NEWCOMER AND REFUGEE ARTIST MENTORSHIP
2024 PROGRAM GUIDELINES

Application Deadline: April 22, 2024

TAC is committed to equity and inclusion. We welcome and encourage applications from all Toronto artists. Specific equity measures or targeted programs are in place to ensure full access and participation by Black artists, Indigenous artists, artists of colour, artists who are Deaf, have disabilities or are living with mental illness, artists who self-identify as 2SLGBTQIAP, newcomer and refugee artists, young and emerging artists and artists working outside the downtown core. Learn more about what we are doing to make TAC more accessible and inclusive in our [Equity Framework](#)

What does this program support?

Newcomer and Refugee Artist Mentorship program provides support for newcomer and refugee artists to develop their artistic practice and to further their integration and inclusion to Toronto. We define a newcomer as: an immigrant or refugee who has lived in Canada for less than 7 years; a refugee is a person who was forced to leave their home country and is now located in Canada.

The program provides funding for individual newcomer and refugee professional* artists to be mentored (guided) in their chosen arts discipline.

The mentorship application is submitted by the newcomer artist with the mentor as the co-applicant. Both the applicant and the mentor must identify as professional* artists.

*A professional artist is:

- someone who has developed their artistic skills through training and/or practice;
- is recognized as a professional by other artists working in the same artistic tradition;
- actively practices their art;
- seeks payment for their work, and would spend more time on their artistic activity if financially feasible;
- and has a history of public presentation, publication and/or production

The total grant amount is $10,000.

• $5,000 is paid directly to the newcomer or refugee artist

• $5,000 is paid directly to the mentor.

If you are a newcomer or refugee artist and you need help finding a mentor or accessing translation services, please contact Liza Mattimore, Program Manager, Strategic Initiatives well before March 22, 2023, at 416.392.6802 x231 or liza@torontoartscouncil.org.

When can the project happen

Mentorships may not start before July 1. All mentorship activities must be completed by June 30, 2025.

Who can apply as a Newcomer and/or Refugee Artist?

- Professional artists working in any artistic tradition (see definition above)

- TAC recognizes that due to systemic barriers within the broader arts community (e.g. limited mainstream presentation opportunities for artists from equity-seeking communities) that some flexibility may be required in interpreting eligibility criteria to take into account equivalent professional experience and contexts. Potential applicants from equity-seeking communities are encouraged to discuss their eligibility with the Program Manager in advance of submitting an application.

- Applicants must be <u>residents</u> of the City of Toronto.

- Applicants must have arrived in Canada <u>after</u> January 1, 2017.

- Applicants must be Canadian Citizens **or** Permanent Residents **or** have an application pending for Permanent Resident status **or** be a Protected Person (approved refugee claimant) and, if requested, be able to provide documentation to verify this.

- Applicants must have a SIN (Social Insurance Number)

- Past recipients of this grant program cannot apply.

- Undergraduate students cannot apply.

- Professional artists pursuing graduate studies may not apply for work related to their program of study. A letter from the graduate program director specifying that the project is not related to the graduate student's program of studies must be submitted with the application.

Who can apply as a Mentor?

- Professional artists working in any artistic tradition (see definition above)

- Professional arts workers including arts managers, curators and producers working in any artistic tradition

- Applicants must be residents of the City of Toronto, living in Toronto for at least 1 year prior to the deadline and live and work in Toronto for at least 8 months of the year.

- Applicants must be Canadian Citizens or Permanent Residents or have an application pending for Permanent Resident status or be a Protected Person (approved refugee claimant) and, if requested, be able to provide documentation to verify this.

- Applicants must have a SIN (Social Insurance Number)

- Undergraduate students cannot apply.

- Professional artists pursuing graduate studies may not apply for work related to their program of study. A letter from the graduate program director specifying that the project is not related to the graduate student's program of studies must be submitted with the application.

- Mentors may only be listed as a co-applicant on one Newcomer and Refugee Artist Mentorship grant per year

How do I apply?

Applicants are encouraged to speak to Liza Mattimore, Programs Manager, Strategic Initiatives before submitting an application. Please contact Liza to schedule an appointment to discuss your proposal at: 416.392.6802 x231 or liza@torontoartscouncil.org.

Both the Applicant (Newcomer and/or Refugee Artist) and Co-Applicant (Mentor) must be registered as an Individual Applicant in TAC Grants Online https://tac.smartsimple.ca. Neither applicant may use an e-mail address already in use as an organization or collective contact.

Applicants are required to register on TAC Grants Online (https://tac.smartsimple.ca) and submit the application no later than 11:59 pm on the deadline date. TAC does not accept applications by any other means of delivery. You will receive a confirmation email when your application is submitted. Check your spam/junk mail folder if it doesn't arrive in your in-box.

Application Accessibility Support for Deaf Persons or Persons With Disabilities

Applicants who are Deaf or have a disability and need support to complete their grant applications can apply for funds to cover the costs of assistance from Application Support Service Providers. Up to $500 is available per eligible applicant in each calendar year. Please contact your Grant Program Manager at least six weeks before the grant program deadline to determine eligibility, request application support funding, and to review the process for payment to be made to your Service Provider. Requests for application support require approval from the Grant Program Manager.

What do I need to prepare?

The three main parts of the grant application are: *Mentorship Details, Resumes/CVs, and Support Material.*

- Please see the attached Appendix for the questions included in Mentorship Details

- *Resumes/CVs* required for both the applicant (Newcomer and Refugee Artist) and co-applicant (mentor), to detail their artistic experience.

