



# ACCESS © COPYRIGHT FOUNDATION

APPLICATION GUIDELINES

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# INTRODUCTION

These guidelines are intended to help you complete your Access Copyright Foundation grant application. They include general information on Access Copyright Foundation, who and what we fund and how to apply, as well as information specific to each of our three grant programs. Each grant program has its own requirements, so refer to both the general information and the program-specific guidelines as you prepare your application.

**Note the new grant limits for previous grant recipients are effective as of October 2021.**

We encourage you to contact the Access Copyright Foundation Program Consultant if you have questions at any point in this process. We want to help you submit the best application possible.

## CONTACTING ACCESS COPYRIGHT FOUNDATION

Access Copyright Foundation grants are administered by SK Arts, the Saskatchewan Arts Board. For questions regarding our grant programs, please contact:

Danica Lorer, Program Consultant  
[dlorer@sk-arts.ca](mailto:dlorer@sk-arts.ca)

or

Tracy Chudy, Administrative Coordinator  
[tchudy@sk-arts.ca](mailto:tchudy@sk-arts.ca)

Access Copyright Foundation c/o  
SK Arts  
201 Avenue B South  
Saskatoon, Saskatchewan S7M 1M3  
1-800-667-7526 (toll free in Canada)  
1-306-964-1155

To apply, click the login link on the Access Copyright Foundation website:

<https://acfoundation.ca/>

ACCESS ©  
COPYRIGHT  
FOUNDATION

# WHO WE ARE

Access Copyright Foundation provides support to creators and organizations engaged in the development and dissemination of publishable Canadian works in the literary and visual arts. We are an arm's length foundation of Access Copyright, a collective voice of creators and publishers in Canada.

Through its grant programs, Access Copyright Foundation works to:

- increase the public's understanding and appreciation of literature and visual arts created by Canadians
- advance the development and promotion of literary and visual arts in Canada by providing grants and other forms of financial assistance to creators and publishers of works intended for publication in Canada or Canada and other countries
- advance professional expertise and knowledge in the Canadian creative and publishing community by providing development grants to creators, arts professionals and publishers
- advance knowledge and innovative thinking by providing research grants to Canadian writers, visual artists, arts organizations and publishers.

Access Copyright Foundation strives to embody its values of excellence in publishing; professionalism; inquiry and engagement; imagination and creativity; curiosity and life-long learning; and the expression of the unique and diverse voices of Canadian creators, publishers, and arts organizations. In all aspects of its work including its leadership, communications, reviewer selection and assessment, the Foundation aspires to uphold these values. Access Copyright Foundation believes that equity requires intention and action to counteract systemic racism, sexism, ableism, homophobia/heterosexism, and other oppressions.

In order to address historical and current inequities, the Foundation welcomes applications from creators with additional challenges in the creation or dissemination of their work including newcomers; people oppressed by racism; and those from a full spectrum of genders, sexual identities and abilities. The Foundation also welcomes applications from organizations representing these communities. The Foundation supports the use of accessible venues and measures to reduce barriers to participation. The Foundation recognizes potential barriers such as geography and language.





# WHAT WE DO

Access Copyright Foundation has three grant programs to support creators, publishers, organizations and arts professionals in their work:

**Marian Hebb Research Grants** support inquiry, information gathering and exploration to individuals and organizations relevant to Canadian publishing, writing and visual arts, and toward the realization of a publishable work in progress.

**Professional Development Grants** support artistic and professional skills development for individuals and organizations engaged in the creation, production and publication of text and images.

**Events Grants** provide funding to organizations and artists groups to showcase publishable works to the public or to host professional development events for writers, visual artists, publishers and related arts professionals.

## ELIGIBILITY

Access Copyright Foundation programs support the following types of creators, organizations and arts professionals working in publishing and the literary and visual arts:

### Creators

Professional writers and visual artists who have completed formal or informal training in their discipline, maintain an artistic practice that includes publishing, and publish or present their work in a manner recognized by their professional peers. Applicants must be Canadian citizens or permanent residents and meet at least one of the following criteria:

- One professionally published book (excluding self-published books and chapbooks)
- One exhibition catalogue
- Eight publications in periodicals or journals.

### Arts Professionals

Self-employed professionals working freelance in the writing, publishing and visual arts sector, including but not limited to:

- Editors, book coaches, translators, illustrators, designers
- Publicists, independent literary agents, marketing and promotion specialists
- Program, editorial, administrative, marketing and production staff of eligible organizations and publishers
- Publishing consultants.

Arts professionals must be self-employed, have formal or informal training and a résumé demonstrating their contribution to the creation, production, presentation or promotion

of publishable Canadian content. Arts professionals currently serving as contract or term employees of eligible publishers or arts organizations may not apply independently.

## **Artist Groups**

Informal collectives or small groups of professional writers or visual artists that:

- Have a mandate to provide mutual support, critique, discourse, professional or skills development
- Have a minimum of five active members
- Have met or have convened online at least monthly for one year prior to the date of application.

## **Organizations and Publishers**

Publishers or publishing, writing and visual arts organizations located in Canada that:

- Are legally registered in Canada as non-profit organizations, or are independent professional book or periodical publishers at least 75% Canadian-owned and controlled
- Have a program mandate that supports the interests of Canadian writers or visual artists
- Provide advocacy, research, promotion, public education, professional development and other support services to Canadian publishers, writers or visual artists or
- Are literary or visual arts institutions in Canada operated by municipalities or government bodies but maintaining artistic control and separate financial records.

Eligible organizations and publishers must apply on behalf of program, editorial, administrative, marketing and production staff, including term or contract employees.

