ARTISTS IN SCHOOLS – *Residencies*

APPLICATION GUIDELINES

Application Deadlines: April 5 and Nov 5

Artists in Schools **is a SK Arts program supported by funding from Sask Lotteries through the partnership between SK Arts and SaskCulture Inc. and the Government of Saskatchewan through the Ministry of Education.**

Contents

SUBMISSION

Applications are only accepted online at: https://saskarts.smartsimple.ca

PROGRAM INFORMATION

The *Artists in Schools – Residencies* program offers Saskatchewan K-12 schools support in hosting an Artist-in-Residence program for a one- to five-month residency term. Residencies support artists working **in residence,** immersed in the school environment full-time as a member of the school community. This is different from the *Artists in Schools – Projects* program, where support is provided for established partnerships between artists and schools to co-create an inquiry-based arts and learning activity in response to the needs of student participants.

Resident artists must be based in Saskatchewan and have established a professional practice in their discipline (literary, visual, media arts, music, theatre, dance, multidisciplinary, etc.). Host schools provide a suitable working space in which the artist is engaging with and accessible to the school community.

School residencies may ask for a tangible outcome related to a particular theme, like an art production, an exhibition, a project, presentation, workshops, or a collaboration. An intangible outcome may instead be the goal, with no prescribed outcomes. The emphasis or value is that students have the opportunity to observe and work alongside a professional artist and gain a deeper understanding of who the artist is, how they work, things they think about, and how they approach their practice. The artist immerses themselves in the school setting with the purpose of encouraging a creative environment and enriching educational experience. An artist may choose to create their own work on site as part of the residency; however, the higher priority for the artist working in residence is their accessibility to the student body and providing opportunities for students to engage in meaningful artistic pursuits.

PROGRAM PURPOSE

In support of creating opportunities that link professional art practices and educational opportunities, the *Artists in Schools – Residencies* program aims to provide unique artistic experiences that are generally not provided through regular arts education programming. The *Residencies* program is unique as it brings the school community in direct contact to experience first-hand the working methods of a professional artist. Every residency is different and customized to meet the needs and interests of the school environment. Artists work together with students and teachers to creatively explore concepts and learn new skills.

Hosting an artist in the school environment full-time (35-40 hours/week) promotes dynamic opportunities of interaction and creation, nurtures healthy relationships and encourages positive learning through hands-on experiential processes. Students will be exposed to an enriching arts experience that can help develop and improve their overall educational experience.

Creating a space for an artist to reside in the school space will:

- support relationship building among students and teachers and cultivate a sense of belonging, cooperation, and collaboration.
- positively impact student learning, fostering innovation and imagination.
- encourage motivation and self-expression, thereby boosting confidence and self-esteem.
- increase awareness of art practices not readily available in students' day-to-day school activities, providing students with the opportunity to observe processes related to an artist's practice such as insight into artistic thinking, creative processes, and various skills, methods and techniques.

- encourage students to be inquisitive and develop their observational and problem-solving skills.
- motivate creative thinking that will inspire creativity and nurture emotional intelligence.
- support diversity and inclusivity.
- further support students' and teachers' appreciation for the arts and its importance as part of our daily lives.
- reduce conflict, foster trust, and improve relationships for residencies addressing diversity and inclusion among marginalized communities (i.e., Indigenous, BIPOC, LGBTQ2+, disabilities, etc.) and non-marginalized communities.

ROLES AND RESPONSIBILITIES OF RESIDENCY HOSTS

Schools interested in hosting an artist-in-residence are encouraged to contact the Program Consultant before preparing an application, as consultants can clarify eligibility and program requirements and provide advice relevant to your application.

The school will assume the responsibility for registering a profile and opening the *Artists in Schools – Residencies* application through SK Arts' online SmartSimple grant portal: https://saskarts.smartsimple.ca

Schools wishing to host an artist-in-residence should describe their interest or motivation, an overview of the school environment, plans for securing an artist during the residency term (if an artist has not yet been identified), and a rationale in their application. Tell us your vision, what you wish to achieve, how you plan to make this happen, and the supports you have in place for the school to host a successful *Residencies* program.

