



TAC–FCAD DIGITAL SOLUTIONS INCUBATOR 2018 Program Guidelines

Application deadline: April 16, 2018

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 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](#)

PURPOSE

The TAC-FCAD Digital Solutions Incubator aims to:

- Address organizational challenges within the arts sector using digital-enabled approaches.
- Facilitate creative, collaborative and unexpected solutions with the potential to benefit the arts sector as a whole.
- Provide arts organizations and collectives access to design and technological expertise.
- Enhance organizational capacity in the arts sector around digital technology

This pilot program was created through a partnership between TAC and Ryerson University's Faculty of Communications and Design (FCAD) to encourage arts organizations to consider the creative possibilities unlocked by the use of technology. The partnership provides arts organizations with access to design and technological expertise to explore digital solutions to the challenges they face, as well as practical, hands-on projects for the participants of the Ryerson Creative Impact Supercourses, educational experiences that challenge students from different programs to work with external partners to conceive and develop digital ideas into functional prototypes.

For the purposes of this grant, “digital” refers to any user-centered design process involving significant use of mobile, web, augmented/virtual reality or computer-based technology.

PROGRAM STRUCTURE & REQUIREMENTS

The TAC-FCAD DSI funds an 8-month experience between September and April. The program is divided into two stages, corresponding with academic semesters.

First Stage: From September to December, successful applicant organizations will work 10-15 hours a month, meeting weekly with a team of Ryerson Creative Impact Supercourse 1 students to address their identified problem, with the aim of creating a prototype of the proposed solution. The prototype will be shared with the wider community during a “demo day” at FCAD which the whole team will attend.

Second Stage: From January to April, successful applicant organizations will continue on in one of two ways:

- 1) Creative Impact Supercourse 2: Teams selected to continue with Supercourse 2 will have a chance to further develop their prototype with FCAD students.
- 2) Self-directed: Teams may be asked to continue development of their prototype with a partner of their choosing or on their own, independent of Ryerson FCAD.

Successful applicants are required to sign an agreement with FCAD before beginning the project and attend a program evaluation meeting to be scheduled in 2019. Please see Appendix A for a description of the Creative Impact Supercourses, past projects and terms of intellectual property.

APPLICANT ELIGIBILITY

All applicants must meet the following criteria:

- be located in the City of Toronto;
- be an incorporated non-profit **arts** organization or a non-profit **arts** collective (individuals are not eligible for this program). A collective is defined as two or more artists working together under a group name, either on a single project (ad hoc) or on an ongoing basis. 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.
- Organizations and collectives must be located in the City of Toronto. A Post Office Box address cannot be used to meet this requirement.
- have a strong track record of arts activity

Applicants may receive a grant through the TAC-FCAD Digital Solutions Incubator only once every two years.

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.

TAC has two distinct funding envelopes: 1) Arts Discipline funding (e.g. discipline-specific project grants and operating grants) and 2) Strategic funding (e.g. Animating Historic Sites, Animating Toronto Parks, Artists in the Library, etc.). Applicants are eligible to receive only one grant from each funding envelope per calendar year. Applications to the TAC-FCAD Digital Solutions Incubator program fall within the Strategic funding envelope. 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.).

PROPOSAL ELIGIBILITY

Successful proposals will articulate a challenge or pose a question pertaining to a broad, current organizational challenge. The identified challenge may pertain to any aspect of your operations including programming, administration, outreach, marketing, etc. Applications must acknowledge the relevance of their identified challenge to other members of their community, other arts organizations or the arts sector as a whole. Organizational leadership (if different than project leads) must be actively involved in the project, attending and participating when appropriate.

The goal is to address a significant organizational challenge through digital technologies and creative design skills, in whatever form is appropriate. We are seeking to foster innovative ideas for the creation of new capacity within Toronto arts organizations and collectives. The goal of this program is not to develop company websites, digital content or build digital communications plans for the applicant organizations.

The following activity is not eligible for funding through this program:

- activities included in TAC operating grants
- activities included in TAC project grants
- capital projects or expenses
- renovations or repairs
- research or feasibility studies
- projects previously funded through another TAC project grant

VALUE OF GRANT

The grant amount is **\$15,000**. As a guideline, please plan for approximately \$10,000 in fees for the project leads and \$5,000 for any materials and expenses related directly to the project. This grant is not intended to fund office computers, production equipment or any general operating expenses.