- *Support Material* is an important part of the application. Applicants are required to submit examples from their recent artistic work that are relevant to the mentorship. At least one example should be from the past 2 years. Support Material from mentors is optional, but highly encouraged.

  - Video/Audio: provide a link (website, Vimeo, YouTube) and password, if required. Video/Audio files should be no longer than 3 minutes in length.

  - Photos: provide a link and password, if required, to a website where your photos have been uploaded. You may also upload JPEG images of your work. 5 images are permitted PER Support Material section, to a maximum of 15 images.

  - Writing Sample: upload a PDF file, maximum 15 pages double-spaced.

- The grant review panel will normally spend 5 minutes or less per application viewing support material. Works, therefore, may not be seen in their entirety. File sizes may not exceed 200 MB.

- Do not submit materials through Google Drive or Dropbox. If you submit Facebook or Instagram profiles, make sure they are public accounts.

How is my application assessed?

- Applications are assessed through a peer review process: a review panel of practicing artists and arts professionals decides which applications will be recommended for funding. Funding recommendations are approved by TAC Directors.

- Peer assessors are selected because of their direct experience and knowledge of the Toronto arts sector as well as to ensure fair representation from TAC's identified equity priority groups.

- Applications are assessed in a comparative context and funding decisions are based on the availability of funds, the program objectives, and the following assessment criteria:

  - What is the artistic merit (quality) of the application?

  - Will the mentorship support the applicant's integration into the Toronto arts community?

  - Will the mentorship provide a meaningful experience to the applicant?

  - Does the mentor have suitable experience and qualifications for this mentorship?

  - Is the mentorship workplan realistic?

- The grant review panel will consider each applicant's self-defined artistic goals, geographic and artistic environment, available resources and stage of artistic development.

- **Program priority criteria:** This program will prioritize artists who face barriers to the development of their artistic practice and to integration into the arts in Toronto as a result of being newcomers and/or refugees.

- Included in TAC's Equity Framework is an Equity Priority Policy, which states that if there are multiple

well-assessed applications of equal merit in an adjudication round but insufficient funds in the grants budget to support all deserving candidates, applications proposed by applicants that self-identify as belonging to one of Toronto Arts Council's equity priority groups will be prioritized.

- Decisions of the grant review panel are final.

How do I find out the application results?

TAC will send you an email when the results are available and you will log in to TAC Grants Online to receive the results. Notification will be received within two months of the deadline date.

What if my project changes?

Funds shall be used only for the purposes outlined in the application. Major changes to the project workplan must be reported promptly to TAC.

What do I do when I have completed the project?

Recipients are required to file a final report on their project. Future applications will not be accepted unless reports on previous funding have been received and approved by TAC.

What are the rules or requirements for this funding?

- Successful applicants will receive a Letter of Understanding. The Letter of Understanding will detail the terms and conditions of the funding. The Letter of Understanding must be signed and uploaded to *TAC Grants Online* before funding can be released. The Letter of Understanding also describes situations that would require grant repayment.

- Grant recipients are required to acknowledge the support of Toronto Arts Council in all written materials relating to the activities for which funds are granted. The TAC logo is available on our website; specifications for the size and placement of the logo should be commensurate with that of other donors or sponsors that have provided similar financial support. In lieu of the logo, the recipient may use the phrase "produced with the support of the City of Toronto through Toronto Arts Council."

- Toronto Arts Council has moved to electronic payments. If your application is approved, you will be required to enter the bank account information of the grant recipient that corresponds to the Applicant Name on your Notification Letter. Bank information is submitted along with your Letter of Understanding and other Notification Letter Requirements.

- The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant from the City. All successful applicants will be required to submit a signed Declaration of Compliance with Anti-Harassment/Discrimination Legislation and City Policy.

- Grant recipients are required to maintain adequate accounting records as to the receipt of funds from Toronto Arts Council. A T4A form will be issued by TAC to Individual Applicants and should be retained for income tax purposes.

- In addition to the aforementioned general conditions of funding, TAC reserves the right to place other conditions on the release of the grant (such as confirmation of venue, programming, other sources of funding, etc.). Any specific conditions will be contained in the Letter of Understanding.

Further questions

Contact Program Manager Liza Mattimore

416-392-6802 extension 231

liza@torontoartscouncil.org

If you are a newcomer or refugee artist and you need help finding a mentor or accessing translation services, please contact Liza Mattimore prior to March 15, 2024.

APPENDIX

Mentorship Details questions in the application form:

1) Artist Statement: Describe your artistic practice, including the kind of art you create and why you create it. Include details of your experience making art in your home country and in Canada.

2) Objectives: Describe any successes and challenges you have experienced as an artist in Toronto. How will this mentorship address these challenges? How will it support your development as an artist? How do you think it will support your integration to Toronto?

3) Mentor Statement: Why do you want to mentor this artist? What interests you about their artistic practice? With reference to the experience that you will bring to the mentorship, explain why you are a suitable mentor for this artist.

4) Workplan: Describe how you will work together, including a detailed schedule and description of the mentorship activities. Include information such as dates, location of events and activity details.

5) Reflection: This program was created to support you in your artistic development, and support your integration to Toronto. With that in mind, what are the outcomes you are hoping for? What will be different in your life as a result of this mentorship? How would you define a successful mentorship experience?