

artsnb

Career Development Juried Program

The program is designed to recognize and encourage arts professionals who have demonstrated exceptional artistic talent and potential, and who are pursuing a career in the arts. The program is divided in three components: **1)** assistance to present work by invitation at established arts events. **2)** assistance for participation in residency opportunities of three (3) months and less. The artists in residence are to contribute to the promotion and understanding of the arts by means of the artists' contact with the clientele of the establishments; **3)** professional development scholarships for studies.

DEADLINE:

Applications should be received at least 4 to 6 weeks prior to the event or the activity.

PLEASE NOTE:

An artist may only receive one grant in each component of this program per fiscal year (April 1 – March 31).

DEFINITION OF A PROFESSIONAL ARTIST:

- An individual who has specialized training in the field (not necessarily in academic institutions), and who is recognized as such by her or his peers (artists working in the same artistic field), who is committed to devoting more time to the artistic activity if financially feasible, and who has a history of public presentation in a professional context.
- Practices an art and offers services in exchange for remuneration as a creator, as a performer, or as a director in one or more of the following arts disciplines: theatre, dance, music, visual arts, literary arts, craft, media arts, architecture.
- Satisfies three of the following criteria, including one of those set out in paragraphs 1, 2, 3, and 4 below:
 1. the artist receives or has received remuneration for works, notably in the form of sales, royalties, commissions, fees, residuals, grants, or awards that can reasonably be considered an integral part of the income that the artist earns from his/her professional activity;

2. the artist has made earnings or suffered losses resulting from the exploitation of his/her works and corresponding to the whole of his/her artistic career;
3. the artist has received tokens of professional recognition from the public or peers, notably honourable mentions, awards, bursaries, or critical attention in the media for his/her work;
4. the artist has earned a degree, diploma or certificate in fine arts or creative writing from a recognized institution;
5. the artist has presented works to the public through exhibitions, performing arts activities, publications in book form or in periodicals, invited readings, production and/or broadcast of creative scripts by theatre, radio, or television, showings, or any other means corresponding to the nature of the works;
6. the artist is represented by an art dealer, a publisher, an agent, or other similar representative, depending on the nature of his/her activity;
7. the artist has signed a service contract with a producer;
8. the artist devotes a reasonable percentage of his/her professional activity to promoting and marketing works, attending auditions, seeking patrons or agents, submitting work to publishers, magazines, theatres, radio, and television, and other similar efforts, depending on the nature of his/her activities.

*Please refer to the **Creation Program Description** for discipline-specific definitions.*

OTHER DEFINITIONS:

Arts professionals:

Professional artist, curator, agent, art critic, artisan, professional arts group (as defined below).

Emerging artists:

Professional artist or artisan (see below) with less than seven years of professional art practice.

Curator:

An individual who has a record of curatorial activity in art or craft criticism and who is endorsed by his/her peers.

Agent:

An individual who has a demonstrated knowledge of his/her field, has the acceptance and co-operation of the professional artists of the province and who has a demonstrated record of success in facilitating sales, commissions and other advantageous opportunities.

Art critic:

An individual who has a demonstrated knowledge of his/her field, has the acceptance and co-operation of the professional artists of the province and who has a demonstrated record of publication or broadcast over a period of at least six months.

Professional arts group:

Group of individuals (not a company or organization) who, as a group, meets the definition of a professional artist; the group must have been established and worked in the arts for at least one year.

New Brunswick resident:

A Canadian citizen or landed immigrant who has resided in New Brunswick for at least one year (12 months) prior to the application deadline.

COMPONENT 1: ARTS BY INVITATION

This component of the program is designed to promote arts in New Brunswick by assisting professional artists to present work by invitation in New Brunswick and at out-of-province established arts events of national or international repute; promote, encourage and increase the participation and representation of New Brunswick professional artists in arts festivals, competitions and exhibitions; increase opportunities for professional New Brunswick artists to promote and disseminate their work.

