

Micro-Grant Program: First Grant

Application Guidelines



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Illustrations by Dakota McFadzean

GENERAL INFORMATION

PURPOSE

The *Micro-Grant: First Grant Program* is a funding program created to support Saskatchewan-based Professional Artists and Professional Artist Collectives who have not received a grant from SK Arts. The goals of this program are to:

- Support and provide access to previously unfunded and underserved professional artists and artist collectives in Saskatchewan
- Contribute to the development of professional artists in Saskatchewan

GENERAL INFORMATION

Who can apply?

Eligible professional artists and professional artists collectives based in Saskatchewan who have not received a SK Arts grant previously.

For more information on who SK Arts considers a professional artist or artist collective see [page 5](#).

What can I do with my grant?

Grants can be used for creation of artistic work, presentation of artistic work, or professional development.

For examples of eligible activities and expenses, see [pages 6-7](#).

How much can I apply for?

Grant maximums are:

\$1,000 for individual artists

\$2,000 for collectives

What supports are available to me?

SK Arts Program Consultants can help you in a number of ways including helping you determine your eligibility for the program, advising you on how to fill out the application, and offering you feedback on your application before you submit. If this is your first time filling out a grant application, we recommend you contact a Program Consultant before you apply.

Program Consultant contact information can be found here:

<https://sk-arts.ca/micro-grant-program/>

Some helpful information on preparing your application can be found here:

<https://sk-arts.ca/preparing-your-application/>

GENERAL INFORMATION

What supports are available to me? (continued)

Access Support:

For those experiencing barriers applying to a SK Arts programs, funding may be available to pay for services to overcome those barriers through the Accessibility Fund.

For more information, please see the Accessibility Fund page on our website: <https://sk-arts.ca/accessibility-fund/>

To receive Access Support, you **MUST** contact SK Arts staff before any work has begun.

Due to short processing times SK Arts is only able to accept Micro-Grant submissions in English. Applicants who find this challenging can request support from SK Arts' Accessibility Fund but are encouraged to contact their Program Consultant and do this work well in advance of the submission deadline.

When can I apply?

This program has two deadlines per year: **December 1** and **February 1**.

Applications must be submitted **by 11:59 pm** on the deadline date.

Projects must take place after the application submission date. All expenses must be incurred following the application submission date .

How often can I apply?

Applicants may only receive funding through the *First Grant Program* one time. Once you have received a grant in this program, we encourage you to apply to one of our other grant programs such as the:

- Independent Artists Program: <https://sk-arts.ca/independent-artists/>
- Indigenous Peoples Art and Artists Program: <https://sk-arts.ca/indigenous-peoples-art-and-artists/>
- Building Arts Equity Program: <https://sk-arts.ca/building-arts-equity-bpoc-program/>

Applications must be submitted through SK Arts' online grant portal. If you are unable to apply online, please contact the Program Consultant who will discuss potential accommodations.

Applicants cannot apply to more than one Micro-Grant stream at the same deadline.

You will be informed about grant results **within 10 weeks** following the deadline.

ELIGIBILITY

ELIGIBILITY

To apply to this program an applicant must not have previously received a SK Arts grant. This does not apply to:

- recipients of the Prince Edward Arts Scholarship,
- artists who have been a part of a SK Arts-funded project but were not the lead applicant,
- artists who have been a member of a previously funded collective but have yet to receive funding as an individual, or
- collectives that have not received funding but have members who have received funding as individuals.

Professional Artists

Eligible artists who apply to this program must demonstrate they meet the following professional art criteria:

SK Arts exists to support the work of professional artists and arts organizations for the benefit of all people in this province, but we acknowledge there are many different ways to define the term **professional artist**. SK Arts is also aware that this term may not be recognized in some cultures and that people from diverse backgrounds may define the term differently.

We believe that a professional artist **makes a significant and ongoing commitment to developing their artistic practice**. For the purposes of SK Arts' programs and funding, a professional artist typically meets a number of the following criteria, in a manner appropriate to their art tradition, to demonstrate this type of significant and ongoing commitment.

