Indigenous Peoples Art & Artists

Application Guidelines

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INTRODUCTION

These guidelines are intended to help you complete your Indigenous Peoples Art and Artists (IPAA) program application.

The information has been divided into two main sections:

1. We **answer key questions** you may have and define terms that we use in the application.

2. We provide a **step-by-step process** to the application with additional details to help you understand what we are looking for in each section.

You may not need all the information or to use every section of this document – the table of contents will help you find the information that you need quickly.

As an additional resource, SK Arts has a handy guide to Preparing Your Application. It is designed to help new grant applicants – and even those with more experience – approach this challenging task. You can find it on our website. We have also created a number of video guides to help people who are not familiar with applying through SK Arts' online application system.

Your most important resource is the SK Arts staff. If you have any questions or concerns, we encourage you to contact the Program Consultant – we want to help you submit the best application possible.

A Note on Cultural Appropriation:

We are aware of cultural appropriation of Indigenous arts. SK Arts affirms and supports the United Nations Declaration on the Rights of Indigenous Peoples, specifically Article 11(1):

Article 11

1. Indigenous peoples have the right to practice and revitalize their cultural traditions and customs. This includes the right to maintain, protect and develop the past, present, and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.

INTRODUCTION (continued)

SK Arts will continue to encourage and support the creative freedom of all artists, but we insist that it is done respectfully and truly honours the fundamental and inalienable right of Indigenous peoples to cultural sovereignty. 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. We want to ensure that authentic and respectful efforts have been made to engage with artists or other members of the Indigenous communities whose culture or protocols are addressed.

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ANSWERING YOUR QUESTIONS

What is the purpose of the IPAA program?

The Indigenous Peoples Art and Artists program supports the development and continuation of Indigenous peoples' art forms in the province of Saskatchewan by:

- providing opportunities for Indigenous artists to create and share their art;
- acknowledging diverse Indigenous world views as essential and influential in all Indigenous peoples' art forms and making it possible for Indigenous artists to maintain their world view and practice;
- being accessible to all Indigenous peoples throughout the Treaty territories in the province;
- acknowledging that Indigenous peoples' art forms can encompass all practices;
- ensuring that all peoples of Saskatchewan have opportunities to engage with the art forms that derive from Indigenous languages, world views, practices, and protocols; and
- contributing to the realization of the mandate and strategic priorities of SK Arts.

For the purpose of this program, "Indigenous" is defined as a Canadian Aboriginal person who can identify as First Nations (Status or Non-Status), Métis, or Inuit.

What can I apply for?

Grant Types

The type of grant you apply for depends on what you plan to do. The maximum amount you can apply for is determined by the grant stream you are applying to, and the specific amount you can request will depend on your project budget.

The IPAA program offers three grant streams:

1. ***Basic Stream*** **Maximum: $2,000**

   Supports simple projects that accomplish one or two things in any art form. This could be a great starting place for an artist who has not received SK Arts funding in the past.

2. ***Intermediate Stream*** **Maximum: $7,500**

   Supports more complex requests for moderate-sized artistic projects.

3. ***Major Stream*** **Maximum: $18,000**

   Supports professional Indigenous artists with a significant sustained practice, working independently, collaboratively or as a collective, to accomplish a substantial project over an extended period.

Note: There are different applications for all three streams of the Indigenous Peoples Arts and Artists program. Make sure that you are using the proper form, or you may end up doing unnecessary work.

IPAA Program funding is limited. To support as many artists as possible with limited resources, SK Arts will only grant $36,000 to any individual, collaboration or collective over a four-year period through IPAA. Your application may not be funded by the review panel or may be funded for less than your grant request.

How often can I apply?

The IPAA program has two application deadlines each year: October 15th and April 15th. If you meet eligibility requirements and you have not exceeded your funding cap of $36,000 over four years, you can apply to any IPAA deadline.

- Individuals can submit only one IPAA application in one stream per deadline.
- **Individuals can have only one IPAA grant open at a time**; you must finish and report on one project before you can apply for another. Individuals with an open IPAA grant or current application, however, can be included in collaborative or collective applications for which they are not the lead applicant. You can also apply as both an individual and a participating artist at the same deadline for different projects.
- Grant cheques payable to collaborations or collectives under the group name will count toward the group's four-year funding cap, not the lead applicant's.

If you are not sure how much funding you are currently eligible for, contact the Program Consultant. Your budget must reflect your grant request. (See page 20 for more information on budgets.)

Note: An IPAA grant is taxable income and may affect payments from the federal and/or provincial government, such as pension, social assistance, or disability payments.