ELIGIBILITY:

- Professional artists may apply for in-province or out-of province travel costs to attend events they are invited to.
- Eligible genres for all artistic disciplines include those whose intent and/or content places creativity, self-expression and/or experimentation above the current demands and format expectations of the mainstream industry, and has a significance that

extends beyond being solely a form of entertainment.

Eligibility Criteria for Artists:

An artist is eligible to apply when he or she:

- is a New Brunswick resident;
- has resided in New Brunswick for at least 12 months;
- meets the definition of professional artist;
- achieves a high level of excellence in an arts discipline;
- meets one of the following two criteria:
 1. has been invited to participate in an out-of-province arts festival, competition or exhibition; or
 2. has received confirmation of participation at an arts festival, competition or exhibition.

Restrictions:

- Activities eligible for funding from any other provincial arts-funding body are not eligible.
- Artists may receive a maximum of \$2000 per fiscal year for transportation and accommodations expenses.
- Arts professionals and professional artists employed with private or public organisations or institutions may apply on their own behalf, on condition that their project is not part of their work as an employee of the organization or institution.
- Students attending an educational institution on a full-time basis who have not yet achieved professional status are not eligible.
- Students attending an educational institution for their Master or Doctorate degree are eligible on the condition that they provide evidence that they are sustaining a professional artistic career.
- An artist who has already received funding for this **artsnb** program must submit a final report for approval by **artsnb** for the funded project before applying for a new grant.
- An individual may apply for funding for a collaborative project involving other participants. The grant will, however, be issued to the coordinator of the project and be considered a grant to that individual. Letters of agreement with the artists involved in the project must accompany the application for funding.
- Projects produced for the purposes of academic credit are not eligible.
- Artists may not submit more than one application per competition.
- Projects for travel may not be funded retroactively. The starting date can however be scheduled for the period between the date of submission of the application and the date of the approval notification letter.

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- It is the responsibility of the artist to submit all required support material including letters of recommendation by the assigned deadline.

LEVEL OF FUNDING:

An artist may receive 100% of the transport and hotel accommodation or billeting allowance costs **only**, up to a maximum of \$2000 per fiscal year. The event must take place at more than 150 km away from the applicant's residence. Presenters are expected to pay fees commensurate with professional scales. **(Note: Receipts will be required for the Final Report.)**

PLEASE NOTE:

The jury has the discretion to reduce the recommended amount for a project. If the jury recommends an amount less than what the artist applied for, the artist will be contacted to discuss the details of the adjustment.

DISBURSEMENTS:

Payment of the grant is made as follows:

- 70% of the grant will be issued on approval.
- 30% will be forwarded on receipt and approval of a **Final Report** including a financial report and the copy of the required receipts attached, within 30 days of completion of the event.

The allocation of the approved grant remains conditional on the realization of the project submitted and recommended. A recipient is not eligible for a new grant until the Final Report on the last completed project for which funding was received has been submitted and approved.

ELIGIBLE EXPENSES:

Transportation: Fare for plane, bus or train, ground transportation such as taxis, tolls and parking, and freights and cargo expenses (receipts required), or, 39¢ per kilometre distance allowance for personal vehicle when the event takes place farther away than 150 km from applicant's residence.

Accommodations: Hotel (receipts required) or billeting allowance (\$25/night, no receipts required).

Note: No other expenses but transportation and accommodations shall be reported in the application's budget. All other expenses are ineligible.

APPLICANT RESPONSIBILITY:

It is the responsibility of each applicant to ensure that all materials required to complete his or her file are received by **artsnb** at least 4 to 6 weeks prior to the event or the activity.

Applicants must forward to **artsnb** a complete file containing:

- a program application form duly completed, and
- all the required support material stated under the heading "**Requirements**" and "**Samples of work**".

REQUIREMENTS:

Please note: All applications must be submitted in **loose sheet format** to facilitate reproduction. All pieces must be photocopied clearly on **8 ½ x 11** paper – binders, folders, and plastic covering will not be returned. Pieces larger than 8 ½ x 11 will be treated as excess support material and may not be presented to the jury.