## **To be eligible for Access Copyright Foundation grants, organizations must:**

- Pay artist fees or royalties to artists they engage
- Have been in continuous operation for at least one year prior to the date of application and have published or presented programs, events, festivals or readings series to the public featuring Canadian literary or visual artists and content throughout that time.

## **Ineligible Applicants**

- Prior recipients that have exceeded the grant limits (see page 8)
- Organizations whose primary work is outside of the field of publishing in literary or visual arts
- Academic institutions hosting scholarly events closed to the public or to professional artists and writers
- Educational or professional development organizations applying for support for their core programs
- Festivals and readings series with annual operating budgets over \$500,000 (Events grants only)
- Students registered in an academic degree or certificate program

- Employees or board members of Access Copyright, Access Copyright Foundation or SK Arts
- Prior recipients of Access Copyright Foundation grants with outstanding final reports at the program application deadline date.

## **Eligible Artistic Disciplines**

Grants to individual creators must be for literary or visual works that are intended for professional publication, whether in text or in images that can be reproduced and published in print or digital formats. Works created for exhibition, screening, streaming, performance or installation but not for publication as text or images are ineligible.

## **Publishable work**

We consider literary or visual work to be publishable if it can be reproduced in print or digital format. Publishable literary work includes fiction, poetry, non-fiction and playwriting, but does not include spoken word or screenplays, or any other work not primarily for publication in print or digital formats. Eligible visual work includes photographs, illustrations, paintings, drawings and printmaking for publication, but does not include performance art, sculptural or fine craft works, works created solely for gallery exhibition or installations. **Works in other artistic disciplines such as music, dance, media or film are not eligible.** If the project or event includes other disciplines, but still has a writing or visual art component, please contact the Program Consultant for advice.

## **A Note on Cultural Appropriation**

Access Copyright Foundation believes that the engagement and presentation of different perspectives contribute to a greater understanding of our humanity and of what is taking place in the world. If your proposed project, however, uses imagery or stories from any community that is not your own, provide context so that the peer review panel can understand how and why you will incorporate that material.

Access Copyright Foundation affirms and supports the United Nations Declaration on the Rights of Indigenous Peoples. Applicants whose work uses Indigenous material or includes Indigenous characters should include information about their right to use that material, such as consultation with an Elder or the community, and how they have respected cultural protocols. We ask the artists and organizations applying for grants for projects that address, deal with, incorporate, comment on, interpret or depict unique aspects of Indigenous cultures to show that they have respect and true regard for Indigenous art and culture in their endeavours.

## **Eligible activities**

Eligible activities are listed in the program-specific sections.

## **General List of Ineligible Activities**

In addition to those set out in the individual program guidelines, the following activities are not eligible for grants from Access Copyright Foundation:

- Events and professional development projects that are not focused on publishing, publishable illustration or writing
- Artistic activities that are led by non-professionals
- Self-publishing or author-subsidized publishing of literary works
- Activities carried out by organizations that have not paid, or do not pay, fees or royalties to artists consistent with the standards of the arts practice or sector
- Activities that are carried out to satisfy the course requirements of an educational institution, with the exception of skills development or practical continuing education directly related to the applicant's professional publishing work, such as editing, illustration or marketing courses
- Hosting courses, workshops, professional development, studio or training programs that are part of the regular programming of recognized educational institutions or arts development organizations
- Capital expenditures
- Fundraising activities, prizes or contributions to endowment funds.

## DEADLINES AND GRANT AMOUNTS

### **Marian Hebb Research Grants**

February 15

Funding amounts: Up to \$7,500 (Grant A) or \$3,000 (Grant B) for creators; up to \$10,000 for organizations and publishers

### **Professional Development Grants**

April 1

Funding amount: Up to \$3,000 for creators, arts professionals, organizations and publishers

### **Events Grants**

November 1

Funding amount: Up to \$7,500 for artists groups, organizations and publishers

Access Copyright Foundation has a total funding envelope of \$300,000 per year for its three grant programs. The demand for Access Copyright Foundation grants exceeds available resources. Funds may not be available to support all the recommended applicants or to provide grants in the amounts requested. To distribute the funding more widely among worthy applicants, the Foundation has introduced the following limitations:

Successful applicants are ineligible to apply to the same grant program at the next annual deadline. A Marian Hebb Research grant recipient, for instance, must wait two years before applying again for research support.

Individuals or organizations are limited to a maximum of two Access Copyright Foundation Grants within a twenty-four month period, regardless of the grant type.



Applicants may apply for only one project at each program deadline. Publishers with several imprints or companies that share staff and resources may apply for only one project.

Publishers and organizations may apply for travel, accommodation and registration expenses for only one employee undertaking professional development at each deadline.

The grant application process is competitive, and funding is limited. Call the Program Consultant for advice or for review panel comments on your prior applications.

Each grant program has one fixed deadline date per year. The grant portal opens approximately two months before each deadline.

## NOTIFICATION

The assessment process generally takes 90 days from the deadline date. Grant results are sent to applicants by email.

## ASSESSMENT PROCESS

Applications are assessed by an independent panel of writers, artists, publishers and arts professionals from across Canada, each with specific knowledge and experience appropriate to the grant program. At this time, the Foundation has the capacity to accept and assess English-language applications only.

The review panel uses assessment criteria to assess each application against others in the competition. There are two categories of criteria: the merit of the project and the capacity of the applicant to carry out and benefit from the project. Specific assessment criteria are listed with each of the program-specific guidelines.

