



## Caraquet Community Arts Project Juried Program

The New Brunswick Regional Arts Funding Program is intended to increase the sources of revenue available to professional artists and artists' collectives in Caraquet. The agreement is also intended to encourage creative projects that will reinforce partnerships and cooperative action in the community, by enabling professional artists at all levels of their career to make a recognized contribution, have increased visibility and to develop their particular talents.

This agreement is part of the board's orientation towards a greater democratization of culture, and a confirmation of the New Brunswick Arts Board's commitment to recognize regional differences.

Implementing the agreement will begin with the creation of the New Brunswick Regional Arts Funding Program. The New Brunswick Arts Board, the Arts Development Branch of New Brunswick Wellness, Culture and Sport, the Caraquet Cultural Centre and the City of Caraquet will contribute the \$40,000 allocated for the Caraquet Arts Funding Program.

The pilot agreement is expected to last three years, but will be revised after one year of operation. It was made possible by the concerted efforts and close cooperation between the different partners.

### Application Deadline:

May 31, 2010

### Objectives:

The Regional Arts Funding Program has the following objectives:

- to support creative initiatives and artistic projects that value the work of the professional artist within his or her community;
- to support creative artistic projects that involve initiatives that value artists-creation-community partnerships in the area of Caraquet;
- to foster the participation of greater numbers of Caraquet's citizens in the arts by making them more accessible within their own community.

### Eligibility:

To be eligible to apply to the Funding Program, applicants must be a professional artist or writer or an artists' or writers' collective working in one of the following disciplines: media arts, visual arts, multidisciplinary arts, dance, the literary arts, fine crafts, music, and theatre.

For the purpose of the Regional Arts Funding Program, a professional artist is defined as a person who has completed basic education in his or her discipline, either independently or at an educational institution or both, possesses an artistic practice that is recognized by his or her peers in a particular discipline and has at least a two-year history of public presentation in a professional context. The applicant must be a Canadian citizen or a landed immigrant. In both cases, the applicant must have resided in the province for at least 12 months.

An artists' collective is defined as a group of artists, regardless of number or legal status. The majority of the collective's members must be professional artists who meet the eligibility requirements of the New Brunswick Arts Board. One of the collective's members should be designated as its coordinator.

If an artist applies for a project in a discipline other than that in which most of his or her work has been accomplished, he or she must have produced at least one work in the new discipline that has been published, exhibited, or produced in a professional context.

In the case of the literary arts, writers, literary translators and authors of literary fiction (novels, novellas, short stories and autobiographical fiction), poetry, children's literature or literary non-fiction (including essays, memoirs, anthologies or biographies written about the arts or literature) are eligible to apply. Oral literature, including storytelling, performance poetry and other literary performances, are also eligible.

Self-published works and independently financed performances and works are not considered eligible works. Scholarly publishing and academic research are also excluded from the definition of a professional context.

For the purposes of the Regional Arts Funding Program, a writer applying for funds to support a

first title must be sponsored by a writers' organization or by a recognized writer.

### **Restrictions:**

An artist may submit applications for two projects for the same date of entry into the Arts Funding Program, whether applying as an individual or as a member of a collective, and regardless of the discipline in which the application is made. However, the maximum amount an artist may obtain from the Regional Arts Funding Program is \$15,000. Projects already completed before the date of entry into the Arts Funding Program are not eligible.

Members of the staff of the funding partners involved are not eligible for funding.

The following types of projects are not eligible:

- projects submitted that are eligible for financial support from Wellness, Culture and Sport NB or from the New Brunswick Arts Board;
- projects produced for a university program at the undergraduate or graduate level. A student registered in a university program at the time of application must submit a letter from the educational institution he or she is attending, certifying that the project is distinct from his or her educational program.
- projects created with the intention of starting a business or a studio for strictly commercial purposes;
- projects of an educational nature.

An incomplete application will be considered ineligible for funding.

