



# Preparing your Grant Application

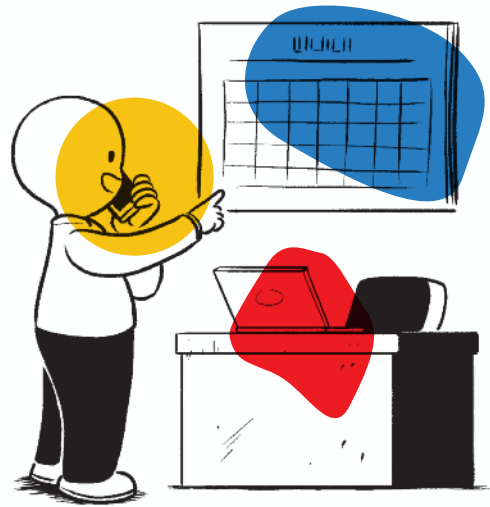


# PREPARING YOUR GRANT APPLICATION

Writing your first application can be challenging, but it gets easier each time. We encourage you to contact the Program Consultant for your program for advice on your application.

We have many grant programs for artists, arts organizations, schools and communities in all disciplines, from literary to music to visual arts and more. Visit our website at [www.sk-arts.ca](http://www.sk-arts.ca) to see which program is the best fit for you.





## BEFORE APPLYING

Do you have a project or activity that you can't wait to explore? Ask yourself:

- What inspires you?
- What will you create?
- How will you grow as an artist?
- What do you hope to achieve?
- What is your time period?
- How much will the project cost?

## PREPARE

- Check out the most recent guidelines for the grant programs on our website to find out if you're eligible, the amount of money you can request, what you need to write in the application, support material required, application deadlines and assessment criteria.
- Start your application at least one month before the deadline. Successful grant applications do not happen at the last minute.

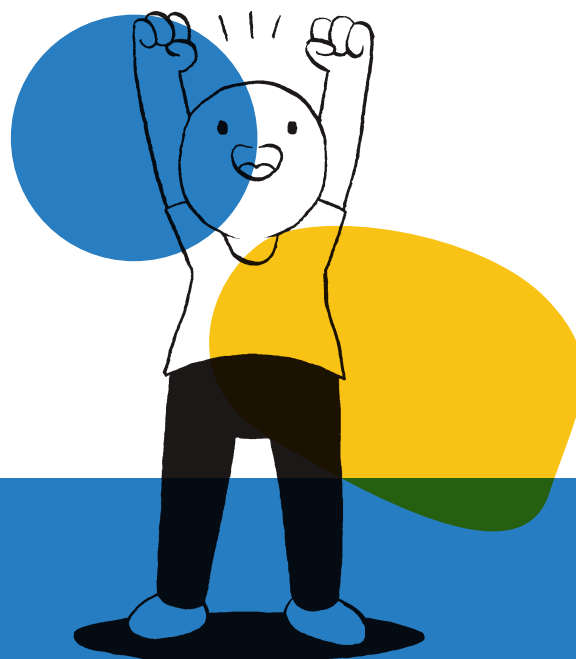
## YOUR APPLICATION

Your artwork illustrates your talent, but your words should speak to what motivates you and the drive you have to complete the project.

- Explain what you've done in the past, what you are doing now and what you want to accomplish with the grant.
- What is your project about? How does it connect to your vision and previous work? How will it move you forward as an artist?
- Write using simple words and phrases.
- Provide background information, define specific terms and clarify anything that may be unique about your project, artistic practice and the geography or culture related to your art.

## ARTIST STATEMENT

- In two to three paragraphs of three to five sentences each, provide basic information, such as why you create art, what inspires you, what it represents, what is unique about your work and what it means to you. Take a look at these [sample artist statements](#).



## PROJECT DESCRIPTION

- Cover the basics: **Who** (your audience), **What** (your approach and materials), **When** (timeline), **Where** (location), **Why** (importance and motivation) and **How** (the fit with your artistic practice or previous work) of your proposal.
- When possible, let others speak for you about your work and your project by submitting letters of support.
- Create a clear and reasonable timeline, work plan and budget.
- Make sure you are paying at least the minimum professional artist fees and recommended Elder/Knowledge Keeper honorariums, if applicable.

## SUPPORT MATERIAL

- Choose work samples that support your project. You can include some earlier work to show the review panel where you have come from artistically, but you should focus on current work relevant to the grant application.
- Good quality materials are a must. For example, bad images will work against you even if you have a brilliant CV and project plan.

## FINALIZE

- Proofread your application carefully (or get a friend to do it for you), and double check website links.
- Show your application to other artists who have been successful or have done similar projects.
- Ensure your application is complete and you have uploaded all support material. If you have letters of support coming or have collaborators who need to complete declarations, you might want to email them a reminder.
- A copy of your application will be emailed to you through our online grant application system. You should keep a copy of this for your records.
- Make sure to submit all your materials before the application system closes at 11:59 pm on the deadline date. Even though the application system doesn't close until almost midnight, staff are not available to answer questions on the weekends or after 4:30 on weekdays, so make sure to ask for help early – and maybe even plan to submit your application a little early.



## WHAT IF YOUR APPLICATION IS SUCCESSFUL?

If the nature, scope or budget of your project changes, contact the Program Consultant to get prior approval; otherwise, you may be asked to repay the grant.

Submit a report on your activities through our online application system after you complete your project. If you are unsure how to write your report, contact the Program Consultant.

- Pay attention to reporting requirements and deadlines. If a report is not received by the due date, SK Arts will be unable to process your future grant applications or payments and may ask you to repay the grant.
- Develop a cost report, keep your receipts and use the report form in the online application system. Keep in mind that written contracts are required between artists and anyone wanting to engage, contract, hire or enlist their services. Check out *The Arts Professions Act* for more information.

All grant recipients must acknowledge SK Arts support publicly. This is important because it encourages awareness of and support for public funding of the arts.

## WHAT IF YOUR APPLICATION ISN'T SUCCESSFUL?

Each year, we receive hundreds of grant applications. It's a competitive process, as we have limited funds for each program. Most of the time, there isn't enough money to fund all worthy applications. With the Independent Artists program, for example, only about half of the applications recommended by the peer review panel receive funding. (For more on the review process, [click here](#).)

- Don't give up.
- Get feedback by calling the Program Consultant for reviewer comments, since these comments could help you with your next application. If your application isn't funded, it doesn't mean that your work lacks merit.
- Keep in mind that grant writing is a skill that takes practice to develop. Many applicants have been successful at receiving grants after applying more than once.
- Remember that every competition is different, with a new group of applicants, new reviewers and potentially a different amount of funding available.
- Focus on the future and move forward.



## 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, Anihşināpēk, Dene, Dakota, Lakota and Nakota nations, and the homeland of the Métis.