As with all funding programs, projects should be relevant to Access Copyright Foundation's values and objectives and aligned with the purpose of the grant program.

Applicants with questions about eligibility should consult with the Program Consultant before applying.

## SUBMITTING AN APPLICATION

Access Copyright Foundation grants are administered by SK Arts. Applications are submitted through SK Arts' Smart Simple online grant portal that may be accessed through our website, <https://acfoundation.ca/>. Please register well in advance of the deadline. If you have applied before for an Access Copyright Foundation grant, you will already have a user profile in the system. Your applicant profile will be tied to the email address used in your last application. To request a password, click on the [Forgot Password?](#) link and a new password will be provided. Please contact the SK Arts at [grants@saskartsboard.ca](mailto:grants@saskartsboard.ca), or call toll-free at 1-800-667-7526 should problems arise.

# COMPLETING AN APPLICATION

## Application questions

Each program has a set of questions to provide the review panel with enough information to assess the applications received. Please refer to the specific program guidelines when completing your application.

Please note that project proposals may vary greatly within the same grant program. Applicants are not required to respond to questions or submit information irrelevant to their proposal. Submit only the information that is relevant to your project. If in doubt, refer to the assessment criteria, or contact the Program Consultant.

## Project Dates

Grant application project dates are the period for which support is requested. Projects should usually be undertaken within the application year.

With some exceptions, applications should be made to the closest deadline before the project's start date. If the turnaround time between the grant deadline and results notification will interfere with planning or financing your project activities, you may submit your application the year before. For example, if the grant program deadline is April 1 and your project (course, travel, event) starts on April 15, you may apply the year before to ensure you have enough lead time to execute the project.

Except in the case of the Events grant program, project expenses cannot be retroactively funded. See Events grants guidelines for eligibility timelines for autumn events and conferences.

If your project plans change after you submit your application, please contact the Program Consultant to discuss revising the proposal or withdrawing the application before the review panel meeting.

## Word and Page Counts

Application questions have a set word count limit and support material has page or document limits. Note that applicants are not required to provide the maximum number of words or pages, but only enough relevant information for the review panel to assess their proposals against the assessment criteria.

## Budget

Budgets must be entered into the budget form on the grant portal and must balance. Please budget only for the project for which you are requesting funding. For example, if you are applying for a research grant for a manuscript-in-progress, include only eligible expenses directly related to the research activities and to be incurred within your Research project term, not for completing or publishing the book. Indicate in the designated Budget Form column which expense amounts will be covered by the Access Copyright Foundation grant.

## **Support material**

You are advised to support your application with information that complements or substantiates your responses to questions on the portal. Support material requirements and examples are provided in each program-specific guideline section. You do not need to provide all the documents or information suggested, only those designated as required and those most relevant to your application.

Ensure that all text and images are legible and adhere to page or document limits indicated in the guidelines. Writing samples must be double spaced. In fairness to all applicants, pages above the maximum allowed will be deleted from your manuscript excerpt or writing sample.

**Material exceeding the limit will not be forwarded to the review panel for assessment.**

## **Internet links**

You may supplement your support material with relevant internet links. You do not need to provide the maximum number of links allowed, or links to information already included in your application or support material.

## **Support Material Index**

You must complete the Support Material Index in the application form to facilitate assessment. List and identify support documents included with your application. If you are including website links, indicate the tab or location of the relevant material as well as the content. Clearly identify links to writing samples, reviews, previous events, your upcoming program or information about your organization, practice or project.

# **CLAIMING THE GRANT**

If your application is successful, you will receive notification of the terms and conditions of funding and all the forms required to claim the grant. If the grant awarded is less than 60% of the amount you applied for, Access Copyright Foundation may request a revised budget, project plan and/or project dates to show how you will undertake the project with less funding than requested.

You must submit a signed Request for Grant Payment form (voucher) to receive funding.

**Access Copyright Foundation funding is provisional on the project proposed. If your project requires acceptance into a program with limited or adjudicated admission, you must provide notification of your admission or confirmation of registration with your Request for Grant Payment form. If the host requires full payment for registration and that is not financially possible until you receive the grant, you must provide an email confirming that you will be admitted on payment.**

Grant cheques will be released within a month of the notification of grant results, provided signed Request for Grant Payment forms have been submitted and approved by the Program Consultant, along with documentation of admission or registration as detailed above. Please note:

- Grants are issued in a single cheque to the designated payee
- Grant recipients must claim their grant within 12 months of the date on the notification letter or the grant may be forfeited
- Access Copyright Foundation is required to issue T4A forms to grant recipients for amounts over \$500.

## COMPLETING THE PROJECT

Grants must be used for the project expenses proposed and supported by the review panel.

If for any reason your project must be delayed or modified, contact the Program Consultant as soon as possible. Access Copyright Foundation will consider extensions and/or changes of plan within the spirit of the original proposal on a case-by-case basis.

### Acknowledgement

As part of the conditions of the grant, applicants are required to recognize Access Copyright Foundation support wherever possible. This may be done by acknowledging Foundation funding in speeches and presentations as well as at openings, performances, readings and events. Include Access Copyright Foundation's logo on all print and online material related directly to the project. Access Copyright Foundation's logo can be downloaded from our website: [www.acfoundation.ca](http://www.acfoundation.ca).