All applicants must provide:

1. Application form including a balanced budget for proposed travel.
2. Resume (CV) or biography (max. 4 pages).
3. A description of the project for which funding is requested (maximum 350 words).
4. **2 copies** of sample of work.
5. Information on the submitted sample of work (digital still images list, details on video, CD, etc.).
6. Information on the hosting party.
7. A signed letter of invitation on letterhead paper.
8. Critical reviews, press clippings, awards, etc. - photocopied clearly on 8 ½ x 11 paper – (max. 4 pages).
9. Letters or recommendation – optional.
10. If the applicant wants the samples of work returned, a self-addressed and **sufficiently** stamped envelope large enough to contain all support material for the return of sample of work. **Works accompanied with envelopes bearing insufficient postage will not be returned.** It is the responsibility of the applicant to ensure that materials can be returned without damage.

SAMPLES OF WORK:

For details please see the section "**FOR ALL THE COMPONENTS**" below.

COMPONENT 2: ARTIST IN RESIDENCE

This component of the program is intended for professional artists who seek to pursue specific projects relating to their creative work through participation in residency opportunities of (3) three months or less at home or outside the province. The artists in residence are to contribute to the promotion and understanding of the arts by means of the artists' contact with the clientele of the establishments.

OBJECTIVES:

- To increase opportunities for professional practitioners to undertake specific creative projects while being hosted by New Brunswick institutions or organizations that meet the eligibility criteria of the program;
- To increase opportunities for New Brunswick students and residents to develop their awareness of the arts through direct contact with eminent professionals; and
- To increase opportunities for New Brunswick professional artists to participate in residencies at home or abroad.

ELIGIBILITY:

Eligible genres for all artistic disciplines include those whose intent and/or content places creativity, self-expression and/or experimentation above the current demands and format expectations of the mainstream industry, and has a significance that extends beyond being solely a form of entertainment.

A professional artist is eligible to apply if:

- he or she has been a resident of New Brunswick for one year (12 months) immediately prior to receipt of application by **artsnb**; and
- he or she presents a residency project that meets the objectives of the program.

RESTRICTIONS:

Residencies shall not include regular teaching duties.

LEVEL OF FUNDING:

Level of funding is 100% of stipend up to a maximum of \$3,000 per month.

An additional travel expenses up to \$1,000 may be approved for projects taking place farther away than 150 km from the applicant's residence. Please see the *ARTS BY INVITATION* component to verify the specifics of what expenses are eligible under **artsnb** criteria.

PLEASE NOTE:

The jury has the discretion to reduce the recommended amount for a project. If the jury recommends an amount less than what the artist applied for, the artist will be contacted to discuss the details of the adjustment.

DISBURSEMENT:

Payment of the grant is made as follows:

- 70% of the grant will be issued on approval of a project confirmation report.
- The remaining 30% will be forwarded upon receipt and approval of a **financial report** and a **Final Report** within 30 days of completion of the event.

The allocation of the approved grant remains conditional on the realization of the project submitted and recommended. A recipient is not eligible for a new grant until the Final Report on the last completed project for which funding was received has been submitted and approved.

APPLICANT RESPONSIBILITY:

It is the responsibility of each applicant to ensure that all materials required to complete his or her file are received by **artsnb** at least 4 to 6 weeks prior to the event or the activity.

Applicants must forward to **artsnb** a complete file containing:

- a program application form duly completed, and
- all the required support material stated under the heading "**Requirements**" and "**Samples of work**".

REQUIREMENTS:

Please note: All applications must be submitted in **loose sheet format** to facilitate reproduction. All pieces must be photocopied clearly on **8 ½ x 11** paper. Binders, folders, and plastic covering will not be returned. Pieces larger than 8 ½ x 11 will be treated as excess support material and may not be presented to the jury.