Can I still apply if I am working on a project funded through a different SK Arts program?

Yes, but you must be in good standing, which means not having any overdue reports on prior SK Arts grants. IPAA funding cannot be used to provide additional support to projects or activities that have already received support through other provincial arts funding.

ASK QUESTIONS EARLY

Even though the application portal is open until midnight on the deadline date, you can only ask questions of staff during office hours.

Can I apply in a language other than English?

Although applications should be submitted in English, people whose primary language is anything other than English, including Indigenous languages, can receive financial support through SK Arts' Accessibility Fund to work with a translator on their submission. Contact the Program Consultant to find out details about this support.

Who can apply?

- **Professional Indigenous artists**, working independently or collaboratively, who are Saskatchewan residents.
- **Professional collectives of Indigenous artists** whose primary work is in Saskatchewan.

What is a professional Indigenous artist?

We realize that the term professional artist is considered unusual in some Indigenous cultures, but SK Arts believes that a professional artist makes a significant ongoing commitment to developing their artistic practice, which can be demonstrated in a variety of ways. For the purposes of SK Arts programs and funding, an artist must meet at least three of the following, in a manner appropriate to their art form, to be considered professional:

- The individual has created work, over a period of time, that has been recognized by their community.
- The individual has developed skills in a manner acceptable for their art form.
- The individual has been recognized as a peer by other professionals 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.

Note: You do not need to be an Indigenous person from this territory, but you must be a Saskatchewan resident and recognized as a Canadian Indigenous First Nations (Status or Non-Status), Métis, or Inuit artist by an Indigenous community.

Can any artist apply? What makes someone eligible?

It is important to be sure you're eligible for a SK Arts grant before doing the work of preparing a grant application.

- You must be based in Saskatchewan, meaning that you have maintained a permanent physical residence in the province for a minimum one year and live at that address for at least six months every year. SK Arts may request proof that you meet the residency

requirement.
- Past grant recipients with overdue reports must clear those with us before applying again.

If you have any questions about your eligibility, contact the consultant to discuss your situation.

Are students eligible?

The IPAA program isn't intended to supplement bursaries, scholarships or fellowships for academic work or formal studies. But if you are an emerging or established professional artist enrolled part-time in an academic program or enrolled in a graduate program, you may be eligible to apply for IPAA support for a project that is independent of your course of study or thesis. You should discuss your academic status and IPAA project with the Program Consultant.

- If you are an undergraduate student, you must be registered part-time, meaning no more than two courses.
- If you are enrolled in a graduate program, you must be registered in no more than two courses or be working no more than half-time on your thesis.
- If you are a post-doctoral fellow, your project must be independent of your post-doctoral studies and contract.
- Your application must include a letter from your academic department head confirming that no part of your project will be submitted for academic credit or to fulfill thesis requirements.
- Your project cannot be supported, even partially, by SSHRC funding.

Are academic faculty eligible?

We recognize that universities and arts faculty play a key role in teaching and developing artists, and in producing and presenting works to the public. Many departments provide paid employment to professional artists actively creating independent work. If you both teach and maintain an independent artistic practice, you are eligible to apply to the IPAA program under certain conditions:

- If you are a professor or full-time faculty member, you can apply for most expenses of your independent or collaborative project.
- To include support for your living expenses or subsistence in your grant request, however, you must provide confirmation from your department that you will be on unpaid leave throughout your project dates.

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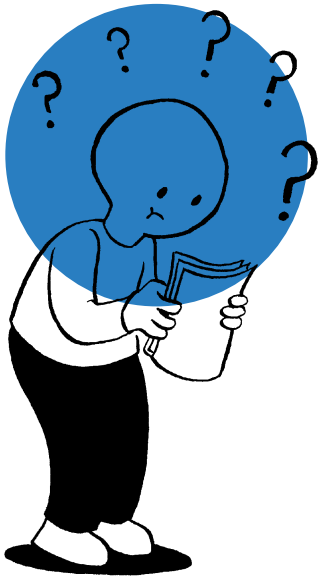
ANSWERING YOUR QUESTIONS



- Your project must be independent of your teaching. You must include a letter from your academic institution confirming that your grant project is unrelated to your university contract, teaching responsibilities or tenure requirements; that you will retain full creative control over the project as an independent artist; and that the project is not being supported by SSHRC funds.
- If you are a part-time or sessional instructor, the only requirement is a letter from your academic institution confirming that your project is independent and unrelated to your contract or teaching responsibilities.
- SSHRC-funded projects are ineligible for IPAA support.