School support and commitment are key to the program's success. Artists will bring their expertise to support the needs and interests of the school community, but the impact will not be as strong if proper supports are not in place. School applicants are required to have and will be assessed on these supports, one of which is a **Residency Support Committee**.

The **Residency Support Committee** must be comprised of at least three members and meet at least twice throughout each four-week residency term. Members of the committee must include two staff members who work full-time in the school environment (e.g., principal, vice-principal, teacher(s), librarian, coordinator, Elders, Knowledge Keepers, etc.). Additional members of the committee may also include non-staff people in the school community (e.g., school coordinator, parent or caregiver volunteer, local community member, division support, Elder, Knowledge Keeper, etc.). The roles and responsibilities of the Residency Support Committee will include administration, communication, a lead contact, someone to record relevant information and be responsible for final evaluation and reporting, etc. Outline these roles and responsibilities in the application. **See more about this committee under Planning a Residency.**

Indigenous Elders or Knowledge Keepers and/or additional relevant members of the community can contribute specialized knowledge, skills, and resources and can increase the likelihood of long-term impact. An Indigenous Knowledge Keeper is an individual whose role within Indigenous communities (First Nations Status and Non-Status, Métis, Inuit) supports the development, preservation, and knowledge transfer of specific Indigenous worldviews, cultural practices, art forms, protocols, or traditions.

SK Arts supports First Nations and Métis perspectives and ways of knowing, recognizing and respecting the delicate balance of interdependence within oneself and with all living things in the environment, both tangible and intangible. Meaningful inclusion of Elders or Traditional Knowledge Keepers in residencies that explore Indigenous art forms, skills, knowledge, teachings, or world views **is** required throughout the residency's ongoing activities.

ELIGIBILITY

Who can apply?

- **ONLY** K-12 schools that operate in a classroom or school setting and work with the Saskatchewan Education Curriculum are eligible to apply to the *Artists in Schools – Residencies* program.
- The school applicant must be based in the province of Saskatchewan, may make no more than one application to host an artist through the *Artists in Schools* program at any submission deadline, and must be in good standing with SK Arts (i.e., have no overdue reporting on any prior grants) when the application is received and when any grant payments are issued.
- School applicants may have an open file from the *Artists in Schools – Development*, *Projects*, or *Residencies* stream; however, residency terms are not eligible to begin and funding for them will not be released until all previously supported projects are complete and their files are closed.
- Schools are eligible to host a residency term of five months maximum within the school calendar year.
- Schools that apply and are funded for less than a five-month term may re-apply at the next deadline, as long as the residency term dates are no more than five months in total per school year.
- SK Arts values diversity, seeking to be inclusive and accessible to all applicants and participants. For this reason, we ask applicants to identify the school community you hope to engage with that may have been historically underserved or otherwise considered marginalized (artists, schools or communities outside urban settings, Indigenous, People of Colour, Deaf or disability, 2SLGBTQ+, or newcomers to Canada). This helps us assess whether the program is achieving its diversity goals.
- SK Arts accepts applications submitted in either English or French. French-language applications will be translated into English before they are provided to reviewers. SK Arts will ensure at least one reviewer is able to read the application in its first language. For any languages other than English and French, applicants may apply to the Accessibility Fund (https://sk-arts.ca/grants/general-granting-info/accessibility-fund.html) for translation services.

Which artists are eligible?

The **artist** residing in the school environment must meet SK Arts' definition of professional artist and meet at least three of the following criteria in a manner appropriate to their art form:

- The individual has received training and/or acquired knowledge and experience in a manner typical for their art form.
- The individual has begun creating a body of work since the conclusion of that training.
- The individual has been recognized as professional by others working in the same art form.
- The individual has received compensation for their artistic work at a level consistent with those of other professionals working in the same art form.

What kinds of residencies are eligible?

- Residencies in any art form (dance, theatre, literary, visual, music, media arts, or multidisciplinary) presented during regular school hours.
- The artist hired to reside in the school community must be a Saskatchewan resident, hold Canadian citizenship or be a Permanent Resident of Canada, have maintained a permanent

physical residence in the province for at least one year, and live at their Saskatchewan address for at least six months of the year.