## REPORTING ON THE PROJECT

Grant recipients are required to complete and submit the Final Report form in the application portal no later than 60 days after the end of the project term. Please do not mail or email your report. The report must include as relevant to your project:

- a description of your project activities
- brief comments on how your vision for the project was realized or evolved
- documentation of your project, such as excerpts or samples of the manuscript or article, an event program or brochure, course registration, videos, or photos
- information about upcoming production, presentation or publication of your work-in-progress
- reflection on the impact of your research, including plans to implement and/or disseminate it
- completion of the Budget Form in the portal, noting any changes to your project budget. Retain receipts for your project expenses, as you may be requested to provide them after your final report is reviewed. If your project expenses were lower than anticipated, you may be required to return the unused portion of the grant.

## **We want to hear about your work!**

Access Copyright Foundation is interested in learning more about your project and how the grant benefitted your work. Please send pictures of Access Copyright Foundation-funded activities and keep us informed if the work has gained additional success after the final report has been submitted. Send photographs to [acfgrants@saskartsboard.ca](mailto:acfgrants@saskartsboard.ca), or tag @AccessCopyright on Twitter, Facebook or Instagram.

## **Overdue reports**

Recipients of Access Copyright Foundation grants must file outstanding reports before applying for further funding from any of the programs. If your final report becomes overdue after the deadline but during assessment of a subsequent grant application, your application may either be removed from the competition or may be recommended for funding provisional on submission and approval of the overdue report. If you fail to submit the outstanding report within 30 days of results notification, the new grant will be rescinded and the funding reallocated. If you cannot complete your project or submit your final report by the due date, contact the Program Consultant to discuss an extension.



# MARIAN HEBB RESEARCH PROGRAM GUIDELINES



# PURPOSE OF THE PROGRAM

Marian Hebb Research grants support inquiry, information gathering and exploration relevant to Canadian publishing, writing and/or visual arts. Research projects should inform the creation of a publishable work, an innovative program, strategic initiative, study paper or report.

## WHAT WE FUND

### Creators

For individual creators (writers and visual artists) engaged in research essential to the realization of a publishable work-in-progress, the research grant may be used to inform the content of a work or to explore an artistic process or technique.

Research may entail gathering information or authenticating detail by accessing primary or secondary sources. Eligible activities may include travel, interviews, consultation or archival and bibliographic investigation focused on the content, ideas, themes or techniques of a publishable work-in-progress.

**Marian Hebb Research Grant Creators applicants may elect one of two options:**

**Creators Grant A:** Creators may apply for up to \$7,500 for projects involving travel and significant third-party expenses, providing a breakdown of research travel expenses, eligible activities and timeline as outlined in the Access Copyright Foundation Program Guidelines. Grant A travel and research activities must be initiated within one year of results notification and final reports must include documentation and receipts for major expenses. **Grant A recipients who later decide against travelling may retain \$3,000 for at-home research but must return the remaining grant funds.**

**Creators Grant B:** Creators who do not intend to travel or incur significant third-party expenses may apply for a grant of up to \$3,000 to pursue local research; digital, bibliographic, documentary or remote research from home or to hire a researcher with access to material not available to the applicant (such as documents in a special collection or foreign archive). The grant may be used to cover subsistence, local transportation, researcher or document fees, fees to access online events, material or presentations. Grant B applicants must describe their proposed research activities and workplan but will not be required to submit receipts unless requested on review of the final report.

### Organizations and Publishers

Organizations and Publishers may apply for up to \$10,000 whether their research activities will be conducted in person or virtually. (See page 6 for information on eligible organizations.)

The level of funding awarded in each grant category will be as recommended by the Research Grant review panel based on their assessment of an application's merit against the program assessment criteria and its final ranking. Please contact the Program Consultant with any questions or concerns.

# ASSESSMENT CRITERIA

Reviewers assess the application for its relevance to the Access Copyright Foundation program goals (see pages 4 & 5 above) and against the following assessment criteria:

## CREATORS

### Activity

- Relevance of the research activities to the inquiry question and realization of the work-in-progress
- Feasibility of the research plan and timeline
- Budget appropriate to project scope and impact.

### Applicant

- Merit of the work-in-progress
- Merit of the applicant's past work and/or professional résumé
- The applicant's ability to complete the publishable work-in-progress.

## ORGANIZATIONS AND PUBLISHERS

### Activity

- Relevance and potential impact of the proposed research on the applicant, stakeholders and/or sector
- Sound workplan and budget appropriate to the project scope and impact
- Strategic research dissemination and response planning

### Applicant

- Merit and professional status of the applicant
- The applicant's contribution to the Canadian writing, publishing or visual arts sector
- The applicant's expertise and capacity to complete the project.

# APPLICATION INSTRUCTIONS

## Grant Request Amount

Applicants may request any amount up to the maximum grant of \$7,500 (Grant A) or \$3,000 (Grant B) for creators and \$10,000 for organizations and publishers. **Recipients of Marian Hebb Research Grants at the previous deadline are not eligible to apply at the current deadline. No applicant may receive more than two grants from Access Copyright Foundation in a twenty-four-month period.**

## **Project Dates**

Marian Hebb Research Grants cover only the research phase of a work-in-progress or project. The realization of your work or project will usually extend beyond the grant term. Your research grant project and term should be restricted to activities, travel and expenses required to conduct the proposed research and briefly assimilate it for inclusion in your work-in-progress or larger project.

You may not use the grant to complete, revise, produce or publish your work. Funded research activities should begin within one year of results notification and be completed within one year of the start of your grant term.

## **Project or Event Location**

Provide names of the communities or locations where you will undertake the research activities.

## **Brief Project Description**

This short statement acts as an identifier or label for your grant application in assessment materials, grant payment forms and announcements about grant awards.

## **Inquiry Question**

A clearly articulated inquiry question should guide your research approach and provide a rationale for your project activities. The question, broad or narrow, should convey the focus of your inquiry to the review panel.