What is a collective? What is a collaborative project?

A collective is two or more professional artists who create, produce or present work together under a group name. Typically, a collective can show an established history of working together.

A collective or collaborative project may include artists from other provinces, and designers, technicians or other participants. Creative collaboration with artists from across Canada enriches the work produced and presented in Saskatchewan.

To access IPAA grants (which are funded by the provincial government), collectives and collaborative projects must meet the following conditions:

- At least 50% of the collaborators, including the lead applicant, must be Canadian Indigenous artists.
- At least 50% of the collaborators, including the lead applicant, must be Saskatchewan residents as defined on pages 7-8.
- Participating artists who do not meet the Saskatchewan residency requirements may receive artist fees and costs for travel, accommodation and per diems while working on the project but cannot receive subsistence.
- All participating artists or members must be in good standing with SK Arts at the application deadline, with no outstanding final reports for previous grants.
- A designated lead applicant must complete the full application form, but all additional members of collectives and collaborative projects must submit a signed and completed Artist Information and Declaration Form for the application to be deemed eligible.

What makes an applicant ineligible?
You are ineligible to apply for an IPAA grant if:

- You have already received the maximum amount awarded in the program over a four-year period.
- You or members of your collective have overdue reports on prior SK Arts grants.
- You are not a Saskatchewan resident.
- You are not a Canadian Indigenous (First Nations Status or Non-Status, Métis, or Inuit) person.
- You are a full-time student.

Outstanding Reports:
An outstanding Final Report disqualifies you from SK Arts funding until it's submitted and approved. If you're in a collective or collaborative project, your entire group may be affected by your unfiled report. You may be reluctant to contact us if you have received overdue notices or failed to report on a grant received several deadlines or even years ago, but we would like to hear from you. We want to help.

If you have questions about any aspect of your eligibility, contact the Program Consultant for advice or to request a meeting well before the deadline.

What can I do with my grant?

IPAA grants support the full range of activities involved in the development, creation, preservation and presentation of art by Indigenous artists in Saskatchewan, working independently or collaboratively in all artistic forms. Most activities that relate to your artistic development are eligible. The focus of the application should be the rationale for how the project relates to the assessment considerations.

Eligible activities may include one or more art forms and shall respect Indigenous peoples' traditions and protocols governing the use of traditional names, stories, songs and other art forms.

- A project in the Basic stream may include activities requiring small amounts of money, such as buying beads and materials for making regalia, or traveling to and performing at a music festival.
- A project in the Intermediate stream may take a few months to complete, for example, four months' living expenses to compose and write lyrics for six new songs or to work with an editor on finishing a book.

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- A project in the Major stream would require a significant amount of money to accomplish a substantial project over an extended period of time, for example, producing ten paintings for a major exhibition scheduled in a large public gallery. This stream is typically reserved for artists with a significant and sustained history of practice.

If you are unsure where your activity fits, contact the Program Consultant.

Are equipment expenses eligible?

You may request support for equipment expenses if you require the proper tools or materials to create and present your work in a professional way, but the review panel will consider the cost-effectiveness of purchasing that equipment as opposed to renting it for this single project.

Are travel and professional development outside the province eligible?

Yes. Both in-province and out-of-province travel are eligible.

What makes a project ineligible?

- projects that are not primarily artistic – ie. projects that you are undertaking for therapeutic, educational, or informational purposes
- activities you undertake prior to the application deadline or after your project dates
- activities that use or present Indigenous cultural material, traditional knowledge or stories without permission from the community
- activities that do not comply with or respect cultural protocols
- projects you are undertaking primarily for commercial reasons or to meet marketplace demand
- recording projects that are eligible for support through recording programs of other provincial funders
- marketing your albums or touring in support of a release (note that Creative Saskatchewan has programs to support the creation, marketing, and touring of albums that are primarily commercial)
- projects commissioned by or programmed by SK Arts-funded organizations
- projects for which you will receive a commissioning fee and/or reimbursement for your expenses
- projects that promote hatred or intolerance
- fundraising activities, awards, sponsorships, or re-granting activities
- activities that contravene provincial or federal law

If you or your project fail to meet SK Arts' eligibility requirements for any of the reasons detailed above, your application will be deemed ineligible or incomplete and will not be sent to the reviewers for assessment. In most cases, ineligibility is a temporary situation that can be resolved by either providing required documentation or meeting the funding conditions of the program prior to the application deadline. Contact the Program Consultant well ahead of the deadline for advice and assistance.

How are grants awarded?