### **Types of Eligible Projects:**

Eligible projects for the Regional Arts Funding must be initiated by professional artists who will contribute 20%\* of the total budget. Artists of all levels, whether emerging, mid-career or senior artists may apply. Eligible projects must involve partnerships of one or more of the following types:

- creative projects initiated by the professional artist or an artist collective which involve the collaboration of community members in the creative process;
- creative projects that favor the advancement of the career of the professional artist as well as the creative process and which brings the community to the professional arts;
- special projects that support creation through partnerships with the private sector and/or organizations;
- interdisciplinary projects which bring artists or writers and organizations working in different arts disciplines together;

\* The partnership can take the form of financial participation on the part of an organization or in-kind donations such as studio space, production space, materials, specialized staffing, equipment or other in-kind goods or services.

**Note:** The jury, at its discretion, may consider professional development projects with professional artists or institutions recognized by the New Brunswick Arts Board.

### **Maximum Level of Funding Aid:**

The maximum amount of financial aid received from this program can be of \$5,000, \$10,000 or up to \$15,000 per fiscal year and cannot represent more than 80% of the total cost of the project.

In exceptional circumstances, an artist may be eligible for a second grant for the same project during the duration of the program. However, this application must be thoroughly justified, have demonstrated relevance and be accompanied by an activity report and a financial report when the second application is submitted.

### **Eligible Costs:**

- Payment of royalties, rights, artists' fees or honoraria, and travel expenses of the artists and other participants taking part in the project;
- Professional fees, travel expenses and per diem allowances for contract resource people such as consultants, technicians, or other specialists who can offer the expertise necessary for the project's success;
- Costs of material, equipment rental and shipping and delivery necessary for the project;
- Promotional expenses.

Eligible costs incurred beginning with the date of the submission of the application will be considered.

### **Ineligible Expenses:**

- Operating expenses of the organizations involved in the project;
- Expenses related to subscription campaigns, fundraising, and market development;
- Expenses related to the creation of infrastructures for an organization (rental of an office, installation of telephone lines, etc.);
- Purchase of specialized equipment, unless it is essential to the project and cannot be re-used;
- Real estate, renovation and construction costs;
- Training costs.

### **Assessment Criteria:**

- Relevance of the project to the objectives of the Regional Arts Funding Program

- Excellence and artistic value of the project in terms of the development of the artist or the artists' collective
- Impact, outcomes and benefits of the artist's or writer's project for the target group
- Ability to complete the project
- Remuneration of artists or writers and payment of royalties or rights
- Financial stability of applicant and realistic budget forecasts

### **Project Assessment:**

Applications for funding will be assessed by a jury of arts resource people working in the region. The members of the jury will be people recognized for their competence in the discipline and their familiarity with the environment in which the artists work. They are bound by the ethics and confidentiality agreements of the New Brunswick Arts Board.

All applications will be assessed on the basis of merit, the objectives and the assessment criteria specific to the New Brunswick Arts Funding Program. The success of the applicant will depend on both the relative value of the project and the available funds. Selected applications are recommended to a committee which includes representatives from the community and from the New Brunswick Arts Board for the committee's approval. The committee's decision is final and cannot be appealed.

### **Allocation of Funds:**

The amount of funding is determined by the total amount available, budgets submitted and eligible expenses. The maximum amount available to an applicant cannot be increased, even if the project involves an artists' collective.

In the case of a collective, the funding is divided equally among all the members of the group, unless otherwise stipulated in a written agreement signed by all members of the collective, and specifying the different amounts to be paid to each member, which must be submitted at the time of the application.

According to the tax laws in effect in New Brunswick, an artist who receives funding must declare the amount of financial assistance provided by the Arts Funding Program. The New Brunswick Arts Board is required to provide a T4A to successful applicants.

Depositing or cashing a cheque in the amount of the funding allocated to him or her constitutes a commitment, on the part of the artist, to carry out the project submitted and to respect the conditions of the funds granted.

### **Obligations:**

An artist who receives a financial contribution from the New Brunswick Regional Arts Funding Program must submit a final report on the use of the funds and a detailed financial report to the New Brunswick Arts Board within the three months following the completion of the project.

