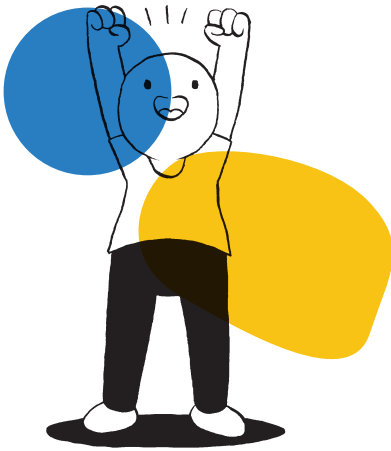
### ***SK Arts Communication:***

If you want to receive information about SK Arts' programs, activities, and upcoming grant deadlines, you must tick the box to authorize us to add your name to our mailing list.

### ***Release of Information (two sections):***

Although we never release the names of non-funded applicants, we do publish grant recipients on our website and in our annual report. If you've ticked the appropriate boxes to give us permission, we may also provide recipients' addresses, on request, to the media or your MLAs.

# APPLICATION INSTRUCTIONS



## **Confidentiality of Information**

The personal and confidential information that is required to process your application is collected, used and disclosed in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection and Electronic Documents Act*. Personal and confidential information disclosed in the application will only be shared, as necessary, with employees of SK Arts and the reviewers. If you are awarded a grant, your name, community, brief project description and amount of the grant will be made known publicly. SK Arts does not disclose the names of unsuccessful applicants. SK Arts will respond appropriately to any inquiries covered by the privacy policies and procedures, including requests to access the applicant's personal information.

## **Acknowledgement:**

For us to process your grant application, you must tick this box to show you have read and understood the requirements.



1355 Broad Street  
Regina, Saskatchewan S4R 7V1  
1.800.667.7526  
sk-arts.ca

 skartsboard

 saskarts

SK Arts acknowledges that the land currently known as the Province of Saskatchewan is comprised of portions of lands from Treaties 2, 4, 5, 6, 8 and 10, the territories of the Nêhiyawak, Anihšínapek, Dene, Dakota, Lakota and Nakota nations, and the homeland of the Métis.

We give thanks to the host Indigenous communities in this province, as we bear the collective responsibility to honour and respect their protocols and homes and to engage meaningfully with their knowledges in our work.