Peer Review Process

SK Arts is committed to the peer review process. Your application and work are assessed by an independent, all-Indigenous panel of artists and arts professionals with knowledge and experience in specific art forms. They can't speculate on material or information not included in your application – assume they don't know you or your work but are experts in your art form and practice.

The peer reviewer information on our website has more details on the review process, and you can indicate your interest in serving on a review panel by completing and submitting the Peer Reviewer Submission Form.

Assessment Considerations

Reviewers assess and score each application against these equally weighted considerations:

Cultural Merit:

- the project comes from Indigenous languages, worldviews, protocols and practices
- the project supports the development and continuation of Indigenous art forms
- there is a clear connection to Indigenous culture and community
- your project reflects this clear connection

Artistic Merit:

- the artistic quality of your work
- your development of a distinct and personal body of work
- the project's relevance and contribution to the development of your work

Activity Merit:

- the project has an appropriate budget
- the workplan shows the artist's ability to complete the project
- cultural work is supported by appropriate protocol
- the activity contributes to arts practice in your discipline and/or the community's cultural environment

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ASK FOR HELP

Call your Program Consultant to ask questions, to discuss project ideas, or to review certain sections of your application. That's what we're here for.

This information can be shown in:

- Cultural Connections – how you explain your connection to Indigenous culture and community, and how this project will help to develop and keep alive Indigenous art forms or languages, worldview, protocols or cultural practices will show **Cultural Merit**
- Project Plan – how you describe your art, what you want to do and why you want to do it shows both **Artistic Merit** and **Cultural Merit**; how this project may contribute to the community's cultural environment or your development as an artist, and a strong workplan (schedule of activities and timeline) can show both **Activity Merit** and **Cultural Merit**
- Artistic History or Resumé (CV) – where you learned your art form or craft and who taught you, your commitment to learning your craft, the body of work you have created, where your work has been seen or shared publicly, and how it has been recognized can show **Artistic Merit** and **Cultural Merit**
- Support Material – the quality of your art as demonstrated by your support materials, particularly the work samples, can show **Artistic Merit**
- Letters of Support – support for your project and commentary on your artistic development by an established artist or arts professional familiar with your work and/or a Knowledge Keeper or elder familiar with your cultural practice could show **Artistic, Cultural** and **Activity Merit**
- Budget – whether your project budget is clear and realistic, and shows both how the grant funds will be used and how you will access any additional financial resources needed to complete the project shows **Activity Merit**

Make sure to focus your application on the assessment considerations and provide all the information needed for reviewers to assess your project.

What happens if my application is successful?

Claiming the grant

If your application is successful, you will receive notification that includes the terms and conditions of funding and the form required to claim your grant. If the grant awarded was less than 60% of the amount requested, you must submit a revised budget, project plan and/or project dates to show how you will undertake the project with less funding than you'd requested.

You must sign and submit the Request for Grant Payment Form to receive your funding. Your grant cheque will be released up to 30 days before the start of your project dates after approval of your signed Request for Grant Payment by the Program Consultant.

Here are some other things you should be aware of:

- **An IPAA grant is taxable income and may affect payments from the federal and/or provincial government, such as pension, social assistance, or disability payments.**
- SK Arts cannot divide your grant and/or pay portions of the grant to each member of your collective or collaborative team. Grants are issued in a single cheque to the designated payee.
- As a grant recipient, you must meet all conditions for the release of funds and claim your grant within 12 months of the start date initially approved or your grant may be forfeited.
- SK Arts is required to issue a T4A form to an individual applicant or to the lead applicant on a collaborative application for grant amounts over $500.
- SK Arts can issue payment in the name of an Artist Collaboration or Collective with a bank account under the group's name. In that case, no T4A is required.
- Keep receipts and details about your project expenses and activities to help prepare your final report.

Completing the Project

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

- You must begin the funded activity no later than 12 months from the start date initially approved. If the project does not begin within this 12-month period, your grant may be forfeited and reallocated to another recommended applicant.
- If for any reason your project must be delayed or modified, **contact the Program Consultant as soon as possible** to discuss your options. We recognize that the creative process is not always predictable, and your project may not unfold on schedule or exactly as you envisioned it. A justifiable extension or change of plan within the spirit of your original proposal is likely to be approved.
- Request receipts when you pay artist fees, professional fees or honoraria, and keep all receipts for expenses over $100 to submit with your final report.