- Residencies may range in length from short-term (minimum one month) to a maximum of five months. *(Residencies are based on a monthly four-week schedule. Partial residency terms will not be accepted at this time.)*
- Residencies longer than one month must be continuous with breaks only for holidays occurring within the regular school year. *(Holiday breaks longer than two days are not considered part of the four-week residency term.)*
- Residencies can be thematic where the purpose of hosting an artist-in-residence is designed to celebrate a particular heritage or regional identity.
- Residencies that encourage innovative arts and learning experiences in support of cross-curricular and cross-cultural education.
- Residencies that provide students with tools and opportunities to participate in critical and creative thinking about themselves, their environment and community, and their place in the world.
- Residencies that empower students, developing student agency, identity, and voice.
- Residencies that prioritize students first through co-learning and co-creation opportunities.
- Residencies that increase access to the arts for underserved or marginalized school communities.
- Residencies that encourage the participation of artists from a variety of aesthetic viewpoints, racial and ethnic backgrounds, cultures, and disability perspectives.
- A residency that is a repeat or continuation of a previous residency is eligible; however, the application must explain why the continuation is important.

What is the maximum amount of funding available for a residency?

- The maximum funding available for a one-month residency term is $8,000.
- For a one-month residency, the contracted artist is compensated for their work based on a full-time salary of $4,000 per month plus an additional fee of $2,000 to support the artist's independent practice after completion of the residency term. *Residency terms longer than one month will be pro-rated based on each additional four-week term.*
- Schools receiving funding are required to pay the $2,000 fee following completion of the residency term and the artist submitting their feedback form to SK Arts. The school recipient will be notified via email once the feedback form has been submitted.
- Schools are eligible to request up to $2,000 per residency term for other expenses in support of the residency project such as materials, administration, substitution costs, travel and/or accommodation. *(Schools can only apply up to 10% of the total budget towards administration costs that might include planning or preparation for non-faculty members, photocopying, promotional materials, and/or development/research for selected artist prior to residency start date.)*
- For remote fly-in communities in Northern Saskatchewan, an additional $1,500 is available to support additional travel expenses (e.g., Athabasca Basin, Wollaston Lake, Stony Rapids, Cree Lake, etc.).
- The process for assessing applications is competitive, and funds are limited. An application may not be funded or may not be funded for the full amount requested.
- SK Arts reserves the right to rescind any grant funds from applicants who do not meet the conditions for the release of funds, make significant changes to their program plan without approval, or do not begin their residency within approved timelines.

Who or what is ineligible?

- Community or curatorial organizations or school divisions acting on behalf of schools and artists to present residency projects. However, community or curatorial organizations or school divisions may support a residency as a member of the Residency Support Committee.
- Artists are not eligible to apply to the *Residencies* stream.
- Artists contracted in hired positions within the school whose work overlaps with the proposed residency term.
- Homeschool programs are not eligible to apply to the *Artists in Schools* program.
- School applications that do not include all the required information or supporting documents (e.g., support letter and CV from the artist if they've been identified, support letter from identified Elders or Knowledge Keepers, balanced budgets, etc.).
- Schools not in good standing with SK Arts (i.e., overdue reporting on any prior grants).
- Schools that have reached the maximum allowable residency term of five months or multiple residency terms adding up to five months in a given school year.
- Schools that apply to host more than one artist per deadline.
- Residency dates that overlap with other open *Artists in Schools* grants. *(Schools may have an open file at the application deadline date; however, the file must be closed before the start date of the residency term).*
- Fees paid to faculty or staff. Teachers or hired staff are not eligible to receive funds for activities supporting the residency program during school hours and/or outside regular school hours (i.e., professional development, planning/organizing, meetings, events, etc.).
- Applications submitted by mail, email, or fax.
- Schools that submit more than one application per deadline.
- Schools wishing to hire artists who do not meet SK Arts' Professional Artist definition.
- Activities that use or present Indigenous cultural material, traditional knowledge or stories without involvement of either an Elder or Knowledge Keeper.
- Residencies that do not compensate additional artists, Elders, and/or Knowledge Keepers for their work. (See Budget section, Artist, Elder or Knowledge Keeper Fees)
- Residencies that are not primarily artistic.
- Residencies that promote hatred or intolerance.
- Fundraising activities, awards, sponsorships, or re-granting activities.
- Activities that contravene provincial or federal law.
- Activities that use or present Indigenous cultural material, traditional knowledge or stories without involvement of either an Elder or Knowledge Keeper.
- Residencies that start prior to the application deadline.
- Grants intended for capital purchases (e.g., basic equipment, kilns, computers, musical instruments, etc.). In most cases, renting equipment during the residency term is preferred. If the cost of renting is higher than the purchase price, provide an explanation and rationale for purchase.