Reviewers will consider whether exploring the inquiry question is essential to realizing your work-in-progress or project and whether your proposed research activities are essential to exploring the inquiry question.

If you would like to discuss your inquiry question with the Program Consultant, please do not hesitate to call.

## **Detailed Project Description**

Provide a detailed project description that will provide the review panel with enough information to assess the merit of your proposed research. Include as applicable:

## **Creators**

- A brief description of your work-in-progress (theme and genre, not a detailed plot synopsis)
- A detailed description of your research activities and how they relate to your inquiry question
- An explanation of how the research proposed is integral to the realization of your work-in-progress
- An explanation of how this project will benefit your artistic development and/or body of work
- A work plan and timeline for your research project

- Information demonstrating your ability and availability to complete the research activities as proposed.

## **Organizations and Publishers**

- A breakdown of the project activities explaining how they address your inquiry question
- A rationale for the relevance of the research project within the creative and economic environment in Canada
- A description of the potential impact of the project on the interests of your organization and/or Canadian publishers, writers and/or visual artists
- A plan to disseminate and respond to your research results
- A work plan and timeline for the research activities, identifying your partners and project participants
- Information about your organization, stakeholders and programs that will enable reviewers to assess the merit and potential impact of the project
- Information about your organization and operations that demonstrates your capacity to complete and implement the research.

## **Budget**

See page 10 for information on submitting your budget.

## **Eligible Expenses**

Eligible project expenses are limited to costs you will incur during the grant term in the process of undertaking your research activities. Project expenses may include but are not limited to the following:

## **Creators**

Expenses directly related to your research project including travel; accommodation; ground transportation; meals or per diems; admissions or access fees for museums, libraries, archives and special collections; photocopying or printing of archival material; translation, transcription or research services; or other costs essential to conducting the inquiry, such as purchase of essential books unavailable through interlibrary loan. You may claim subsistence support up to a maximum of \$2,000 per month to cover living expenses while working full-time on your project. If you plan to undertake the research part-time, prorate the subsistence amount accordingly. If your grant term is less than one month, you may claim up to \$100 living allowance per day. You cannot request subsistence and per diems for the same dates. The maximum subsistence for either Grant A or Grant B is \$3,000.

## **Organizations and Publishers**

Expenses directly related to the research project, including planning, consultants' fees (time, travel, business expenses) and administrative or other expenses that must be incurred to undertake the project.

## **Ineligible Expenses**

See also General List of Ineligible Activities, pages 7-8.



- Costs incurred for the creation, revision, production, printing or publishing of the work-in-progress
- Extended stays or travel to additional destinations not related to the research project
- Travel, accommodation or hospitality expenses for anyone other than the applicant or researcher contracted for the project. If you require access support to undertake research due to a disability, please contact the Program Consultant
- Memberships, subscriptions, book or periodical purchases
- Ongoing or operating expenses such as office rental, utilities, wireless or internet service, subscriptions and employee remuneration including staff time dedicated to the research project
- Costs associated with self-assessment or internal review limited to your organization's current program or operational activities
- Payment or honorarium to an interviewee, except for gifts made to Indigenous Elders or Knowledge Keepers according to cultural protocol.

## Support material

See Support Material on page 11. Attach material that will support your application (maximum 10 pages). **If you are a creator working on a manuscript, your support material must include a résumé and a five-page, double-spaced sample of your work.** Support material must be identified and included in the support material index. It may include:

### Creators

- A five-page sample (text or images) of the work-in-progress or of recently published work (Required)
- A literary or artistic résumé of up to three pages (Required)
- Support letters, correspondence or documents confirming access to restricted collections, sites or interviewees necessary to undertake your research.

### Organizations and Publishers

- An overview of your organization, its mandate, stakeholders and programs
- A professional résumé and/or proposal from the consultant, project manager or researcher to be engaged for the research project
- A draft contract specifying the proposed timeline, work plan, terms and payment.

You may supplement your support material with up to five internet links to sites relevant to your organization, the research project or activities.

**Material submitted in excess of the maximums indicated will not be submitted to reviewers for consideration during the assessment process.**

Click [here](#) to apply now. Applications are due by 11:59 p.m. CST on the deadline date. Staff is available to assist with applications and the online portal weekdays from 8:00 - 4:30 p.m. CST. The portal will be open to applicants approximately two months before the program deadline. Please start your application on the portal in advance of the deadline; we are not able to help you after hours or on weekends.

# PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES

A man with short dark hair, wearing a blue blazer over an orange t-shirt, is standing in front of a large window. He is holding a white marker in his right hand and is in the process of writing on a whiteboard. The whiteboard is partially visible on the left side of the frame. The background shows a blurred view of a cityscape through the window. The text "PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES" is overlaid in large, bold, green capital letters on the left side of the image.

## PURPOSE OF THE PROGRAM

Access Copyright Foundation Professional Development grants provide access to specialized training and continuing education for writers and visual artists; arts professionals working as self-employed freelancers or working as employees of Canadian publishers and publishing, writing, and visual arts organizations.

## WHAT WE FUND

Professional development may be undertaken through formal or informal means such as:

- Workshops, courses, conferences or seminars
- Skills development or practical continuing education directly related to the applicant's professional publishing work, such as editing, illustration or marketing courses or non-academic certificates
- Online or correspondence courses
- Internships or professional exchanges
- Mentorships or apprenticeships
- Residencies, retreats, colonies or studio programs for professional artists
- Career development events or consultation.