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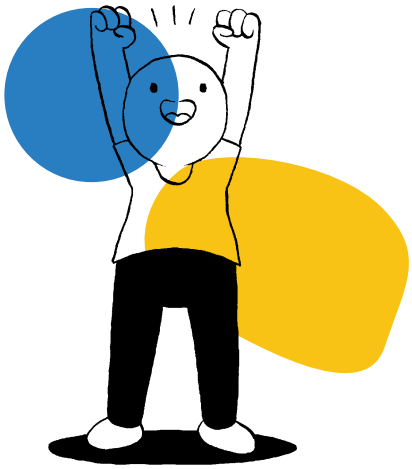

Reporting on the Project

SK Arts is interested in how your project turned out and the benefits of the grant on your work. You must report on your project no later than 30 days after the end of your project term.

There are multiple ways to do the report. Complete the form online in the SK Arts portal or, to honour oral traditions, you can upload a video or call the Program Consultant and tell us:

- what you accomplished,
- how things may have changed from your original plans, and
- any future plans you have for this work.

We also want you to keep us informed if the work on your project has gained additional success after your project is done and your final report submitted. This may mean your manuscript has been published, your painting has been purchased by a specific collection, or a composition or performance has received an award. We want to help celebrate your success.

Recognizing the Funder

In this period of financial restraint, it is particularly important to acknowledge your public funding in any way possible. In addition to using the correct SK Arts logo (available for **download** on our website) on all printed and online materials (use #SKarts) related to your grant project and acknowledging our support from the podium or stage, you should look for every opportunity to recognize the importance of public money dedicated towards arts activities in Saskatchewan. It is vital that the general population understand that the exhibition, performance or book they are enjoying, the event or screening they are attending in a public space, or the educational workshop in which they are participating are all made possible by SK Arts grants.

Please help us advocate for continued public support for the arts in Saskatchewan, and more funding for artists, by acknowledging the impact of your grant.

My last application was unsuccessful. Is it worth applying again?

The grant application process is competitive – your application was assessed with fellow artists as passionate about their projects as you are about yours. Funding is limited, and many worthy applications are unsuccessful at each deadline; many of those who apply do not receive funding, and some receive a smaller amount than they requested. Most artists will apply for grants unsuccessfully at some point in their career.

If your previous application was recommended for support by the peer 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 work and would have awarded your project a grant, but the money ran out. Every deadline is unique: different artists apply, and different reviewers assess the applications.

Before applying again, take the following steps:

- Reread and reconsider your application components and support material.
- Update your resumé to reflect any accomplishments or credits since the last deadline.
- If you have been working on your project and have a more polished work sample, submit that.
- Call the Program Consultant. Program Consultants can often provide helpful comments from the review panel and suggest how you can more clearly present your project or strengthen your application.

PROTECT YOUR WORK

Think about writing larger sections of the application, like the Project Description, on your computer and then copying them into the online form.

If you receive notification that your application was considered ineligible or was not recommended for funding, the Program Consultant can explain what the problem was and whether you can apply at the upcoming deadline. Your application may have been incomplete or failed to provide information needed by the review panel to assess it against the assessment considerations or eligibility requirements. Your budget may have included ineligible expenses, or the panel may have had questions about your residency or employment status affecting your eligibility. Many of these issues can be resolved easily.

Calling to discuss your results professionally, acting on the feedback and reapplying is the best response to an unsuccessful application.

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APPLICATION INSTRUCTIONS

Introduction

Here's a concise walk-through of the application, section by section, to help you complete it. If you have difficulty completing any section of the application, contact the Program Consultant. SK Arts staff are familiar with the program, understand the review process and are happy to answer your questions.

Note: There are different applications for all three streams of the Indigenous Peoples Arts and Artists program. Make sure that you are using the proper form, or you may end up doing unnecessary work.

Application Deadlines:

The final day to submit your complete application for assessment is non-negotiable. Even though the application portal closes at midnight, remember that SK Arts staff only work until 4:30 pm and not at all on weekends. You will have to ask any questions that you have before those times.

To be fair to other applicants, Program Consultants are not authorized to give you an extension. Late applications are not accepted.

Applicant Information Tab – All Applicants

Applicant Details:

Your mailing address, telephone, email and website should be filled in automatically from your registration page. If any information is incorrect or incomplete, you will need to update it on your registration page in the SmartSimple program.

Applicant Name:

If you're applying for a solo project, simply enter your name or the name you're known by as an artist. If you've agreed to apply on behalf of your Artist Collaboration or Collective, enter the name or working title of your Collaboration or Collective.

Indigenous Community Connection:

Any Canadian Indigenous artists who are Saskatchewan-based can apply. It is important to be recognized as an artist in the Indigenous community, since an all-Indigenous review panel considers you and your project's Indigenous community connections. Be sure to contact the Program Consultant if you have questions.