The individual has:

- created work, over a period of time, that has been recognized by their community.
- presented their work (or had it presented) to or before an audience in a manner that is typical for their art tradition.
- developed skills in a manner acceptable for their art tradition.
- been recognized as a peer by other professionals working in the same art tradition.
- received compensation for their artistic work at a level consistent with those of other professionals working in the same art tradition.

If you are unsure how to demonstrate that you are a professional artist, please contact a SK Arts Program Consultant for advice on what type of information to include in your application.

ASK FOR HELP

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

ELIGIBILITY (continued)

Professional Artist Collectives

A professional artist collective is two or more professional artists who regularly create, produce, or present work together under a group name. Typically, a collective can show an established history of working together and has registered as an applicant in SK Arts' online grant system. One collective member serves as the contact person (must be a Saskatchewan resident), submits the application on behalf of the collective, and ensures that all grant and reporting requirements are fulfilled. Fifty per cent of the collective must meet the Saskatchewan residency criteria.

Residency

Eligible applicants to this program are professional artists who reside in Saskatchewan and hold Canadian citizenship, or permanent resident status. Applicants must maintain a permanent physical residence in the province for at least one year and live at that address for at least six months every year.

Ineligible Applicants

- applicants who do not meet the criteria as a professional artist or artist collective
- applicants who do not meet the residency requirements
- students enrolled full-time in an academic institution
- applicants who have already received SK Arts grants

Eligible Activities and Expenses

Projects in the program should lead to your development as an artist and have a positive impact on your arts practice and career. In this program you can apply for projects that involve creation or presentation of artwork, or professional development.

Creation:

You can apply to create new work or continue developing a work in progress. Activities such as setting aside time to write, paint, compose, explore and experiment with new ideas are eligible.

Examples of eligible costs:

- subsistence, which is money towards your living expenses as you dedicate your time to your project
- materials directly related to your project such as paint or canvases

ASK QUESTIONS EARLY

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

ELIGIBILITY

ELIGIBILITY (continued)



Presentation:

With this grant you can apply for funding to present your work through hosting a self-produced performance or exhibitions, travelling to present your work at a significant event or touring.

- performance fees for yourself and other artists
- fees for rehearsals
- costs related to a self-produced event such as venue rental, production costs, or marketing
- travel costs such as per diems, gas, accommodation
- equipment rental

Professional Development:

Activities that help you grow as an artist, such as taking part in a residency, courses, workshops or mentorships.

- registration fees
- travel costs such as per diems, gas, accommodation
- mentorship fees

Equipment Purchases

You may use your grant to purchase equipment specifically related to the project activity. If you are using a significant portion of your grant towards an equipment purchase, you must include justification as to why purchase is a more feasible option than rental and necessary for this project.

Ineligible Activities:

- projects that take place prior to the application submission date
- projects that are not primarily artistic – i.e., projects that you are undertaking for therapeutic, educational or informational purposes, or to promote a specific philosophical or spiritual perspective or practice
- studies undertaken towards the completion of an academic degree
- projects or activities that have received support through another provincial arts funding program such as Creative Saskatchewan
- productions that are to become part of the operations or season of a SK Arts-funded organization
- activities that do not comply with or respect cultural protocols
- activities that use or present Indigenous cultural material, traditional knowledge or stories without permission from the community
- projects that promote hatred or intolerance
- activities that contravene provincial or federal law

How are grant decisions made?

This grant program is competitive, and not all applications can be funded.

This program is reviewed by a panel of SK Arts consultants focused on how your activity aligns with the following criteria:

- **Artistic Development:** Does this project lead to your growth in your artistic ability?
- **Impact:** Will this project have positive and lasting impact on your practice and career? If applicable, does it have positive community impact?
- **Feasibility:** Is this project achievable based on the information you have provided?
- Are you an **underserved** applicant?