In addition to the general list of ineligible activities listed on pages 7-8, the following activities are ineligible for funding:

- Retreats or residencies without a clear learning or professional development outcome
- Studies undertaken towards the completion of an academic degree by registered graduate or undergraduate students
- In-house training, apprenticeship or skills exchange conducted by fellow employees of an arts organization or publisher
- Manuscript evaluation or editing without a mentorship or training component
- Mentorship, training, apprenticeship or consultation by a writer, artist or arts professional without a contract specifying the terms and compensation
- Professional development or training fully supported by grants from other funding agencies, bursaries or sponsorships
- Purchase of equipment, books or materials with the exception of mandatory texts or course material
- Activities not directly related to the learning and professional development objectives outlined in the application
- Subsistence or living allowance for periods of self-directed study.

Funded projects should be commenced within one year of results notification and completed no later than one year after their start date.

# APPLICANT CATEGORIES

## Creators

Professional writers and visual artists seeking to develop their craft, learn new skills, acquire specialized knowledge, train with an established professional peer or pursue career development opportunities.

## Arts Professionals

Self-employed professionals working freelance in the writing, publishing and visual arts sector (including but not limited to editors, illustrators, designers, publicists, literary agents and consultants) seeking to acquire new skills or knowledge, attend creative industry events or pursue career development opportunities.

## Organizations and Publishers

Publishers or publishing, writing and visual arts organizations seeking to enhance their employees' expertise and knowledge through professional exchange, continuing education, skills development or attendance at creative industry events.

Eligible organizations and publishers must apply on behalf of program, editorial, administrative, marketing and production staff, including term or contract employees. Publishers and organizations sending staff to a conference or event may apply for travel, accommodation and registration expenses on behalf of only one employee at each deadline.

Publishers with several imprints or companies that share staff and resources may apply for only one project and employee.

# ASSESSMENT CRITERIA

Reviewers assess applications against the following assessment criteria for each of the applicant categories:

## CREATORS

### Activity

- Potential impact of the activity on the applicant's practice and learning objectives
- Merit of the program, event, course or mentor
- Budget appropriate to the project scope and impact

### Applicant

- Merit of the applicant's work and artistic or professional résumé
- Relevance of the learning objectives to the applicant's writing or artistic practice
- Evidence of the applicant's ability to undertake and benefit from the professional development

## **ARTS PROFESSIONALS**

### **Activity**

- Relevance of the proposed activity to the applicant's learning objectives, professional practice or career
- Merit of the program, event, course or mentor
- Budget appropriate to the project scope and impact

### **Applicant**

- Applicant's professional contribution to the Canadian writing, publishing or visual arts sector
- Learning objectives appropriate to the applicant's professional development and work in the writing, publishing or visual arts sector
- Evidence of the applicant's ability to undertake and benefit from the professional development

## **ORGANIZATIONS AND PUBLISHERS**

### **Activity**

- Relevance of the proposed professional development activity to the applicant and employee's learning objectives and needs
- Merit of the program, event, course or mentor
- Budget appropriate to the project scope and impact

### **Applicant**

- Applicant and employee's professional status and contribution to the Canadian writing, publishing or visual arts sector
- Relevance of the learning objectives to contemporary needs within the organization and/or sector
- Evidence of the applicant and employee's ability to undertake and benefit from the professional development

# **APPLICATION INSTRUCTIONS**

## **Applicant Name**

Publishers and arts organizations apply on behalf of the employee undertaking the professional development. Creators and Arts Professionals apply on their own behalf.



## **Grant Request Amount**

Applicants may request any amount up to the maximum of \$3,000. **Recipients of Access Copyright Foundation Professional Development Grants at the previous deadline are not eligible to apply at the current deadline. All applicants are limited to two grants in any category from Access Copyright Foundation in a twenty-four-month period.**

## **Project Dates**

Access Copyright Foundation funding covers expenses incurred after the application deadline and within the project term. The project term must begin within one year of grant results notification and be completed within one year of the start date.

## **Project Location**

Provide name of the community where the professional development activity will be undertaken.

## **Brief Project Description**

This short statement of the project acts as an identifier or label for your grant application in assessment materials, grant payment forms and announcements about grant awards.

## **Learning and Professional Development Objectives**

Please describe hoped-for learning or professional development outcomes of your proposed activity. Objectives may relate to the acquisition of specific skills, expertise, knowledge or artistic craft, or to advancing your career or professional practice.

## **Detailed Project Description**

Provide a detailed project description that will provide the review panel with enough information to assess the merit of the proposed professional development activity.

You may request support for only one professional development activity with each application. You may not apply simultaneously for an individual mentorship and an online course, for example.

You may, however, apply for more than one course or webinar in the same program toward the same learning objective, such as two editing courses or workshops offered by the same host institution or instructor/facilitator.

If you have not yet been accepted into a course of study or residency at the time of application, you must send notification of admission results to the Program Consultant immediately on receipt. Grants are conditional on acceptance into programs or residencies. Funding will not be released without documentation of admission or confirmation from the host that your registration will be processed on receipt of payment. (See page 11 for exception.)

Include as applicable:

### **Creators**

- A description of the project activities and how they relate to your learning outcomes and professional development objectives
- A reflection on your practice that will enable reviewers to assess the merit of the professional development in the context of your body of work, artistic development and/or career
- A description of the course, workshop, residency, studio or program
- Information about the hosting educational institution, arts service or training organization or mentor
- Details and rationale for travel required to access the professional development.