Project Details Tab – All Applicants

Grant Information:

- **Grant Request Amount** – The maximum grant request is $2,000 for the Basic stream, $7,500 for the Intermediate stream, or $18,000 for the Major stream.
- **Grant Term or Project Dates** – Your project dates are the period for which you are requesting support. All the project expenses you intend to cover with the grant must be incurred during these dates. Your project cannot start before the application deadline date. You must begin **your project within one year of your project start date.**
- **Art Form** – Check the box that best describes your art practice. Whether you consider your art to be cultural or not, it is eligible in one or more of these boxes. Indicate the artistic form you believe your project most closely identifies with. If you are unsure of which one to check, call the Program Consultant.
- **Project or Event Location** – Tell us the communities in which your project will take place. It is important for SK Arts to know, for example, if we are funding you as a Saskatoon-based artist, but a large portion of the work on this project will take place on a First Nation or in a smaller community in the province.

Brief Project Description:

This 25-word statement of your project acts as an identifier or label for your grant application in assessment materials, grant payment forms and announcements about grants. Save the details for your full Project Description, but tell us here what you want to do with the grant (for example, purchase supplies to bead a pow wow outfit, travel to perform at a festival, work with a cultural mentor or elder for six weeks, create paintings for an upcoming solo exhibit) in 25 words or less. If your project has a working title, include it.

Project Information Tab – Basic

This tab contains the major information of your application.

If you prefer, the first two questions on the Project Information tab can be answered by video instead of in writing. Just film yourself describing your project and upload the video file to the application. Note that if you start typing about your proposed project in the text field, you won't be able to upload a video, and make sure your videos are under the specified time limits.

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APPLICATION INSTRUCTIONS

GET A SECOND PAIR OF EYES

It never hurts to give someone else a copy of your Project Description to review. They may even spot items that are missing or questions that you haven't fully answered.

Cultural Connections and Artistic Work:

Tell us about your connection to Indigenous culture and community and your previous art work by answering questions like: What Indigenous community do you come from or identify with? How long have you been making this type of art? How did you learn? Who taught you? Why do you make it?

This information will help the review panel assess the Artistic Merit of your application.

In 500 words or less, tell us about your Indigenous connection: where you are from, what Indigenous culture you identify with, and how that has influenced your art work. Make sure to tell us about the type of work, who taught you to make it, how long you have been making it, how you have been selling your work and the kind of people who have purchased or received it. This is the sort of information that you would put in an Artist Resumé for Intermediate or Major applications, so this gives you a good start at pulling that information together. You should also speak about why you make art. If you have a question, contact the Program Consultant.

Project Plan:

Tell us what you want to do. Answer questions like: What do you plan to do? How will you do it? Why is this project important to you? How will this project help you grow as an artist? Will it help the Indigenous community grow culturally? Does it help keep Indigenous art forms or languages alive?

This information will help the review panel assess the Activity and Cultural Merit of your application.

In 500 words or less, tell us about what you want to do. Being really clear about the process of making your work will help the review panel feel confident in your ability to get it done. Telling us why the project is important to you and how it can contribute to the community's cultural environment can help your application receive funding from SK Arts. Again, if you have a question, contact the Program Consultant.

Budget:

Describe how the proposed grant funds will be spent.

In 200 words or less, tell us how you plan to spend the money. You do not need to provide a full breakdown of revenue and expenses, unless you have already created one and wish to provide a fuller picture of your proposal. You must provide details of any other public funding for your project, if any exists.

Project Information Tab – Intermediate/Major

This tab contains the major information of your application.

If you prefer, all of the questions on the Project Information tab can be answered by video instead of in writing. Just film yourself describing your project and upload the video file to the application. Note that if you start typing about your proposed project in the text field, you won't be able to upload a video, and make sure your videos are under the specified time limits.

Cultural Connections and Artistic Work:

Describe your connection to the Indigenous community and how your project relates to Indigenous culture. Tell us if your project comes from Indigenous languages, worldviews, protocols, practices, and how it supports the development and continuation of Indigenous art form.

Tell us how you would describe your art (genre, form, medium, themes, etc.), why you make art – your goals or vision for your work – how long have you been making this art, and how you learned, who taught you.

Tell us why this project is important to you, how it will develop your artistic practice, and how it will contribute to the community's cultural environment. And if there is any cultural work, tell us how it is supported by appropriate protocols and the community.