Any artist who cannot complete the project, in part or in whole, or who makes major modifications to the project or to the time line presented, must immediately communicate with the New Brunswick Arts Board to make appropriate arrangements, failing which, he or she may be obligated to reimburse the amount of the financial contribution received.

The artist must also comply with the rules governing the use of the logos of the New Brunswick Arts Board and the Department of Wellness, Culture and Sport, and those of the other partners and acknowledge the contribution of the New Brunswick Regional Arts Funding Program by ensuring it is given appropriate visibility in all promotional and informational documents related to the project.

Failure to comply with one or all of these conditions may affect the artist's eligibility in subsequent competitions of the New Brunswick Regional Arts Funding Program.

### **Application Process:**

Professional artists and writers, professional artists' and writers' collectives applying to the Arts Funding Program should complete the appropriate application form and provide the following supporting information:

- a description of the project for which funding is being applied for (a maximum of two pages in 8 1/2 x11 inch format, or 500 words);
- an up to date cv (maximum 4 pages);
- a detailed, balanced budget indicating the sources of income and the expected expenses for the completion of the project;
- a written confirmation of the agreement of the partners involved and a timeline for the project.

One of the following works should identify the name of the applicant and be included in the application:

- in theatre, dance, music, multidisciplinary arts and media arts, a maximum of three samples of work should be submitted: written work (three copies of the same text or three different texts), a compact disk or a DVD. Technical notes about the format will assist the jury in its work.
- in visual arts, fine crafts and architecture: three copies of twenty digital images (on photo CD) of work accomplished in the last five years.

- in the case of comic books: three copies of one or more albums published by a professional publisher or in one or several cultural periodicals in which the artist's work has been published.
- in literary arts: three copies of the same book or a maximum of three copies of a manuscript or a collection of texts.
- in storytelling: three copies of an audiovisual sample (compact disk or DVD).

Incomplete applications are unlikely to be accepted.

The New Brunswick Arts Board guarantees the confidentiality of all documents with identifying information in their possession, as well as the refusal of access to any confidential document received, with the exception of cases subject to the provisions of the *Access to Information Act*.

#### **General guidelines on the submission of material in electronic format:**

1. Each CD-ROM or DVD-ROM must be clearly marked with your name and must include a description of the contents and clear viewing instructions.
2. Please test your material before you submit it to make sure that it is readable.
3. Support material will not be accepted by e-mail or by e-mail attachment.
4. Do not submit links to Internet sites that contain your images. They will not be consulted.
5. Do not submit any component of your application electronically. The application form must be in paper format.
6. Do not submit Macintosh (MAC) compatible material.
7. Do not submit image files larger than 500 KB

**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.

#### **Additional Information:**

The New Brunswick Regional Arts Funding Program is intended to increase the visibility of professional artists in their regions. The creative projects submitted for funding must involve partnership and/or links with the community and must help connect artists with the general public.

#### **Partnership Initiatives:**

Partnerships between artists and their communities can take different forms. For example, an artist might involve a group of potential drop-outs, workers in a factory, people with disabilities, a

neighborhood association, staff in a community health centre, etc. during one phase of the process of creating a work of art.

Partnership initiatives might involve new collaborations that enable art to take shape in places it is not usually presented, such as a factory, a company, a church, a town hall, or another less conventional site. These collaborations must make art accessible to new audiences, for instance by touring a particular region.

Interdisciplinary partnerships must connect diverse artistic practices and people, forming new alliances between at least one artist and at least one organization besides the one in which he or she is normally employed or involved. For example, an artist who is also a teacher can submit a project with the educational institution where he or she teaches as one of the partners, but only if another partner is also involved in the project.

Last but not least, the partnership might take the form of a financial contribution or an in-kind donation from an organization which will guarantee the use of studio space, production space, materials, specialized staffing, equipment or other goods or services.

#### **Notification of Results:**

Applicants will be notified of the results by mail approximately three months after the competition deadline.

#### **Further Information:**

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

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