TORONTO ARTS COUNCIL

THEATRE PROJECTS

2024 PROGRAM GUIDELINES

Application Deadlines: February 1 and August 1, 2024

TAC is committed to equity and inclusion. We welcome and encourage applications from all Toronto artists, arts organizations and artist collectives. 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?

The Theatre Projects program provides funding to professional, non-profit theatre organizations and collectives for the creation, production and presentation of theatre works and other projects that support the development of professional theatre in Toronto. The City of Toronto supports this program through a funding allocation approved annually by Toronto City Council. The Theatre Program is strongly committed to the development and performance of works by Canadian artists.

You may apply in one of four categories described below:

1. **Full Production**: supports rehearsal, production and presentation of a fully developed work. The maximum grant in this category is $20,000.

2. **Production in a Festival**: supports the rehearsal, production and presentation of a work in an established festival in Toronto. Confirmation of festival participation is required before the application is approved for funding. The maximum grant in this category is $10,000.

3. **Workshop:** supports the development of a work and involves artists and playwright in the workshop process, and must include a reading or a presentation. Activities eligible for the TAC Playwrights grant program are not eligible in this category. The maximum grant in this category is $15,000.

4. **Special Initiatives**: supports projects that develop and advance the practice of theatre in Toronto, and/or contribute to an understanding and appreciation of theatre. Projects can include festivals, opportunities that benefit the theatre community, conferences, forums, symposiums, etc. The maximum grant in this category is $15,000. Contact Theatre Program Manager to discuss the project.

Works conceived for digital platforms are eligible in all categories.

Grants awarded may be less than the full amount requested. In all categories TAC will not fund 100% of a project: applicants must indicate a range of revenue sources, which may include donated goods and services. For all categories, project expenses could include: artists fees, production and technical fees, marketing and outreach costs, administrative costs, childcare costs, etc. The payment of artist fees is a requirement in this program.

TAC Accessibility grant

Projects involving Deaf artists and artists with disabilities may apply for an additional TAC grant by completing the Accessibility Expenses section of the application and including the requisite information in

their budget. A TAC Accessibility grant will provide up to a maximum of $5,000 towards accessibility costs for artists incurred during the project. Accessibility costs include but are not limited to: ASL interpretation, audio description, closed captioning, communications assistants, attendant care (including helpers for Elders), support workers and equipment rentals or other supports required to meet artists' accessibility needs.

When can the project happen?

- Applications submitted to the February deadline should be for projects taking place after June 1 and applications submitted to the August deadline should be for projects taking place after November 1;

- All projects must be completed within two years of the date on the Notification Letter.

Who can apply?

If you are a first-time applicant, or if you have any questions about the eligibility of your project, please contact the Theatre Program Manager.

- To apply to Theatre Projects applicants must be either an incorporated non-profit organization or an unincorporated collective operating on a not-for-profit basis.

- A collective is defined as two or more artists working together under a group name, either on a single project or on an ongoing basis.

- Organizations and collectives must be located in the City of Toronto. A Post Office Box address cannot be used to meet this requirement. Organizations with a regional Toronto office must have operated in the City of Toronto for at least one year prior to the deadline.

- For collectives of two artists, both must be City of Toronto residents. For collectives of more than two artists, the majority of members must be City of Toronto residents. Collective members cannot be Theatre undergraduate students.

- Artists must be professional. A professional artist is someone who has developed their skills through training and/or practice; is recognized as such by artists working in the same artistic tradition; actively practices her/his/their art; seeks payment for her/his/their work; and has a history of public presentation.

- 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.

- The project for which the funding is requested must take place in the City of Toronto.

- Applicants may receive only one grant per calendar year through the Theatre program and may not apply to other TAC discipline programs. However, TAC offers other types of granting opportunities through its Strategic Initiatives envelope, and you may be eligible to apply to one of these programs. Please note: if you apply for a Theatre project grant you cannot also apply to another TAC program for the same project. Please consult TAC's website for other granting opportunities.

- Please note: the Theatre Projects program and the Playwrights program will not support the same play in the same calendar year.

This Program does not fund:

- Projects that have been started or completed prior to the announcement of results. Toronto Arts Council does not fund retroactively;

- Schools, tuition-funded training programs, curriculum-based programs, or research projects (such as academic research projects);

- Organizations or collectives that receive Operating funding from TAC;

- Educational and religious institutions, unless there is a clear separation in both programming and budget between their regular activities and their arts activities;

- Individuals;

- Projects for which the project leads are not based in Toronto;

- Ongoing operating costs, such as permanent staff salaries and general administration of an organization. This program is not intended to support an organization or collective's ongoing activities. For information about Annual Operating funding, please contact TAC's Theatre Program Manager.

- Costs related to equipment purchase, capital projects (such as building purchase or renovation), fundraising activities, deficit reduction, publishing and archiving projects, awards and award ceremonies, projects conceived for the creation of a film or for competitive purposes, art therapy;

- Activities taking place outside of the City of Toronto (such as touring, travel, accommodations);

- Projects conceived for the creation of a film or digital works led by media artists.

How do I apply?