Project Plan:

Provide specific information about the project such as what you hope to accomplish, how it contributes to the community's cultural environment, why it is important to do this work now, and where this project will take you professionally. The Project Description should also include your timeline and work plan.

Describe what you plan to do and if any cultural work supported by appropriate protocols and the community, how you will organize your activities and time – your workplan and timeline.

Tell us what you hope to do with the project after the grant term. Do you have any plans to share the work through exhibitions, performances, publications, screenings, community events?

Budget Tab (Only Intermediate/Major)

The budget for your project must balance, meaning your **Total Revenue must equal your Total Expenses**. A balanced budget shows the need for the grant, but also indicates that you can complete the project with the grant and your other available financial resources.

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APPLICATION INSTRUCTIONS

If you would like to have your budget reviewed before the deadline or need advice on preparing it, the Program Consultant will be happy to assist you.

REVENUES

This is where you list all income, sponsorships, funding and personal resources you plan to devote to the project.

Sponsorships, In-Kind Donations:

Assign a dollar value to in-kind support – estimating what it would cost you to rent the studio space or equipment someone is donating, or to pay for the volunteered service or free accommodation – requirements for your project you would otherwise have to cover. (Remember to enter these in-kind costs on the expense side to make your budget balance.)

Personal Contribution:

Your personal contribution is the additional amount you plan to invest in your project out of your own savings or employment income, if needed. It shows that you have the means to provide the money for any project expenses not covered by the revenue sources you've listed. Applicants often use this line to balance their budgets – committing to make up the shortfall between the expense total and other revenues. If you are not able to make a personal contribution or can complete your project without one, leave this line blank. **You are not required to include a Personal Contribution if your budget balances without it.**

Other Grants and Funding:

If you've applied for or requested other funding but are waiting for a decision, indicate that it's unconfirmed; if it's confirmed, indicate that. You can't receive two grants to cover the same expense. Reviewers will appreciate your attempt to find support for other project costs. Keep the Program Consultant informed about other grant results. List this information under Other Revenue.

EXPENSES

This is where you list project expenses – the costs you will incur during your project dates to complete the activities, indicating which costs the grant is intended to cover. For each expense, you will be asked to say how much is covered by the IPAA grant that you are requesting. 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.

Subsistence / Living Expenses:

Subsistence is intended to buy you time to be an artist. SK Arts does not require you to provide confirmation of unpaid leave to request the maximum monthly subsistence amount unless you are academic faculty at a university or college. If you intend to cut back on other commitments and devote a significant part of your work week to your project throughout the funded time period, you can request up to $2,000 per month toward your living expenses and select “I agree” in the dropdown menu underneath this section on the Budget tab. **You can also use subsistence to cover costs of childcare, if that is necessary to devote significant time to your project**. If you plan to work part-time on your project, pro-rate your subsistence expense to reflect the amount of time you expect to set aside. You will not be asked to provide receipts for any living costs, simply a statement that you worked on the project as expected.

Artist Fees:

SK Arts is committed to the professional status of the artist and won’t fund projects in which artists are not paid for their work. Your project budget should include either subsistence or artist fees; you cannot request both living expenses and an artist fee to work on your project. Collectives and collaborative projects typically include a fee for each artist in their project expenses rather than dividing the $2,000 allowable subsistence amount. If the participating artists or technicians belong to a union or professional association with an hourly or per-service fee scale, provide a breakdown and note.

Travel:

Travel costs must be reasonable, justified by the project activities and documented. You can’t use your grant to cover a companion’s expenses or for personal travel days. Travel costs being covered must occur during the project dates in your application. You can’t request per diems for meals while travelling if you are also claiming subsistence support over the same dates, but you can request hotel costs. Save receipts for expenses over $100 and itineraries, boarding passes, tickets and hotel statements as documentation for your final report. Finally, if you are driving, calculate the approximate distance, and use a government mileage rate, available online or from a Program Consultant.

Materials/Equipment:

IPAA grants can be used for equipment expenditures if you require the proper tools or materials to create and present your work in a professional way, e.g., sewing machine, picture frames, cameras, etc., but the review panel will consider the cost-effectiveness of purchasing that equipment as opposed to renting it for this single project.

Production Costs:

If applicable, these costs will depend on your art form and what you need to produce your project.

Registration or Program Costs:

If you're applying for a grant to attend a program or artist retreat, you can request full registration or program fees. You will need to submit confirmation of attendance with your final report.

Other:

This is where you enter any additional costs you'll incur to complete your project such as tobacco, elder's honoraria, etc. The ceremonial use of tobacco and honoraria must be directly intended for and related to your project. Discuss other expenses with the Program Consultant to be sure they're eligible.