### **Arts Professionals**

- A description of the project activity and how it relates to your learning and professional development objectives
- A reflection on your freelance practice that will enable reviewers to assess the merit of the professional development in the context of your career development and contribution to the writing, publishing and visual arts sector
- A description of the industry event, course, workshop, program or mentorship
- Information about the hosting organization, educational institution, arts service or training organization or mentor
- Detailed information about the mentor, rationale for and structure of the mentorship describing the learning approach, timeline, topics, number of meetings (virtual or in person), amount of work to be reviewed by mentor
- Details and rationale for travel to be undertaken by either you or your mentor.

### **Organizations and Publishers**

- A description of the project activities and how they relate to your employee's learning and professional development objectives
- Information on the role of the employee receiving the professional development and how the specialized knowledge and skills acquired will benefit them and your organization
- Information about the publishing symposium, conference, forum, summit or other creative industry event and its potential benefits
- A course, program or workshop description including information about the mentor, hosting educational institution, publisher, arts service or training organization
- Details and rationale for travel to be undertaken by either the employee receiving the professional development or the mentor/trainer/established professional peer
- Relevant information about your organization, programs and operations that will enable reviewers to assess the merit, feasibility and impact of the project.

### **Budget**

See page 10 for information on completing your budget.

## Eligible Expenses

Access Copyright Foundation funds only costs directly incurred to undertake the project. These may include tuition, program, residency or studio fees; webinar or online program registration fees; conference registration fees; mentors' or instructors' fees; travel, meals and accommodations; required texts or other material essential to completing the professional development.

## Ineligible Expenses

- Living expenses or subsistence while attending virtual programs or completing assignments
- The purchase of books or reading material
- Travel, accommodation or meal expenses for anyone other than the applicant, facilitator or mentor
- Membership fees
- Wireless, internet and streaming platform fees and subscriptions
- Book or periodical purchases recommended by a mentor or instructor but not requisite to complete formal course requirements
- Office rental or utilities.

## Support material

Upload relevant material that will support your application to a maximum 10 pages. See page 11 for more information on support material:

- A five-page sample of your work-in-progress or recent writing (Required for creators)
- An artistic or professional résumé of up to three pages (Required for creators, arts professionals and employees to undertake the professional development)
- Organizational overview (organizations and publishers)
- A brief artistic or professional résumé from the established arts professional or artist to be engaged for mentorship, craft development or career consultation
- A draft mentorship contract specifying the proposed learning objectives, timeline, work plan, terms and payment (Required)
- Documentation of admission or registration if available (Required for grant release, see page 11 for details)
- Screen capture of course or conference description and fees.

You may supplement your support material with up to five clearly identified internet links to your website, the host educational institution or retreat, conference program, etc.

Material submitted in excess of the maximums indicated will not be submitted to the review panel for assessment.

Click [here](#) to apply now. The portal will be open to applicants approximately two months before the program deadline. Applications are due by 11:59 p.m. CST on the deadline date. Staff is available to assist with applications and the online portal weekdays from 8:00 - 4:30 p.m. CST. Please start your application on the portal in advance of the deadline; we are not able to help you after hours or on weekends.

# EVENTS PROGRAM GUIDELINES



## PURPOSE OF THE PROGRAM

Events grants provide funding to festivals, reading series, arts service associations and artists groups to showcase published works to the public or to host professional development events for writers, visual artists, publishers and related arts professionals. Events must celebrate and present Canadian literary work in a public context, or provide opportunities for learning, career advancement or creative discourse in publishing, writing or visual arts in Canada. Events may be presented live, virtually or as hybrid live/streamed events. Applications should address the use of accessible venues and measures to reduce barriers to participation.

## WHAT WE FUND

Events grants support a range of activities that promote the development and appreciation of Canadian publishing, writing and visual art. They can include, but are not limited to:

- Festivals, reading series, exhibitions, symposia, conferences and conventions, or other events showcasing Canadian writers or visual artists and their work to the public either live or on a virtual streaming platform
- Book award ceremonies and associated programs (event costs only)
- Workshops, lectures, facilitated retreats and seminars presented by and for professional artists, writers, artist groups, publishers or arts professionals
- Professional development, creative discourse or career advancement components of annual conferences or general meetings
- Readings, panels, presentations, performances or lectures by Canadian writers, visual artists or publishing professionals as public components of conferences, symposia or professional development programs hosted by academic institutions or arts organizations.

The following activities **are not** eligible for funding:

- Writer or artist retreats without a facilitated professional or skills development component
- Group retreats or workshops facilitated or presented by a member of the participating writers group
- Annual general meetings or conferences without professional development, creative discourse or career advancement sessions
- Book launches, readings, tours and other marketing events hosted or organized by the book's publisher, author or publicist
- Readings, forums, panels and scholarly events hosted by academic institutions and closed to the public and professional artists and writers
- Courses, panels, workshops and residencies offered as core programs by educational or professional development organizations
- Fundraising events
- Events which do not pay honoraria, speakers fees or travel expenses to presenters
- Festivals and readings series with annual operating budgets over \$500,000
- Events without a clear thematic link to publishing or publishable work, such as performing arts conferences or visual art exhibitions or conferences.



# ASSESSMENT CRITERIA

Reviewers assess the application against the following assessment criteria:

## **Activity**

- Merit and potential impact of the event or program
- Professional status, diversity and expertise of the presenters
- Relevance to the Canadian writing, publishing or visual arts sector

## **Applicant**

- Evidence of sound curation, programming and management
- Budget appropriate to the scope and potential impact of the event or program
- Applicant's demonstrated capacity to deliver the event.

# APPLICATION INSTRUCTIONS

## **Grant Request Amount**

Applicants may request any amount up to the maximum grant amount of \$7,500.

