



Alberta  
**Foundation**  
for the **Arts**

**Arts Organizations Project Grant Program**

# Artists and Education Project Grant Stream

## *Guidelines*

For help with this application call  
780.427.9968 or toll free 310.0000  
before application deadline.

**Application Deadline: April 1**

**E-mailed, faxed, late or incomplete  
applications will not be accepted.**

**Government  
of Alberta ■**

## Artists and Education Project Grant Stream Guidelines

### 1. Purpose

To support Alberta schools in subsidizing the fees of professional artists from any artistic discipline who provide interactive arts residency projects for grades K-12.

### 2. Eligibility Criteria

**2.1** Any Alberta school or school jurisdiction recognized by Alberta Education that is operating on a full-time basis for students in kindergarten through Grade 12 may apply.

**2.2** Eligible residency projects must meet the following criteria:

- a. provide students access to Alberta's professional artists and their work
- b. provide an opportunity for students to observe and actively participate in the creative process
- c. encourage students to discover and express their creative potential
- d. engage either an individual artist, or a group of artists working together to deliver a program
- e. activities must take place on school property during school hours
- f. projects may range from one to thirty days in duration. A one-day residency must be at least five hours in length.

**2.3** Two or more schools may apply to collaborate on a project when school populations, locations or conditions warrant.

**2.4** Schools may apply for a maximum of one residency project per school year. Each residency project must be completed within three months of its commencement date.

### 3. Grant Calculations and Conditions

**3.1** Schools located in jurisdictions named on the attached Grant Calculation form (Attachment V) can apply for **up to 50%** of the artist's fee (excluding GST) stated in the contract or letter of agreement.

**3.2** Schools located in all other jurisdictions can apply for **up to 75%** of artist's fees (excluding GST) stated in the contract or letter of agreement.

**3.3** The maximum grant under this program will not exceed \$15,000.

**3.4** Artist's fee may include travel, accommodation, meal expenses and non-reusable materials required for the proposed activity (e.g. paint, paper, videotape, clay).

**3.5** Schools must return funds if reporting requirements are not met.

**3.6** The School must request any extension to the project completion date in writing **prior to commencing the project**. The AFA may consider a single extension per grant.

**3.7** Grants must be used for the purposes described in the application and approved by the AFA. If a grant is used for any other purpose, such as a major change in the outcome or in the location of the original program or project, the AFA may require the recipient to return all of the grant funds unless the change is:

- a. submitted in writing and
- b. approved by the AFA prior to commencing the project.

**3.8** Schools must return unused portions of a grant to the AFA.

**3.9** The AFA, or its authorized representative, may examine the school's financial and other records to ensure that the grant is being, or was used for its intended purpose.

**3.10** The AFA does not provide advances for any grant.

**3.11** Funding is not assured for any project.

**3.12** The AFA may verbally inform contracted artist of the application result upon artist's request.

#### 4. Application Requirements

Schools must include the following in the application package:

**4.1** A completed Application Form and Applicant Agreement, signed by an authorized school contact who is responsible for the requirements of the grant.

**4.2** A detailed project description developed by the school and the artist cooperatively including:

- a. a profile of the school, including the community it serves and any special programs or services provided.
- b. a description of the planned activities including:
  - i. the nature of student involvement in the activities and their level of exposure to and engagement in the creative process.
  - ii. the length of time the artist will spend in the school, and a detailed schedule of the residency project.
  - iii. the number of students and grade levels involved in the residency project.
  - iv. any teacher in-services activity.

c. an outline of the project objectives, including any appropriate links to the curriculum.

d. expected results and benefits to students, teachers, and/or the community.

e. A completed Grant Calculation form (Attachment V).

**4.3** A detailed contract or letter of agreement between the school and the artist signed by the authorized representative of each party stating the artist's fee **showing GST separately**.

**4.4** The artist must provide the school with a résumé of the artist/company outlining their professional background, including training and previous experience in school residency projects. This must be included in the application package from the school.

**4.5** The April 1 deadline is for projects taking place in the next school year.

**4.6** Previous grant recipients must have met reporting requirements in order to be eligible to apply for subsequent funding.

#### 5. Application Format

**5.1** The AFA does **not** accept faxed, e-mailed, late, or incomplete applications.

**5.2** Applications and support materials must be received or postmarked by 4:30 p.m. on the deadline date. If a deadline falls on a statutory holiday or a weekend, the deadline will be extended until 4:30 p.m. on the next working day.

**5.3** Applicants must submit applications in the following format to allow for ease of use by juries:

- a. submit 4 complete, assembled application packages (one original and three copies of the application forms and all printed attachments)
- b. assemble the parts of the packages in the same order as the checklist for this grant
- c. clip applications and do not use folders, page covers or binders
- d. remember to make one additional copy of the complete application package and keep it for your records

**5.4** An Application Checklist must be completed and submitted with the application.

## 6. Assessment and Notification

**6.1** Staff of the Arts Branch, Alberta Culture and Community Spirit, provide consultative and administrative services to the AFA. They will convene an expert jury to consider all eligible grant applications.

**6.2** The general assessment criteria are:

- a. artistic vision and merit of the project,
- b. demonstrated school commitment and involvement in the project,
- c. demonstrated benefits to students
- d. exposure to and involvement of students in the creative process (as per guideline 2.2)
- e. demonstrated qualifications of the artist, both as a practicing professional artist and in delivering arts programming to youth.

f. demonstrated links to curriculum

g. the appropriateness of the project budget.

**6.3** Other criteria that may be given priority include:

- a. high-needs schools
- b. schools with low enrollment
- c. schools that have not previously received funding for an artist in school residency
- d. the impact of the project on the community.

**6.4** All jury recommendations are reviewed by the AFA.

**6.5** Schools will be notified in writing of the result of their application within four months of the application deadline.

## 7. Reporting

**7.1** Grant recipients must complete a report upon completion of the project that demonstrates that grant funds were spent on the activities described in the application. This report is due 60 days after the completion date of the project.

**7.2** A Reporting Package for this grant program is available from the AFA website at [www.affta.ab.ca](http://www.affta.ab.ca). Complete and submit this reporting package to meet the reporting requirements of this grant. Be sure to include any promotional materials that recognize the funding support of the AFA.

**7.3** Any grant recipient that does not provide a report will be ineligible for further funding from the AFA for a period of 3 years from the time the delinquency is resolved.

## **8. Recognition Requirements**

**8.1** Credit to the Foundation for financial support will be acknowledged in any publicity prepared in relation to the grant activity, including electronic, print, or visual material.

**8.2** It is the responsibility of the school to provide evidence of compliance with recognition requirements.

**8.3** The Alberta Foundation for the Arts provides electronic versions of its logo for use in meeting recognition requirements. These may be downloaded from the website [www.affta.ab.ca](http://www.affta.ab.ca), or obtained by contacting the AFA.

**8.4** A minimum reduction of not less than 10% will be applied to the subsequent grant of any organization that does not satisfy the AFA recognition requirements.

## **9. Application Submissions and Questions**

**9.1** Submit all applications to:

The Alberta Foundation for the Arts  
10708 - 105 Ave.  
Edmonton, AB T5H 0A1

**9.2** For assistance with grant applications, call the AFA at 780.427.9968.

Toll-free calls can be made by first dialing 310.0000.

[www.affta.ab.ca](http://www.affta.ab.ca)

## **10. Application Deadline**

**10.1** The application deadline is April 1 annually.