Support Materials Tab – Basic

What is support material?

Applicants are strongly encouraged to provide support material that shows the nature of their work and connection to Indigenous culture. Letters of support that can show how the Indigenous community recognizes your work or can vouch for your Indigenous community connections are important, particularly for first-time applicants.

You may only submit a **maximum** of three pages of any documents, five images, and five minutes of audio or video materials. Excess material will not be reviewed.

Please follow the following technical requirements for submitting work samples:

- audio – mp3
- video – avi, mov, mpeg, mp4, wmv (maximum file size 2 GB)
- still images – JPEG files
- print – PDF or Word files

Support Materials Tab – Intermediate/Major

Before uploading materials, change your file names to something that will help the review panel know what they are looking at.

Why should I include work samples?

Artistic Merit is an important part of the assessment in the Indigenous Peoples Art and Artists program. Work samples are the best way for the review panel to understand your work as an artist and to see what you are capable of.

Use this tab to upload your artistic resumé, work samples, letters of support, and any other support materials that will help the reviewers assess your ability to complete the project you want the grant for. In the strongest applications, the support material directly relates to the proposed project.

Artistic Resumé

- **Artists**: Upload a PDF or Word document that provides the review panel with the relevant information that demonstrates that you are a professional artist. This should include: mentorship by family or community members, formal or informal training in the arts, professional development, and professional affiliations that have contributed to your growth as an artist. It should also list any exhibitions, special performances or presentations of your work, awards, and other public recognition of your artistic or creative work. It can also provide information about the body of work you have produced and your connection to the Indigenous community. Include resumés for all artists in a collaborative project. You can also give an artistic "resumé" in your Project Description video if you chose to do a video submission.
- **Collectives**: Upload a Word document or PDF that provides an overview of your collective, highlighting your history of working together. You must include resumés for all members of your collective or collaborative project.

Work Samples

Here are some examples of what you would need for support material, which would vary depending on project and art form.

- If you work in performing arts, submit one video or audio clip of recent, relevant work (maximum ten minutes), which can include one work or a selection of a number of works. You can also include up to three photos of prior productions if they are relevant to this application.

GIVE YOURSELF TIME

It takes time to put together a good application. We're all deadline driven, but if you leave it to the very last minute, you never know what may happen... your computer may crash.

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- For literary projects, submit up to ten pages from the project, including the script or text or, if it is not a text-based form, a storyboard and illustrated sample pages.
- For film or video, submit documentation of the work in its most current stage (maximum five minutes running time) and a script sample, treatment or other project narrative (maximum of five pages).
- For visual art, submit a maximum of ten still images (or three minutes of video) that give a good representation of your artwork and support the project you are applying for. These images can include work-in-progress if your application is to continue a project already started, or sketches, drafts, models of proposed work.

Technical Requirements

Make sure to refer to these technical requirements when selecting and submitting work samples and material to support your application. Excess material is not reviewed by the panel. Remember to give us your best-quality work.

- audio – mp3
- video – avi, mov, mpeg, mp4, wmv (maximum file size 2 GB)
- still images – JPEG files
- print – PDF or Word files

Please also consider the following:

- If you are submitting reviews or past programs, include only the relevant sections, and highlight if possible.
- Before uploading materials, change your file names to something that will help the reviewers know what they are looking at.

Letters of Support:

Ask people who are recognized for their knowledge and experience in your art form, who are familiar with your experiences as an artist, and/or are Indigenous community members to write a letter for you. They can speak to your artistic accomplishments, explain how the Indigenous community recognizes your work, and/or vouch for your Indigenous community connection.

A letter, email or, video statement from all participating Elders or Traditional Knowledge Keepers is required as support material to the application.

Declaration Tab – all applicants

Release of Information:

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

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

Acknowledgement:

To enable us to process your grant application, you must tick the box provided here to indicate that you have read and understood the explanatory statements.

Additional Declarations for Members of Collectives and Collaborative Projects:

All members of a collective or collaborative project **must also sign a similar acknowledgement**. Without forms from each artist, your collective's application will not be considered complete or eligible. Even if they are not the lead applicant, any of your collaborators can call the Program Consultant to discuss concerns about their eligibility or overdue reports.

Click the button marked "Send Collaborator Declaration." That will allow you to enter the name and email address of your collaborators. When you click the "Send" button at the bottom of that pop-up window, those individuals will automatically receive the form that they need to complete, and they will send it directly to SK Arts.

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

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