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. You must complete, sign and submit the **Request for Grant Payment Form** to receive your funding. Your grant payment will be released no sooner than 30 days before the start of your project dates, after approval of your signed Request for Grant Payment Form by the Program Consultant. (*Please note:* due to variations in staff availability, and processing times, SK Arts CANNOT guarantee the payment will arrive prior to your project start date.)

Here are some other things you should be aware of:

- SK Arts cannot divide your grant and/or pay portions of the grant to each member of your collective. Grants are issued in a single payment 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 date you were notified of the grant by email, or your grant may be forfeited.
- SK Arts is required to issue a T4A form to an individual applicant or to the primary contact on a collective application for grant amounts over \$500.
- SK Arts can issue payment in the name of an Artist Collective with a bank account under the group's name. In that case, no T4A is issued.

Reporting on the Project

SK Arts is interested in how your project turned out and how the grant benefitted your work. You must submit a brief final report no later than 30 days after the end of your project term. You will need to discuss what you accomplished and the potential impact it will have for your artistic career. You will need to explain how the money was spent, but a final budget and receipts are not required for this program.

ELIGIBILITY

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 SK Arts logo (available for download on our website: <https://sk-arts.ca/logos/>) on all printed and online materials related to your grant project, using the hashtag #SKarts, 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 independent artists, by diligently acknowledging the impact of your grant.

What if my application is unsuccessful?

The grant application process is competitive – your application was assessed alongside those from fellow artists and artist collectives as passionate about their work as you are about yours. Funding is limited, and many worthy applications are unsuccessful.

Things to do before you reapply:

- Review and update your application
- Update your resume and support materials
- Call the Program Consultant. They can often provide helpful comments from the assessment and suggest how you can more clearly present your project or strengthen your application.

Note that the Program Consultant is here to help you navigate this process and offer you support. Contacting the Consultant is not a guarantee of grant funding. Any abusive or disrespectful conduct will not be tolerated and will result in the termination of the call.

APPLICATION INSTRUCTIONS

Application Deadlines

Applicant Information Tab

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.

We understand applying for a grant can be an intimidating process. We hope you will use the supports available to you and if you have difficulty completing any section of the application, contact a Program Consultant for this program. They will be happy to answer your questions.

Below is a walkthrough of the application to provide you with additional information on each section and what to include.

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.

Your mailing address, telephone, email, and website should be filled in automatically from your profile, which you may have completed when you registered. If any information is incorrect or incomplete, you will need to update it in your profile in the SmartSimple program.

Accessibility Support

If you are experiencing barriers to completing this application there may be funding available to cover services to overcome those barriers. For more information on Access Support see the page on the SK Arts website: <https://sk-arts.ca/accessibility-fund/>

To inquire about receiving Access Support contact the Program Consultant list on the Microgrant page of our website: <https://sk-arts.ca/micro-grant-program/>

Artistic History

You must provide evidence that you are a professional artist or collective with one of the following options that you can choose from the dropdown menu:

1. Upload Artist Resume or CV: Upload a PDF that provides the review panel with relevant information that demonstrates you are a professional artist. This should include your arts education and training that informs your practice, key accomplishments, exhibitions, performances, and other public recognition of your work as an artist. It can also include information about the body of work you've produced.

APPLICATION INSTRUCTIONS

Applicant Information Tab (continued)

2. Or fill out the questionnaire: If you do not already have an artist resumé or CV, this questionnaire will lead you through a set of questions to help you include information that can demonstrate you are a professional artist.

Self-Identification

SK Arts values diversity, seeking to be inclusive and accessible to all our applicants. For this reason, we request demographic information on race/ethnicity, gender and geographic location of all applicants. This helps us assess whether the program is achieving its diversity goals. This information will only be shared within SK Arts.

If you would like to self-identify as part of a community that may have been historically underserved by SK Arts or is otherwise considered marginalized (artists outside of urban settings, Indigenous, People of Colour, Deaf or disabled, 2SLGBTQ+, newcomer to Canada) check all boxes that apply.