PUTTING THE APPLICATION TOGETHER

Applications are only accepted online at: https://saskarts.smartsimple.ca

The following resources are available on SK Arts' website:

- **Preparing Your Application:** Grant Writing Guide and tutorials

  https://sk-arts.ca/grants/general-granting-info/preparing-your-application.html

- See the *Artists in Schools* page of our website (https://sk-arts.ca/grants/grants-by-type/artists/artists-in-schools.html) for information including frequently asked questions and the following tools, under APPLICATION AND INFORMATION:

  - A **Project Documentation** guide provides suggestions for how the project can be documented and evaluated.
  - **Sample Artist Contract** template for use after your application has been approved.

Planning a Residency

- Schools should begin working on their application at least one month before the application deadline.

- Preparation time will involve establishing a Residency Support Committee with a minimum of three members responsible for overseeing the residency project. Members of the committee must include two full-time staff members working in the school environment (i.e., principal, vice-principal, teachers, school coordinators, Elders or Knowledge Keepers, etc.). Additional members may be staff or non-staff members (i.e., community volunteer, parent/caregiver, Division support, or Elders or Knowledge Keepers from outside the school community, etc.).

- The principal or vice-principal is not required to be a member of the support committee; however, a letter of support will be required as part of the application.

- The Residency Support Committee will identify key issues, questions, goals, or ideas and determine the goals and objectives they wish to achieve throughout the residency term. The Committee will also decide on the length of the residency term (maximum five months) and determine the roles and responsibilities for each committee member.

- The ideas, goals, roles, and responsibilities of all members identified on the committee must be reflected in the application with evidence of clear communication, collaborative planning, and residency development.

- The school is required to provide the artist with a suitable workspace and if necessary, assist the artist with locating housing.

- If an artist is identified, the Residency Support Committee will meet with the artist and collaboratively share in planning, development, and execution of the residency project. A letter of support, CV, and support materials will be required as part of the application. *(Note: The artist must meet SK Arts' definition of Professional Artist.* **See Which artists are eligible?***)*

- If an artist is not identified, the Residency Support Committee will have plans in place to secure a professional artist who will align with the vision and goals for the residency term.

- *An artist will not replace or be a substitute for teachers or arts education specialists or assume responsibility for overall management of a classroom. It is expected that a teacher will remain with their class when the artist is present and engaging the students in activities that support the residency goals.*

- The Committee will identify a lead contact person who will be a full-time staff member of the school. The lead contact person will be responsible for registering an account and opening

the *Residencies* application through SK Arts' online portal and, if the application is successful, will submit the final report on behalf of the school.

- Residencies that explore Indigenous Art forms, skills, knowledge, teaching, and/or world views <u>must</u> include an Elder or Knowledge Keeper in their ongoing activities. A letter of agreement from the Elder or Knowledge Keeper is required.

- Preparation time will include planning and coordinating, gathering support material, working out budget information, and submitting the application online. ***Applicants will not be able to submit their application after the closing date.***

Budget

- Applicants will submit a budget through the online application in the BUDGET tab.

- The budget for the residency must balance, meaning the Total Revenue must equal the Total Expenses. A balanced budget shows the need for the grant but also indicates that the residency can be completed with the grant and/or other available financial resources.