Applicants register and submit the application on TAC Grants Online. Applications must be submitted no later than 11:59 pm on the deadline dates. 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 to the application are: *Project Description, Budget Information, and Support Material:*

- The *Project Description* has four sections: Overview, Artistic Goals & Objectives, Outreach & Audience Development and Project Contributors.

  o The Overview gives a synopsis of your project. (up to 1000 words)

  o The Artistic Goals & Objectives describes your artistic goals and objectives in relation to the project. (up to 500 words)

  o The Outreach & Audience Development section describes the audiences you wish to serve and the strategies you will use to reach them. (up to 500 words)

  o The Project Contributors is a list of the artists and key community contributors involved in your project. Provide resumes for the key artists and brief bios of other contributors. (Accepted file format – PDF.

- In Budget Information you will fill out a table that shows the proposed Revenues (Earned Revenue, Private Sector Revenue, Government Revenue) and Expenses (Artistic/Production Expenses, Administration/Marketing Expenses) for your project. You will also need to upload a PDF file with supplementary budget information with a breakdown of donated goods and services and projected Artistic Fees.

- *Support Material* is a requirement for all projects and all applicants are encouraged to upload at least one support material related to their current application. Contact the Theatre Program Manager if

you have questions about the type of support material to submit. Audio Visual and Printed support materials are accepted.

- o **Script-based projects** (i.e. text-based work) must include a script sample (maximum 20 pages) and a short structural synopsis (optional - maximum 2 pages). Do not include examples of playwright's previous work; **Musical projects** (i.e. musical theatre or works where music will be an integral component of the production) must include examples of audio or audio/visual material that supports or illustrates the project. A maximum of two recordings may be submitted; and **Physical theatre and puppetry projects and hybrid works using multimedia** must include examples of audio/video material that supports or illustrates the project.
- o Applicants may submit a maximum of six pages of printed support materials (e.g. press clippings, letters of support) in PDF format.
- o You can upload your media files to TAC or provide a link to your files. Do not submit material through Google drive. You may password protect your video link and provide TAC with the password within the application. Audio support material should be uploaded using audio files, the maximum file size is 200 MB and files are accepted in the following formats: AAC, MP3, and WMA. Be sure to allow sufficient time to upload support material to your application – do not wait to the last minute/hour of the submission deadline date. Printed support material can be uploaded in PDF format.

Are there requirements and guidelines for paying artists?

Grant recipients are required to pay artists' fees for professional artists, and encouraged to bring these fees into line with sector standards or, at a minimum, living wage benchmarks:

- arts sector guidelines: Carfac (visual arts), Canadian Alliance of Dance Artists, Canadian Actors Equity – Independent Theatre Agreement, Canadian Federation of Musicians
- the Ontario Living Wage as a minimum standard for artists/arts workers' salaries and fees: ($22.08 per hour in 2021 or $43,000 per year) Ontario Living Wage by Region

How is my application assessed?

- Grants are awarded on a competitive basis by a panel of peers from the professional theatre community in Toronto selected for their familiarity with a broad spectrum of theatre practices, specialized expertise, and fair mindedness. Grant review panels are composed to ensure fair representation of gender and cultural diversity, as well as emerging, mid-career and established artists. The grant review panel's recommendations are approved by TAC Directors.
- The grant review panel assesses projects in each category according to the following criteria:
  - o Artistic merit
  - o Contribution of the project to the development of theatre in Toronto
  - o Contribution of the project to the development of the applicant
  - o Public impact of the project, including the quality and effectiveness of the applicant's outreach marketing and/or audience development strategies
  - o Financial viability of the project and the ability of the applicant and participants to carry out the project
- Project funding is recommended only at the discretion of the grant review panel. This is a competitive program. Applicants should be aware that meeting the general eligibility requirements does not guarantee that a grant will be recommended.
- 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.

- As the peer assessors and the applications change with each deadline, peer assessor evaluation of relative artistic merit will also vary. Unsuccessful applicants may succeed with another grant review panel and are encouraged to reapply.

How and when 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 four months of the deadline date. For the February deadline, you will find out in late May; for the August deadline, you will find out in late October.

What if my project changes?

Grants may be used only for the purposes outlined in the application. Changes to the scale, activities and timeframe of the project must be reported promptly to TAC. In such cases, TAC may require full or partial repayment of the grant. Changes to project dates must be reported to Theatre Program Manager.

What do I do when I have completed the project?

Recipients are required to file a final report on their project. The final report is filled out and submitted online, just like the application. Reports on previous projects in this program must be submitted to TAC before you are eligible to reapply for another grant in the same program. 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. A copy of the following City documents can be downloaded from TAC's website, **https://torontoartscouncil.org/grant-programs/tips-and-resources/reference-documents**: *Anti-Racism, Access and Equity Policy Guidelines*, *Hate Activity Policy and Procedures* and *Human Rights and Harassment Policy and Procedures.*

- TAC staff attends client performances and events. Grant recipients are required to send TAC information on any public performances or events presented in the context of their grant-supported projects. This information should be emailed to the Grant Program Manager.

- 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

For further information on this program, contact the Interim Theatre Program Manager:

Sarah Miller-Garvin

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