Project Details Tab

Grant Request: Enter the grant amount you are requesting. The maximum amount you can request is \$1,000 for an individual artist or \$2,000 for a collective.

Project Dates: This is the period when your project takes place. All costs incurred must be for activities taken place during this period. Your project start date cannot take place before your application submission date. You must begin your project within one year of the Project Start Date in your application.

Artistic Discipline: Indicate the artistic discipline which most closely resembles your project.

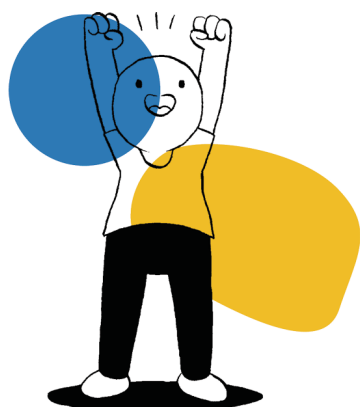
Project or Event Location: List the specific town, city or communities where your project will be taking place.

Brief Project Description: Explain your project briefly in 25 words or less. The 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.

Project Proposal Tab

The questions on this tab can be answered in writing or by video. Select your preference from the dropdown menu. Make sure your description or video is under the specified word limit or time limit, respectively. Going over the maximum time limit with a video submission may impact your projects eligibility.

Project Proposal Tab (continued)



Describe your project

Use this section to provide a clear explanation of what you will be doing over the grant period. Explain what you hope to accomplish and how you will do it. Include information such as who will be involved and what specific activities you will be undertaking. Include a brief timeline of your activities.

How will this project develop you as an artist?

Explain how you expect to grow as an artist through this project. Will you be learning new skills? Exploring new themes or approaches in your work? Does this project expand on past artistic work?

How will this project have lasting impact on your practice/career?

What positive impacts will this project have on your career going forward? Will you create new works you expect to use in an exhibition or presentation? Will you perform for new audiences or build new connections? Will this project lead to any future opportunities for you?

How much will the project cost and how will the grant money be used?

Use this section to explain the costs of your project and how the grant will be used. You should be able to demonstrate you have thought of all potential expenses and have plans for how to cover them.

- List all your project expenses
- Explain which expenses are covered by the grant. There must be expenses equal to or exceeding the grant request.
- List any revenue for the project in addition to the grant request such as ticket sales, donations or in-kind contributions.
- You must provide details of other public funding for your project if applicable.

Accessibility Fund

Funding through Accessibility Fund - Project Support addresses barriers related to accessibility issues (i.e. if you have additional costs because you are Deaf, have a disability, live with mental illness, your primary language is not English, etc.). To request funding, please click the box below.

NOTE: These costs should not be included in the project expenses section above.

APPLICATION INSTRUCTIONS

Support Material

Applicants are strongly encouraged to provide support material that demonstrates the nature of their work as it pertains to the proposed project. Letters of support from other arts professionals can help affirm that you are a professional artist.

You may only submit a maximum of three pieces of support material.

Documents cannot exceed 3 pages or five images.

You may include up to 2.5 minutes of audio or video total. Link to a specific work, not a channel or playlist. When possible, providing trimmed media or links with timecode allows reviewers to focus on what is important.

The documents and links you include both count towards these maximums.

Please follow the following technical requirements for submitting work samples:

- text: PDF files
- still images: JPEG files
- video: AVI, MOV, MPG, MP4 files (maximum file size 2 GB)
- audio: MP3 files
- weblinks: enter these by clicking on the Internet Links button.

Websites will be browsed generally, not exhaustively reviewed.

Any links to sites that require logins to access will not be reviewed such as social media sites like Facebook, Instagram, streaming sites like Spotify.

Note that any support material submitted over the maximum amount will not be reviewed or may be removed.





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 skartsboard

 saskarts

SK Arts acknowledges that the land currently known as the Province of Saskatchewan is comprised of portions of lands from Treaties 2, 4, 5, 6, 8 and 10, the territories of the Nêhiyawak, Anihşinapek, 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.