- List all income, sponsorships, funding, and personal resources you plan to devote to the residency under *Revenue*. In *Revenue Notes,* indicate revenue as confirmed or unconfirmed. If a contribution is unconfirmed, indicate alternate plans for acquiring these funds if they are not available from the source(s) listed in the budget.

- Cash or in-kind contributions can come from partners or businesses in the community, fundraising or other grant sources. This is not a requirement for receiving a grant. Include in-kind contributions in both revenue and expenses.

- Under *Expenses,* list residency costs incurred during the residency term to complete the activities outlined. The total of these amounts should be equal to your grant request. You may need to attach breakdowns of some categories if you have many individual expense items. Remember to assign the same dollar cost to items listed as in-kind donations under *Revenue*.

- For a one-month residency, the contracted artist must be compensated for their work based on a full-time salary of $4,000 per month plus an additional fee of $2,000 to support their independent practice after completion of the residency term. Residency terms longer than one month will be pro-rated based on each additional four-week term.

- Schools may include additional expenses up to a maximum amount of $2,000 per residency term for other expenses supporting the residency project such as materials, administration, substitution costs, travel and/or accommodation. *(Note: Schools can only apply up to 10% of the total budget towards administration costs that might include planning and preparation for non-faculty members, photocopying, promotional materials, or development and research for the selected artist prior to residency start-date.)*

- The school may be required to deduct or remit employer and employee contributions, which can include but may not be limited to Canada Pension Plan, Employment Insurance and Workers' Compensation. If the School needs to deduct or remit any of these items, they should be included in the budget. For more information, see the Canada Revenue Agency's guide "Employee or Self-Employed" at <u>https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110/employee-self-employed.html</u>

- Grant recipients will **submit** *Final Actuals* and revised *Revenue Notes* and *Expense Notes* **at the end of the residency** as part of their final report, including an explanation of any variances in final actuals from the proposed budget.

- For residencies that involve additional artists, Elders or Knowledge Keepers, SK Arts is committed to the professional status of the artist and will not fund programs in which artists are not paid appropriately for their work. Refer to the appropriate industry organization – such as CARFAC (<u>www.carfac.sk.ca</u>), ACTRA (<u>www.actrasask.com</u>) or Canadian Federation of Musicians (<u>www.cfmusicians.org</u>) – for minimum fee schedules.

Required Support Material

Support materials help reviewers assess your residency against the assessment criteria and provide additional evidence the residency will succeed.

- A letter of support is required as part of the application from the school principal or vice-principal.

- If the artist is identified, a letter of support and the artist's resumé (maximum 3 pages) is required. Upload a PDF or Word document that provides the review panel with the relevant information that demonstrates the artist's professional practice. This should include any arts education, training (both formal or informal), key accomplishments, exhibitions, performances, awards, and other public recognition of artistic or creative works.

- Residencies presenting Indigenous cultural material, traditional knowledge or stories must have permission from the relevant community and/or involvement of either an Elder or Knowledge Keeper. A letter of support from an Elder or Knowledge Keeper is required.

Additional Support Material

It is highly recommended school applicants provide additional support material to demonstrate achievability and residency quality.

Work samples provided by any artist identified in the application and any other additional material should be readable, relevant to your project, as recent as possible, and accessible (do not include links for which an account is required to access material, e.g., Spotify, Facebook or Instagram profiles).

- SK Arts will accept up to three items of additional support material in support of the artist-in-residence. See list of possible items below. Adhere to the maximum lengths and file sizes. To be fair to both the reviewers and other applicants, excess material will not be forwarded to the review panel for the review.

- List and itemize all the support material included with this application in the Support Material Index.

Support Material Technical Requirements

Choose up to a maximum of three items from this list:

- Audio *(maximum 5-7 minutes)*: mp3

- Video *(maximum 5 minutes running time, not to exceed a total file size of 2 GB)*: avi, mov, mpg, mp4 files. *Links to streaming video are preferred to large video files.*

- Still images *(maximum 15)*: jpeg files. *Please upload image files instead of uploading images in PDFs or Word documents.*

- Print *(maximum 10 pages manuscript)*: double-spaced, page-numbered, portrait format, in Word or PDF

- Letters of support (*maximum 1 page).* Letters of support may be from additional guest artists, further support from the community, etc.

