

Micro-Grant Program: Professional Development Grant

Application Guidelines



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Illustrations by Dakota McFadzean

GENERAL INFORMATION

PURPOSE

The *Micro-Grant: Professional Development Program* supports Saskatchewan-based Professional Artists, Arts Professionals and Professional Artist Collectives in their continuing development through small-scale formalized or traditional learning opportunities such as paid mentorships, workshops, courses, conferences or seminars.

GENERAL INFORMATION

What can I do with my grant?

Grants can be used to support artistic and professional skills development for individuals and collectives.

Examples of eligible expenses include course registration or conference fees, mentorship payments, travel and accommodation costs.

How much can I apply for?

Grant maximums are:

Grant A: \$1,000 for projects within 100 km of the applicant's current living (not mailing) address, **or**

Grant B: \$2,500 for projects that require travel.

What supports are available to me?

SK Arts Program Consultants can help you determine your eligibility for the program, advise you on how to fill out the application, and offer 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. Please reach out well before the deadline.

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/>

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/>

What supports are available to me? (continued)

When can I apply?

How often can I apply?



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.

This program has three deadlines per year: **December 1** in 2026 and **February 1**, **June 1**, and **September 1** in 2027.

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.

You can only apply to one *Micro-Grant* stream with one application per deadline and cannot apply for the same project through the *Independent Artists* and *Micro-Grant* program at the same time. (Micro-Grants are smaller scale and may offer a shorter turn-around time.)

Creation and Presentation are not eligible in this stream. Instead, 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/>

Please review guidelines and contact a Program Consultant to determine which grant stream or program is appropriate for your project.

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.

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

ELIGIBILITY

ELIGIBILITY

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.

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.

Arts Professionals

Arts professionals work in the arts sector, like arts managers or technicians, and have achieved similar status to professional artists through training, professional experience, and practice. An arts professional provides evidence that they have significant experience working in the arts sector through an extensive resume. Arts professionals must choose opportunities in their field, expanding their current skills, not something outside of their past or present work.

Professional Artist Collectives

A professional artist collective is two or more professional artists who regularly create, produce, or present work together under a group

ELIGIBILITY (continued)

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.

For an Artist Collective to be eligible at least half the members must meet the residency criteria listed above.

Ineligible Applicants

- applicants who do not meet the criteria as a professional artist, arts professional or artist collective in their discipline
- applicants who do not meet the residency requirements
- students enrolled full-time in an academic institution
- agencies, organizations, and businesses

Eligible Activities and Expenses

Projects in this program should lead to your development and have a meaningful impact on your arts practice and career.

Activities that help you develop as a professional, such as taking part in a residency, course, workshop or mentorship, are eligible. Opportunities can be in-person or online. You may only apply for one professional development opportunity per application.

Eligible expenses can include:

- registration fees for courses, conferences, or seminars
- travel costs such as flights, per diems, gas, accommodation
- mentorship fees

Ineligible Activities:

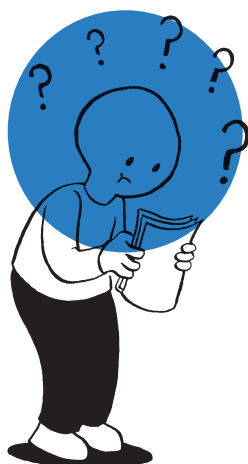
- projects that take place prior to the application submission date
- projects that are not primarily artistic – i.e., projects that you are undertaking for therapeutic, educational or informational purposes,

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)

How are grant decisions made?



or to promote a specific philosophical or spiritual perspective or practice

- subsistence or artist fees for applicants
- studies undertaken towards the completion of an academic degree by registered graduate or undergraduate students
- projects that are creation- or presentation-based, or that will become part of a SK Arts-funded organization's season
- in-house training, apprenticeship or skills exchange conducted by fellow employees of an arts organization or employer organized activities
- projects or activities that have received support through another provincial arts funding program such as Creative Saskatchewan
- 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

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

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

- **Development:** Does this project lead to the development of specific skills and abilities? Does the application demonstrate that the opportunity chosen will lead to these desired results through clear learning objectives?
- **Impact:** How will this project have positive and lasting impact on your practice and career? If applicable, does it have positive community impact?
- **Capacity:** Is this project achievable based on the information you have provided with regards to the timeframe presented and the costs involved? Is it suitable in size and scope for a Micro-Grant?
- Are you an **underserved** applicant? Do you 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)?

Support Material

Include support material directly related to your proposed activity and your artistic history. You may include up to four supporting documents or links in total, such as:

- Quotes related to project expenses
- Confirmation of a performance opportunity, program acceptance or residency invitation
- Sample of your work, such as:
 - Audio or video: cannot exceed five minutes in length (total including links and uploaded files)
 - Documents: no more than three pages in length and may contain up to five images
- Internet links:
 - A specific page of your website (websites will not be reviewed exhaustively)
 - Work samples on streaming media (YouTube, etc.)
 - Links to a program's website
 - **Note:** Websites that require a login such as Facebook, Instagram, Spotify, etc. *will not be viewed.*
- A letter of support

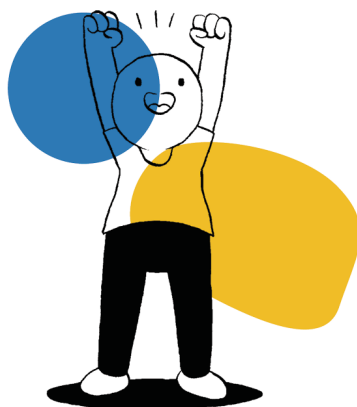
Support materials included that exceed maximums will not be reviewed during assessment and may be removed.

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.

You will be required to submit confirmation of enrollment or a signed mentor contract prior to the release of funds, this can be uploaded in the support material if it has already been received. If you have applied for a program but have not yet received an acceptance you will be required to provide it before receiving the funds.

(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.)



APPLICATION INSTRUCTIONS

Claiming the Grant (continued)

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.
- If there are circumstances beyond your control and you are unable to complete the project as described in your application, contact the program consultant for approval before making changes to the project or the project dates.

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. Please keep receipts for larger expenses in case we request copies.

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?

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.

The grant application process is competitive – your application was assessed with those from fellow artists, arts professionals and 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 support you through the application process. 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 or other communication.



1355 Broad Street
Regina, Saskatchewan S4R 7V1
1.800.667.7526
sk-arts.ca

 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.