**Recipients of Access Copyright Foundation Events grants at the previous deadline are not eligible to apply at the current deadline.**

**Applicants are limited to two grants in any category from Access Copyright Foundation in a twenty-four-month period.**

Please note that Access Copyright Foundation grants are not usually the only source of funding for events, and that your application may not be fully funded.

## **Project Dates**

Because many festivals and events are held in the early autumn, Events grants may be directed toward eligible activities held within the two months immediately prior to the November 1 deadline. If your programming begins or your event falls between September 1st and November 1st, you have the option of applying for a grant toward expenses already incurred for the current year's event *or* for those to be incurred to host your next event.

Upcoming events or series should begin within one year of the application date and conclude within one year of the project term start date.

## **Project or Event Location**

Provide names of the communities where your event or events will take place. For online events which have already been streamed, indicate the audience catchment area reached.

## **Brief Project Description**

This short statement of the project acts as an identifier or label for your grant application in assessment materials, grant payment forms and announcements about grants. If your event has a working title, include it.

## **Detailed Project Description**

Refer to the Assessment Criteria when completing your detailed project description. Your project description should provide the review panel with enough information to assess the merit of the event or series, your capacity to plan and host it and its potential impact on your intended audience. If you are applying retroactively for an event held between September 1<sup>st</sup> and the program deadline, include supplementary information as indicated.

Include information relevant to your project such as:

- Your curatorial vision, objectives and intended audience for the event
- A program or overview of the event including theme, presenters, session topics and formats, venue or streaming platform, dates and anticipated attendance
- A timeline, work plan, and description of personnel, volunteers and resources
- A plan for advertising and promoting your event and, if applicable, for documentation and dissemination
- Potential benefit to the Canadian publishing industry or to the publishing, writing or visual arts communities.

For events held prior to the application deadline, you must include:

- Event program or promotional material
- An evaluation of the event
- Excerpts from participant and/or presenter evaluations
- Registration and attendance or log-on figures.

## **Organizational Overview**

Please provide a brief overview of your organization or artist group including information such as:

- Your vision or mission statement, values and history
- Related events hosted by your organization or artist group
- Your organization's programs, operations and capacity to organize and host the event
- A brief description of membership if relevant.

## **Budget**

### **Eligible Expenses**

Access Copyright Foundation funds expenses directly related to the event such as:

- Presenters' honoraria, travel and accommodation

- Venue rental, audio visual rental and support, pandemic safety supplies including masks, sanitizers, signage
- Virtual hosting costs including live streaming and on-demand platform fees, recording and technical consultation and support
- Printing and production costs for programs, promotional material and documentation.

### **Ineligible Expenses:**

- Administration, planning, operating and staff costs of your organization
- Presenters' honoraria or speaking fees for employees of your organization or members of your artist group
- Artists fees and other expenses for non-literary components of an event, such as music or theatre performances or film screening
- Subsidies or bursaries toward attendees' or participants' travel, accommodation or registration
- Meals, catering and refreshment costs for the event
- Award assessment costs, prizes, cash awards, gifts or swag
- Equipment purchase, capital costs
- Expenses covered by sponsors or grants from funding agencies.

### **Completing the budget**

You must submit your project budget by completing the budget form in the application portal. List all revenue and expenses, confirmed and unconfirmed, directly related to the Events project activities. Indicate which eligible expenses are to be covered by the Access Copyright Foundation grant. The budget must balance (your total revenue must equal your total expenses).

### **Expenses**

To inform the review panel about how you will use the grant requested and to aid in their assessment, use the Notes column to provide a breakdown of expense items such as:

- Honoraria or reading fees for presenters, panelists and readers (number of presenters and individual fees)
- Presenters' travel and accommodation costs
- Live and hybrid event hosting costs (see Eligible Expenses above)
- Virtual hosting costs (see Eligible Expenses above)
- Advertising, promotional and conference material.

### **Revenues**

All potential revenue sources must be listed with an indication of whether they are confirmed or unconfirmed. Access Copyright Foundation funds may not be allocated toward the same expenses fully funded by other grants, funding or sponsorships. Revenue may include but is not limited to:

- Amount requested from the Access Copyright Foundation
- Projected registration or admission fees from event participants
- Ticket sales or sales of books and other merchandise

- Funding requested or received from other sources such as government agencies, community organizations, foundations, private donors or sponsors
- In-kind contributions and sponsorships.

If unconfirmed funding is the major revenue source for your event, it is advisable to upload an alternate “Plan B” budget with support material, indicating how you will undertake your project if one or more of the major grant or sponsorship applications is unsuccessful.

If another funding source for the designated project expenses becomes confirmed, you may request approval to reallocate your Access Copyright Foundation Events grant toward other eligible expenses listed in your budget.

In-kind support must be listed as both revenues and expenses. Identify in-kind contributions in the budget form notes column.

### **Support material**

Upload material that will support your application (maximum 10 pages). Support material must be labelled and included in your Support Material Index. It may include presenters’ bios, membership profiles (for arts service organizations and artist groups), promotional material, festival/conference programs and/or information from previous events. Do not send physical copies of support material.

You may supplement support material with up to five clearly identified internet links to your organization and events. (See note on page 11.)

Click [here](#) to apply now. Applications are due by 11:59 p.m. CST on the deadline date. Staff is available to assist with applications and the online portal weekdays from 8:00 - 4:30 p.m. CST. The portal will be open to applicants approximately two months before the program deadline. Please start your application on the portal in advance of the deadline; we are not able to help you after hours or on weekends.