



**NEWCOMER AND REFUGEE ARTIST MENTORSHIP**  
**2018 Program Guidelines**  
**Application Deadline: May 1, 2018**

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TAC is committed to equity and inclusion. We welcome and encourage applications from all Toronto artists, including but not limited to: 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 recently adopted **Equity Framework**

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**PURPOSE**

Toronto Arts Council's **Newcomer and Refugee Artist Mentorship** program was created to:

- provide support for newcomer and refugee artists to develop their artistic practice;
- support the integration and inclusion of newcomer and refugee artists 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 his or her art;
- seeks payment for her/his work;
- and has a history of public presentation

**If you are a newcomer or refugee artist and you need help finding a mentor or accessing translation services, please contact Rupal Shah by March 31, 2018.**

**Rupal Shah**  
**Strategic Programs Officer**  
**416.392.6802 x209**  
**rupal@torontoartscouncil.org**

## VALUE OF GRANT

The total grant is \$10,000.

- \$5,000 is paid directly to the newcomer or refugee artist
- \$5,000 is paid directly to the mentor.

### ELIGIBILITY: Newcomer or Refugee Artist

- You must be a professional artist (*see definition on page 1*)
- You must live in the City of Toronto
- You must have arrived in Canada after January 1, 2011
- You must be a Canadian Citizen, Permanent Resident, Approved Refugee Claimant (i.e. Protected Person) or have applications for permanent residency or citizenship pending.
- **You must register as an individual artist in TAC Grants Online:**  
<https://tac.smartsimple.ca>
- Undergraduate students are not eligible to apply to this program.
- Past recipients of the TAC Newcomer and Refugee Artist Mentorship grant are not eligible to apply.
- **To receive funding from the Toronto Arts Council you must have a Social Insurance Number.**
- *You may be asked to provide documents to confirm that you qualify for the funding. If you have any questions about your eligibility, please contact the Program Officer*
- **People who arrived in Canada before January 1, 2011 cannot apply to this program.**

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 officer in advance of submitting an application.

### ELIGIBILITY: Mentor Artist

- You must be a professional artist (*see definition on page 1*)
- You must live in the City of Toronto
- You must be a Canadian Citizen or Permanent Resident or have applications for permanent residency or citizenship pending.
- You must have been living in the City of Toronto for at least one year prior to the deadline and live and work in Toronto for at least 8 months a year as a professional artist or arts worker. A Post Office Box address cannot be used to meet the residency requirement.
- You can only be listed as a mentor on one application per grant round.
- **The mentor must be registered as an individual artist in TAC Grants Online**  
<https://tac.smartsimple.ca> **Mentors may not use an email address already in use as an organization or collective contact.**

TAC has two separate funding groups:

- 1) Arts Discipline funding (e.g. discipline-specific project grants and operating grants)
- 2) Strategic funding (e.g. Artists in the Library, Open Door, etc.)

Applicants are eligible to receive only one grant from each funding group per calendar year.

Applications to the **Newcomer and Refugee Artist Mentorship** program fall within the Strategic Funding group.

Applicants are not eligible if they have an outstanding final report in any other program within the Strategic funding envelope (e.g. Animating Historic Sites, Animating Toronto Parks, Artists in the Library, etc.)

## **SCHEDULING AND DURATION OF PROJECT**

Mentorships may not start before July 1, 2018. All mentorship activities must be completed by June 30, 2019. All Newcomer or refugee applicants must make themselves available for 3 networking sessions and 1 program evaluation session during this time period. Mentor applicants must make themselves available for at least 1 networking session.

## **SUPPORT MATERIAL**

Support material is important to the assessment process. All applicants are required to submit examples of their recent artistic work that are relevant to the mentorship. At least one example should be from the past two years. **Support material from mentors is optional.**

Video/Audio: provide a link (Vimeo, YouTube, etc) and password (if required) to your file. Video and audio files should be no longer than 3 minutes in length.

Pictures: provide a link and password (if required) to a website where the photos have been uploaded. You may also upload JPEG images of your work. A maximum of 5 images are permitted.

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

The Jury 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.

**Applicants should allow enough time to upload support material to your application – do not wait until the last hour of the submission deadline date.**

## **APPLICATION PROCESS**

**Applicants are required to speak to Rupal Shah, Grants Officer, Strategic Programs, before submitting an application.** Please contact Rupal to schedule an appointment to discuss your proposal: [rupal@torontoartscouncil.org](mailto:rupal@torontoartscouncil.org).

Applicants are required to register at TAC Grants Online (<https://tac.smartsimple.ca>) and submit the application and required support material using this online system.

Applications must be submitted on TAC Grants Online 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. **If you have any questions about the application process, please contact the Program Officer.**

## **ASSESSMENT PROCESS**

Grants are assessed by a group of practicing artists, or jury. These artists are selected because of their direct experience of the Toronto arts scene and their knowledge of the newcomer community in Toronto. Juries are composed to ensure fair representation of gender and culture/ethnicity. The jury will decide which applications will be recommended for funding. This is a competitive program.

The jury considers the following questions when reading applications:

- What is the artistic merit of the applicant?
- 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 jury 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 the **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 or that primarily involve or serve artists from these groups will be prioritized.

## **DECLARATION OF COMPLIANCE - ANTI-HARASSMENT/DISCRIMINATION LEGISLATION & CITY OF TORONTO POLICY**

The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant or other support from the City. All successful applicants will be required to submit a signed Declaration of Compliance with AntiHarassment/Discrimination Legislation and City Policy. A copy of the following documents can be downloaded from TAC's website: Anti-Racism, Access and Equity Policy Guidelines, Hate Activity Policy and Procedures and Human Rights and Harassment Policy and Procedures.

## **CONDITIONS OF FUNDING**

Grant recipients will be required to sign a Letter of Understanding that details the terms and conditions of their grant. The Letter of Understanding will be made available when you receive your grant results. For the Artist Mentorship program, both the applicant and the mentor (co-applicant) are required to sign the Letter of Understanding. Grant cheques will not be released until the signed Letter of Understanding has been uploaded to TAC Grants Online.

Grant recipients must include visual acknowledgement of TAC support in all materials related to activities for which funds are granted; the TAC logo for grant recipients is available on our website.

Grants may only be used for the purposes outlined in the application. Material changes to the nature or scope 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 your grants officer.

Grant recipients are required to file a final report at the end of the project. The due date for the final report will be included with your application results. Failure to submit the report will disqualify the applicant from submitting future TAC applications or receiving further funding. TAC may also request repayment of the grant.

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 mailed or e-mailed to the Program Officer. TAC jury members and staff often attend client performances and events.

In addition to the aforementioned general conditions of funding, TAC reserves the right to place conditions on the release of grants. Any specific conditions associated with a grant will be included with your results and in the Letter of Understanding.

## **GRANTS ARE TAXABLE INCOME**

Grant recipients are required to maintain adequate accounting records as to the receipt of funds from Toronto Arts Council. T4A forms will be issued by TAC to both the grant recipient and the mentor and should be retained for income tax purposes. To receive funding from the Toronto Arts Council you must have a Social Insurance Number.

## **REPAYMENT OF GRANT**

The grant must, on the request of TAC, be repaid [in whole or in part] to TAC, if the grant recipient:

- breaches any of the terms and conditions of the grant;
- knowingly provides false information in the grant application;
- uses the grant for purposes not approved by TAC;
- breaches any of the provisions of the Ontario Human Rights Code in its operations;

## **FURTHER INFORMATION**

**For any other information about this program, please contact:**

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Strategic Programs Officer  
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rupal@torontoartscouncil.org**

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