All applicants must provide:

1. Application form including a balanced budget.
2. Résumé (CV) or biography (max. 4 pages).
3. A 350 word description of the project for which funding is requested.
4. **2 copies** of sample of work.
5. Information on the submitted sample of work (digital still images list, details on video, CD, etc.).
6. Letter of agreement between the artist and the hosting institution or organization stipulating the terms of the agreement with regards to the project and the stipend.

7. Official financial commitment by the hosting institution or organization (official documents required if applicable).
8. Letter of invitation or confirmation from the partners (if applicable).
9. Critical reviews, press clippings, awards, etc., of the artist photocopied clearly on 8 ½ x 11 paper (max. 4 pages) – (optional).
10. Letters of recommendation – (optional).
11. If the applicant wants the samples of work returned, a self-addressed and **sufficiently** stamped envelope large enough to contain all support material for the return of sample of work. **Works accompanied with envelopes bearing insufficient postage will not be returned.** It is the responsibility of the applicant to ensure that materials can be returned without damage.

SAMPLES OF WORK:

For details please see the section entitled “**FOR ALL THE COMPONENTS**” below.

COMPONENT 3: PROFESSIONAL DEVELOPMENT

This component of the program is designed to recognize and encourage arts professionals who have demonstrated exceptional artistic talent and potential, and who are pursuing a career in the arts. This program awards professional development grants for full time, part time or short-term studies and mentorships.

ELIGIBILITY:

Eligible genres for all artistic disciplines include those whose intent and/or content places creativity, self-expression and/or experimentation above the current demands and format expectations of the mainstream industry, and has a significance that extends beyond being solely a form of entertainment.

Only New Brunswick residents are eligible to receive funding. A resident is defined as a Canadian citizen or landed immigrant who has resided in New Brunswick for at least one year (12 months) immediately prior of date of application.

An applicant is eligible for consideration who:

- has already completed relevant basic training and who has demonstrated exceptional potential and talent as an artist;
- intends to study creative writing, music, theatre, dance, film/video, visual arts/photography, crafts, literary translation, architecture or arts administration at a recognized institution or with a recognized private instructor for the purpose of

pursuing a career as a professional artist or an arts professional; and

- intends to enroll in a full-time or part-time post-secondary program, or in a full-time program in a school specializing in the arts, or in short-term studies with a private instructor.

INELIGIBILITY:

- Individuals who come to New Brunswick solely for the purpose of studying at an institution are not eligible.
- Studies completed before the competition deadline are not eligible.
- Short-term studies beginning before the competition deadline are not eligible.
- Doctoral studies are not eligible.

LEVEL OF FUNDING:

Full-time studies: \$2,500 maximum

Part-time or Short-term studies: up to \$1,000

Note: An individual may only receive one professional development grant per year.

DISBURSEMENTS:

Full-time studies: 70% of the amount recommended by the jury will be sent to recipients upon receipt of official confirmation of enrolment to the institution, by **artsnb**, which must be sent directly by the institution. The remaining 30% will be sent only after **artsnb** has received an official document, which must be sent directly by the institution, confirming the recipient is continuing the studies for the second term, as proposed in the application.

Part-time and short-term studies: the full amount recommended by the jury will be sent to recipients upon receipt by **artsnb** of an official confirmation of enrolment from the institution being attended or from the private instructor concerned.

Please note that it is the recipient's responsibility to contact the institution or the private instructor concerned in order to have them send confirmation of enrolment directly to artsnb.

Recipients who do not complete the studies for which the scholarship was awarded will be required to reimburse a portion, or the total, of the amount received to **artsnb**. The amount to be reimbursed will be determined by **artsnb**.

The allocation of the approved grant remains conditional on the realization of the project submitted and recommended. A recipient for **part-time** and **short-term studies** is not eligible for a new grant until the **Final Report** on the last completed studies for which funding was received has been submitted and approved.

APPLICANT RESPONSIBILITY:

It is the responsibility of each applicant to ensure that all materials required to complete his or her file are received by **artsnb** at least 4 to 6 weeks prior to the event or the activity.

Applicants must forward to **artsnb** a complete file containing:

- a program application form duly completed, and
- all the required support material stated under the heading “**Requirements**” and “**Samples of work**”.

