

artsnb

Documentation Juried Program

The Documentation Grant program is designed to provide assistance to professional New Brunswick artists and arts professionals for the research, development and execution of original documentation of arts activities, arts products or art history for archival purposes. Preference will be given to proposals concerning New Brunswick art or artists.

APPLICATION DEADLINES:

April 1, October 1

If either of these dates falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all support material must be postmarked on or before the deadline date.

ELIGIBILITY:

An applicant is eligible to apply when he or she:

- meets the definition of the arts professional or the definition of professional artist below;
- has resided in New Brunswick for at least one year immediately preceding the deadline date and;
- presents a project which meets the objectives and the criteria of the program.

LEVELS OF FUNDING:

artsnb will award up to four documentation grants of \$7,000 per year.

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 an interim report.

A final report must be submitted within three years. Failure to comply makes the applicant ineligible for any further grants.

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
- Satisfies three of the following criteria, including one of those set out in paragraphs 1, 2, 3 and 4 listed 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 honorable 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;

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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.

DEFINITION OF ARTS PROFESSIONALS:

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.

RESTRICTIONS:

- Arts professionals and professional artists employed with private or public organizations 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 are not eligible.
- An artist or arts professional who has already received funding must submit a final report for approval for the funded project before applying for a new grant.
- Artists and arts professionals who have an outstanding final report and who have exceeded the prescribed time limit are **ineligible for any other artsnb grants** until this final report is submitted and approved. (see section entitled **CONDITIONS OF PARTNERSHIP** article 4 on page 5 for details)
- 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 or arts professionals may not submit more than one application per competition deadline.
- Projects may not be funded retroactively. Projects may, however, begin in the period between the date of the competition deadline and receiving funding.
- It is the responsibility of the artist or the arts professional to submit all required support material including letters of recommendation by the deadline date.

ELIGIBLE EXPENSES (ALL DISCIPLINES):

- **Subsistence:**

- Up to a maximum of \$1,500 per month

- **Execution cost:**

Costs related to the realization of the project up to the production stage including costs for commissions and the purchase of rights. However, publishing and pressing costs are not eligible.

- **Travel and transportation:**

Transportation:

- Fares for bus, plane, train, etc.;
- Distance allowance (39¢ per kilometre for personal vehicle when one way distance from residence is greater than 150 km)

Meals:

- \$40.50 per day within the province
- \$60 per day for major cities in Canada and United States
- \$100 per day for all other international destinations

Accommodations:

- Up to \$80 per day
- Up to \$125 per day in major centres; **or**
- \$25 per night for billeting allowance

Packing and shipping.

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**, or postmarked, by the deadline of the competition.

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

- a program application form duly completed, and

- all the required support material and samples of work stated under the headings “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 budget for proposed work.
2. Resume (CV) or biography (max. 4 pages).
3. A 250 word description of the project for which funding is requested.
4. 4 copies of all samples of work.
5. Information on the submitted samples of work (digital still images list, details on DVD, CD, etc.).
6. CV of any other artists participating in the project (max. 4 pages) - if applicable.
7. Letter of agreement with the additional participant - if applicable
8. Critical reviews, press clippings, awards, etc. - photocopied clearly on 8 ½ x 11 paper – (max. 4 pages).
9. Letters of recommendation. - optional
10. **For commissioned work:**
Letter of agreement with the proposed artist and résumé of the proposed artists.
11. **For purchase of rights:**
Letter of agreement which stipulates the rights to be purchased and the agreed price, and which describes the proposed subject.
12. **For film or video producers:** Production costs estimates.
13. A self-addressed and **sufficiently** stamped envelope large enough to contain all support material for the return of samples 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.

LETTERS OF RECOMMENDATION:

First time applicants are strongly encouraged to request 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 deadline. Letters of recommendation arriving late will not be included in the material presented to the jury.

SAMPLES OF WORK:

All applicants are required to submit 4 copies of all 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.

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. Your 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

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

Theatre, Dance and Storytelling

- 4 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
- 4 copies of a script (max. 10 pages)

Literary Arts / Literary Translation

- 4 copies of excerpts from manuscripts or publications (max. 10 pages)

Visual Arts and Craft

- 20 digital still images of most recent works on 4 copies of a CD-ROM or 4 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

- 4 copies of a CD-ROM or a DVD-ROM with viewing instruction (max. 10 minutes) (Videotapes are no longer accepted.);
- a brief synopsis of contents.

Media Arts

- 4 copies of a DVD-ROM with viewing instructions (max. 10 minutes) (Videotapes are no longer accepted.);
- a brief synopsis of contents. **or**
- 20 digital still images of most recent works on 4 copies of a CD-ROM or 4 copies of a DVD-ROM (Slides are no longer accepted.)
- list and description of images (number, title, date, dimensions and medium). **or**

Scriptwriters only

- 4 copies of a script (max. 10 pages)

Multidisciplinary Arts

Please refer to the specifications for each discipline

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 submit slides.
2. Don't submit Mac files that are not fully Microsoft Windows compatible.
3. Don't submit any type of presentation (such as PowerPoint).
4. Don't submit compressed files (WinZip®, Stuffit®, etc.).
5. Don't include hyperlinks to Internet sites with your images.
6. Don't submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
7. Don't submit any files by email.
8. 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** will prepare any element of your presentation for you or retrieve material from previous applications.

EVALUATION PROCESS:

- Applications received are first reviewed by the **artsnb** Program Officers to confirm eligibility.
- Only those applications which are completed by the prescribed deadline and which meet the eligibility criteria are submitted to the jury.
- Eligible applications are evaluated through a jury by discipline composed of professional artists from each discipline chosen from a list of jurors, approved by **artsnb**.

NOTIFICATION:

Applicants will be notified of the results, by mail, approximately 3 months after the competition deadline. Results will not be released over the telephone.

CONDITIONS OF PARTNERSHIP:

1. Applicants are responsible to submit an application and all necessary supporting material. The application must be postmarked or received by **artsnb** on or before the deadline specified for the program. Material sent by facsimile will be accepted to open a file, but must be supplanted by original documents within one week following the deadline.
2. Projects and parts of projects started or completed before the competition deadline 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 applicant.
4. Grant recipients must submit their final report within three years of the date of award.
5. **artsnb** should receive appropriate credit for its support in all publicity or activity associated with the funded project.
6. Grant recipients must notify **artsnb** of any public presentation associated with the funded project so that board members may attend.
7. **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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