

TORONTO
ARTS
COUNCIL **PLAYWRIGHTS PROGRAM**
2024 PROGRAM GUIDELINES
Application Deadline: June 17, 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?

Toronto Arts Council's Playwrights Program provides support to playwrights for the writing of theatrical plays.

The program provides two levels of support. The following fixed amounts are available:

LEVEL ONE: \$4,000 – for new or emerging playwrights with little or no prior history of production.

LEVEL TWO: \$8,000 – for mid-career or senior playwrights who have written at least one work for the stage which has been professionally produced or presented as part of a theatre season or at a theatre festival.

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?

- The Project Start Date must be after you receive the notification of results (September 30). While it is understood that works in progress will have begun before the submission deadline, the period of time covered by this grant must commence after September 30.
- All projects must be completed within two years of the date that the Notification Letter was issued.

Who can apply?

- TAC recognizes that due to systemic barriers within the broader arts community (e.g., limited mainstream presentation opportunities for artists from equity-seeking communities) 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 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 be residents of the City of Toronto for at least one year prior to the application deadline. Temporary absences of up to 12 months may be considered, subject to written explanation and special permission; please contact the Program Manager. **A Post Office Box address can't be**

used to meet the residency requirement.

- 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.
- Writing projects in languages other than English or French are accepted if the writing sample is accompanied by an accurate English translation.
- An applicant must have started writing the play for which funding is requested. A sample of writing from the proposed project is required for this application.
- Applicants may submit an application to either the Playwrights or the Writers program, but not to both.
- Applicants may apply for funding for only one project per deadline.
- Applicants may receive a grant through TAC's Playwrights or Writers Program only **once every two years**. Those who received a grant in 2023 are not eligible to apply in 2024 but may reapply in 2025. All past Playwrights Grants must be reported on before a new application may be submitted.
- Collaborative proposals (involving a co-applicant) are eligible. For these proposals, one of the applicants must identify a principal applicant. Co-applicants are subject to the same eligibility criteria as single, individual applicant and must be involved equally in creation of the work. If the application is successful, the grant payment will be payable to the principal applicant, as listed in the application. Similarly, a T4A slip will be issued to the principal applicant. **Co-applicants can't apply as the main applicant with a different play in the same round.**
- 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 completed prior to the announcement of results. Toronto Arts Council does not fund retroactively.
- Academic work or work towards a graduate degree; film or television scripts; publishing; translation; production costs associated with mounting a stage production; tuition fees.
- Projects that have been funded once in this program. Playwrights who receive a grant may not reapply to continue or finish the same project.

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.

The Playwrights Program assessment process is **blind**, meaning peer assessors are not given access to applicant names and resumes. To maintain anonymity, applicants must not identify themselves in the project description and support material sections of the application. Failure to comply may result in disqualification.

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. For additional information please

contact Interim Theatre Program Manager Sarah Miller-Garvin (she/her).

What do I need to prepare?

The three main parts of the grant application are: *Artist Statement*, *Resume / CV*, and *Writing Sample*:

- The *Artist Statement* is a 1000-word description of your play including major themes and ideas explored in the work.
- A *Resume / CV or a bio* outlining your playwriting activities. Applicants to Level one could submit a bio and/or Resume / CV. Applicants to Level two must submit Resume / CV.
- *Writing Sample* is an important part of the application. Your uploaded writing sample must be **anonymous** and meet the following criteria:
 - File format – PDF only.
 - Minimum of 10 and maximum of 20 pages. All text must be legible at 100%. If text is not legible the assessors will be unable to review this document.
 - The Writing sample must be from the proposed project. If your project is at a very early stage, then the writing sample can be a combination of pages from earlier plays plus a minimum of 10 pages from the proposed project.
- Writers applying to create works in languages other than English or French must complete the application form in English and accompany their writing sample with an English translation.
- Writing samples intended to be comprehensible to an English-speaking audience, i.e. writing that contains some text in other languages, but is primarily an English language work; or writing in Creoles, argots, vernaculars or dialects of English can be submitted in the original language version.
- For adaptation projects, include a copy of the letter (in PDF file format) indicating copyright permission, if applicable. (*Note, the grant review panel does not see this letter, so there is no concern about your name appearing in the letter.*)
- Do not identify yourself within the project description or the writing sample, and do not use your name in the name of the PDF file you are uploading. If your file contains a sample of previous work, then name the file: Untitled.pdf

How is my application assessed?

- An independent review panel of theatre professionals assesses applications on the artistic merit of the writing.
- 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.
- To ensure a fair assessment, applications to Level One and Level Two are assessed separately.
- Assessment is done by a blind adjudication process, where peer assessors are not given the names of applicants.
- 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.
- Grant review panel deliberations are confidential and there will be no disclosure of the grant review panel's proceedings or comments made during the adjudication, therefore we will not provide feedback for your application.
- Decisions of the grant review panel are final. TAC welcomes comments or suggestions about any of its programs.

How do I find out the application results?

We 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 three months of the deadline date.

What if my project changes?

Funds shall 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.

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 Interim Theatre Program Manager Sarah Miller-Garvin (she/her)

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