REQUIREMENTS:

Please note: All applications must be submitted in **loose sheet format** to facilitate reproduction. All pieces must be photocopied clearly on **8 ½ x 11** paper. Binders, folders, and plastic covering will not be returned. Pieces larger than 8 ½ x 11 will be treated as excess support material and may not be presented to the jury.

All applicants must provide:

1. Application form including a balanced budget.
2. Résumé (CV) or biography (max. 4 pages).
3. **2 copies** of sample of work.
4. Information on the submitted sample of work (digital still images list, details on video, CD, etc.).
5. Typed letter to the jury outlining the professional career plans of the applicant (max. 1 page).
6. Photocopy of program/course description and tuition fee as provided by the institution or private instructor.
7. Résumé of the private instructor (if applicable).
8. Letters of recommendation – (optional).
9. If the applicant wants the samples of work returned, a self-addressed and **sufficiently** stamped envelope large enough to contain all support material for the return of sample of work.

Works accompanied with envelopes bearing insufficient postage will not be returned. It is the responsibility of the applicant to ensure that materials can be returned without damage.

SAMPLES OF WORK:

For details please see the section entitled “**FOR ALL THE COMPONENTS**” below.

FOR ALL COMPONENTS**LETTERS OF RECOMMENDATION:**

First time applicants are strongly urged to include two letters of recommendation supporting their application. They will not, however, be disqualified if no letters are received. Letters of recommendation should be provided by fellow practitioners in the same artistic field and who exhibit experience and expertise in said artistic field.

Appraisers should be given a copy of the form entitled "Letter of Recommendation" and be asked to return it, duly completed, to **artsnb** within one week following the mailing date of your application. Letters of recommendation arriving late may not be included in the material presented to the jury.

SAMPLES OF WORK:

All applicants are required to submit **2 copies** of their samples of their work (and samples of the work of the proposed artist(s) if applicable) with accompanying descriptions or synopses. Do not send original works of art; they will not be presented to the jury.

Emerging artists should not present their student work to the jury. The samples of work should be created since leaving school or university.

Carefully edit the materials you present. The specified maximums will be enforced strictly. Required samples (with a specified maximum) will be presented to all the members of the jury. Excess support material will not be shown to the jury.

Note: Please write your name on each item that you are sending, and bear in mind that the technical quality of the material might influence the recommendation of the jury. All samples of work will only be returned once your application has been evaluated and if an appropriately self addressed and stamped envelope is provided with the application.

Required samples of work:**Music**

- 2 copies of a recent sound recording on CD only (max. 10 minutes);
- a brief synopsis of contents. **or**
Composition applicants only
- 2 copies of music scores (max. 10 pages)

Theatre, Dance and Storytelling

- 2 copies of a DVD-ROM with viewing instructions (max. 10 minutes) (Videotapes are no longer accepted.);
- a brief synopsis of content. **or**
Playwrights and scriptwriters only
- 2 copies of an excerpt from script(s) (max. 10 pages)

Literary Arts / Literary Translation

- 2 copies of an excerpt from manuscript(s) and/or publication(s) (max. 10 pages)

Visual Arts, Craft and Architecture

- digital still images of most recent works on 2 copies of a CD-ROM or 2 copies of a DVD-ROM (Slides are no longer accepted.);
- list and description of images (number, title, date, dimensions and medium). **or**
Performance artists only
- 2 copies of a DVD-ROM with viewing instruction (max. 10 minutes) (Videotapes are no longer accepted.);
- a brief synopsis of contents.

Media Arts

- 2 copies of a DVD-ROM with viewing instructions (max. 10 minutes). (Videotapes are no longer accepted.);
- a brief synopsis of contents. **or**
- digital still images of most recent works on 2 copies of a CD-ROM or 2 copies of a DVD-ROM (slides are no longer accepted)
- list and description of images (number, title, date, dimensions and medium).
or
Scriptwriters only
- 2 copies of an excerpt from script(s) (max. 10 pages).