- Other relevant material to support the residency might include newspaper or magazine clippings, brochures, or other types of documentation (*maximum 1-2 pages).*

For more information about SK Arts' peer review process and how funds are allocated, visit our website at https://sk-arts.ca/grants/general-granting-info/how-are-grants-awarded.html.

Applicants are to consider the following **Assessment Criteria** when developing the content of their application. SK Arts will rely on third-party review and assessment of this application as part of its due diligence. An independent panel of reviewers will assess the applications through a competitive process based on the following:

ASSESSMENT CRITERIA

Achievability

Vision, Goals, Planning (25%)

- Objectives and goals are clearly identified, demonstrated by interest, motivation, planning, and supports in place to ensure the residency's success.

- If an artist is identified, the artist will provide a residency outline describing the activities that will take place, ways they will engage students in the activities, and what they plan to achieve throughout the residency term.

- If an artist is not yet identified, there is a clear plan in place to find an appropriate artist who will align with the objectives and goals of the residency term.

Framework and Structural Supports (25%)

- The Residency Support Committee is in place, and there is clear communication and understanding of the roles and responsibilities of each member on the committee.

- Clear communication, administrative supports, budget, and evaluation plans are in place and are appropriate.

- A member(s) on the support committee is identified as the "lead" contact, acting as a bridge between the artist, teachers and students.

- If applicable, Indigenous Elders or Knowledge Keepers are involved in the ongoing activities in ways that are respectful, honorable, and significant. There is evidence in the proposed activities of authentic engagement with Elders or Knowledge Keepers in a shared experience respecting values and supporting a culturally responsive and holistic approach.

Residency Quality

Artistic Merit: Engagement (25%)

- The residency is centered on students, and there's opportunity for students to engage in meaningful artistic pursuits. The residing artist is provided a suitable space that is accessible for students to experience and engage with the artist-in-residence in meaningful ways. Students will be exposed to and have insight into the artist's ways of thinking, creative processes, and will have opportunity to learn new skills, methods and techniques.

- The artist, if identified, is recognized as a professional by their peers and will be assessed by their past work and current practice as identified in the letter of commitment and support material.

- If the artist is not yet identified, there's a clear vision of what the residency goals and objectives are and the plans the school has in place to secure an appropriate artist for the residency term.

- Through quality programming, the residency is conceptually strong and innovative, providing unique opportunities to be creative, opportunities that may not be readily available in the school community.

- The residency activities encourage participation and inclusivity. Programming is designed to actively break down barriers and supports different aesthetic viewpoints, diversity, and varying perspectives, thereby providing an enriching artistic experience.

<u>Residency Benefit and Impact (25%)</u>

- The residency empowers students to realize their full potential by providing opportunities to exercise voice or self-expression and agency, deepening an understanding of themselves and of others.

- The residency supports relationship-building amongst students and teachers, breaks down barriers, cultivating a sense of belonging. Students will be encouraged to actively contribute to their environment, thereby stimulating positive change for present and future initiatives.

- The residency enhances quality of life and fosters an appreciation for life-long learning in the arts.

- The school has the potential to evolve and expand the way students view arts processes and practices, thereby enriching art experiences and encouraging the school's artistic and cultural development.

NOTIFICATION OF ASSESSMENT RESULTS

Applicants are typically informed of grant decisions by e-mail no later than 90 days after the application deadline.

SUCCESSFUL APPLICATIONS

If your application was successful, you will receive a notification email that includes the terms and conditions of funding.

Recipients of funding must begin the residency no later than 12 months from the start date initially approved.

SK Arts may contact the school or the hired artist at any time regarding any conditions affiliated with the grant received. Recipients of funding must communicate any major changes with SK Arts, including any modifications to the residency program or dates, or significant budget revisions. If the residency is significantly changed without approval, SK Arts reserves the right to rescind the grant.

Applicants are encouraged to invite people – SK Arts staff, community stakeholders, MLAs, MP's, etc. – to any presentations that result from the residency.

Residencies Supported with an Identified Professional Artist

The grant recipient must sign and submit the Request for Grant Payment Form to receive funding. A cheque for the approved grant amount will be released to the school no sooner than 30 days before the beginning of the residency term.

A copy of a signed contract agreement between the Artist and School is required before funds will be released. See **Artist Contract** and *The Arts Professions Act* below.

Residencies Supported but Artist Not Yet Identified

Successful recipients for residencies wherein artists are not yet confirmed must secure the artist prior to SK Arts releasing any of the residency funding.

Once the artist is identified, the school will be required to submit a letter of support provided by the artist, the artist's CV or artistic resumé (maximum 3 pages), and additional material that supports the expertise of the artist. Complete the Selected Artist Form, and upload the additional documents in SmartSimple.

Following approval, the grant recipient must sign and submit the Request for Grant Payment Form to receive funding. A cheque for the approved grant amount will be released to the school responsible no sooner than 30 days before the beginning of the residency term.

Artist Contract

A copy of a signed contract agreement between the Artist and School is required before funds will be released. _The Arts Professions Act_, now in effect in Saskatchewan, requires that written contracts be used in all transactions between professional artists and those who hire them, engage their services or use their creative work. These written contracts help solidify the relationship between the artist and those who contract their services by providing a clear understanding of the transaction. This provides an extra measure of protection to both parties and assists residencies with moving forward in a forthright manner. The Act also recognizes the artist as a professional and emphasizes the importance of fair compensation. All residencies will require that a written contract be developed and used between the artist and the school at the start of the residency.

Recognition of Public Funding

Recipients of funding are required to acknowledge the support of SK Arts, Sask Lotteries and the Government of Saskatchewan through the Ministry of Education, particularly on all print material and at openings, receptions, performances, events or other public functions. SK Arts will provide grant recipients with access to the logos through SK Arts' website.

Reporting

School recipients are required to submit a final report no later than one month after completion of the residency term. The final report requires a description of the activities accomplished, final budget, receipts, and documentation. In addition, the school must invite the artist to submit a feedback form via SmartSimple. **School recipients are required to pay final fee to the artist following the completion of the residency term and the feedback form.** Note that approval of the report does not depend on the submission of the feedback form. Request receipts when you pay artist fees and other professional fees, and keep all receipts for expenses over $100, as these may be requested later.

UNSUCCESSFUL APPLICATIONS

If your application was recommended for support by the review panel but not ranked high enough to be funded, apply again and hope for a better outcome. The review panel saw merit in your proposal and would have awarded your residency a grant, but the funding ran out. Every deadline is unique: different schools apply, and different reviewers assess the applications. Before applying again, take the following steps:

- Reread and reconsider your application components and support material.

- Call the Program Consultant. Program Consultants can often provide helpful comments from the peer review panel and suggest how you can more clearly present your residency plans or strengthen your application.

If the applicant receives an email informing your school that the application was considered ineligible or was not recommended for funding, the Program Consultant can explain what the problem was and whether the school can apply at the next deadline.

- The application may have been incomplete or not enough information was provided for the review panel to assess it against the assessment or eligibility criteria.
- The budget may have included ineligible expenses, or the review panel may have had questions about your eligibility.

Many of these issues can be resolved. Calling to discuss the results professionally, acting on the feedback, and reapplying is the best response to an unsuccessful application.

CONFIDENTIALITY OF INFORMATION

The personal and confidential information that is provided in an application is collected, used and disclosed in accordance with the provisions of *The Freedom of Information and Protection of Privacy Act* (an Act respecting a right of access to documents of the Government of Saskatchewan and a right of privacy with respect to personal information held by the Government of Saskatchewan). This information is required to process the application. Personal and confidential information disclosed in the application will only be shared, as necessary, with employees of SK Arts, SaskCulture Inc., the Ministry of Education and the reviewers. If awarded a grant, the name of the recipient, community, program description and amount of the grant will be made known publicly. SK Arts is required to report to the public on the funds it disburses through its programs. SK Arts will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.