Multidisciplinary Arts

Please refer to the specifications for each discipline.

GENERAL GUIDELINES ON THE SUBMISSION OF MATERIAL IN ELECTRONIC FORMAT:

Important notice: applications with digital support material that does not correspond to the following guidelines will be considered incomplete, and therefore withdrawn from the competition.

Do's

1. Submit Microsoft Windows compatible files only.
2. Submit jpg files only.
3. Submit files at a resolution of 72 dpi only.
4. Submit files of a maximum of 1024 x 768 pixels (height must not exceed 768 pixels).

5. Submit files of 1MB maximum.
 6. Submit RGB, sRGB or grayscale color mode files only (no CMYK).
 7. Title each file (image) with a number, your initials, the year and title of your work.
 8. Ensure that the numbers for the first nine images begin with a zero (for example: **01**initialsyeartitle.jpg, **02**initialsyeartitle.jpg...**15**initialsyeartitle.jpg). This will ensure that they are presented in the correct order, following your image list.
 9. Do not put any special characters, symbols, periods, quotation marks or a space (such as #/'&| ...) in any file name.
 10. Save images directly on the CD-ROM or DVD-ROM without creating folders.
 11. Mark each CD-ROM or DVD with your name.
- For video files;
1. Submit files that can be accessed with one of the following plug-ins: QuickTime, RealPlayer, Shockwave, Windows media Player or Flash.

Don'ts

1. Don't use stickers on CD's or DVD's.
2. Don't submit slides.
3. Don't submit Mac files that are not fully Microsoft Windows compatible.
4. Don't submit any type of presentation (such as PowerPoint).
5. Don't submit compressed files (WinZip®, Stuffit®, etc.).
6. Don't include hyperlinks to Internet sites with your images.
7. Don't submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
8. Don't submit any files by email.
9. Don't submit any other component of your application electronically on your CD-ROM or DVD.

*Test your material before submission to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches **artsnb**'s office intact and in a readable format. Any of the following software can help you edit your images: Adobe® Photoshop®, Adobe® Illustrator®, Microsoft® Photo Editor, Microsoft® Paint, CorelDRAW™, Corel® PHOTO-PAINT™, and Jasc® PaintShop Pro®.*

Important: The presentation of your support material is critical to the evaluation of your application. Do not assume that **artsnb** staff will prepare any element of your presentation for you or retrieve material from previous applications.

EVALUATION PROCESS:

- Applications received are first reviewed by **artsnb** Program Officer(s) to confirm they are complete.
- Only those applications which are completed in the prescribed time frame and which meet the eligibility criteria are submitted for evaluation.
- Eligible applications are evaluated by a jury of professional artists chosen from a list of jurors, approved by **artsnb**

NOTIFICATION:

Applicants will be notified of the results, by mail, within 1 month.

CONDITIONS OF PARTNERSHIP:

1. Applicants are responsible to submit an application and all necessary supporting material. The application must be received by **artsnb** at least 4 to 6 weeks prior to the event or the activity. Material sent by facsimile will be accepted to open a file, but must be supplanted by original documents within one week following the reception of the facsimile.
2. Projects and parts of projects started or completed before the date of receipt of an application will not be funded retroactively.
3. Funds must be used as specified in the approved project. A portion or all of a grant already allocated may be revoked if the expressed or implied intent of the program is not met. If a funded project is

cancelled, altered or not completed, the recipient is responsible to reimburse all funds proportionate to the incomplete portion of the project. Such calculations are to be made by **artsnb**, with all relevant figures and information provided by the recipient.

4. Grant recipients must submit their Final Report **within 30 days** of completion of the activity, the event, or the short-term studies.
5. **artsnb** should receive appropriate credit for its support in all publicity associated with the funded project. Also, please advise artsnb of any events associated with grants received so that artsnb board members may attend.
6. **artsnb** reserves the right to revise programs at any time without notice.

FURTHER INFORMATION:

For application forms and further information, please contact us or access our website:

artsnb

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