Projects involving Deaf artists and artists with disabilities may apply for an additional TAC grant by completing the Accessibility Expenses section of the Stage Two application. A *TAC Accessibility grant* will provide up to a maximum of \$5,000 towards accessibility costs incurred during the project for artists involved with the project. Accessibility costs include but are not limited to: ASL interpretation, audio description, closed captioning, communications assistants, and attendant care.

SCHEDULING AND DURATION OF PROJECT

Projects will take place between September 2018 and April 2019.

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.

Applicants are required to register and submit the application on *TAC Grants Online* (<https://tac.smartsimple.ca>). **Applications must be submitted 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.

ASSESSMENT PROCESS

Grants are awarded on a competitive basis by a jury of artists, arts workers and a representative from Ryerson University's Faculty of Communications and Design. Funding recommendations are approved by the TAC Board of Directors.

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:

- The capacity of the organization to undertake the initiative
- The potential of the initiative and the challenge it addresses to benefit the applicant organization and Toronto's arts ecology
- Suitability of the projects leads to the initiative
- The extent to which the initiative will help the organization's staff to better use, interact with, and gain confidence working with digital technologies

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.

NOTIFICATION

Applicants will be notified by email when the results are available, and will be able to log in to *TAC Grants Online* to receive their results. Notification will be received within three months of the deadline date.

Results are not released over the telephone.

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

Organizations and individuals in Ontario have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and City policy. Individuals are obliged to refrain from harassment/hate activity.

All successful applicants will be required to sign the *Declaration of Compliance with Anti-Harassment/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

Successful applicants 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. Successful applicants will also sign a Letter of Agreement with Ryerson FCAD. Cheques will be released when the Letter of Understanding is signed and submitted to Toronto Arts Council and when the Letter of Agreement is signed and returned to Ryerson FCAD.

Recipients of TAC Strategic Funding must acknowledge TAC's support with both logo recognition **and** the following statement on promotional materials related to the funded activity: ***This project was supported through Toronto Arts Council Strategic Funding.***

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. **All projects must be completed within two years of the date of your grant notification letter.**

Grant recipients are required to file an artistic and financial report at the end of the project. The due date for the final report will be included in the grant notification letter. 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.

In addition to the aforementioned general conditions of funding, TAC reserves the right to place conditions on the release of grants (e.g. confirmation of venues, programming, performances, other sources of funding, etc.). Any specific conditions associated with a grant will be specified through Notification process.

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
- ceases operating prior to completion of the project
- ceases to operate as a non-profit organization or collective prior to completion of the project
- winds up or dissolves prior to completion of the project
- merges or amalgamates with any other party prior to completion of the project
- commences or has commenced against it any proceedings in bankruptcy, or is adjudged a bankrupt, prior to completion of the project

FURTHER INFORMATION

For further information on this program, contact **Rupal Shah** at **416-392-6802 ext. 209** or **rupal@torontoartscouncil.org**

Toronto Arts Council
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Toronto, Ontario M5J 3A9

APPENDIX A: TAC-FCAD DIGITAL SOLUTIONS INCUBATOR

What are the Ryerson FCAD Creative Impact Supercourses?

In the Creative Impact Supercourses, students are instructed and mentored in the application of design thinking and agile development to envision and then create an inventive solution to an identified business, policy or social problem.

Through Supercourse 1 (September-December) and Supercourse 2 (January-April), students work in multi-disciplinary teams and will collaboratively move from problem identification, to solution visioning, to solution concept -- culminating in the creation of a working prototype by each team that addresses a meaningful social, economic or policy challenge.

The Creative Impact Supercourses present students with unparalleled opportunities to solve a real challenge, with the tools of their discipline, strategic thinking, and the collaboration of diverse peers from design, media, computer science, and communications. Students from all schools at FCAD are represented including: Fashion, Interior Design, Media Production, Image Arts, Professional Communications, Creative Industries including students both past and present from Engineering, Computer Science, Business and Entrepreneurship. They are supported within Ryerson's innovative maker spaces and at every step of the way by industry mentors, and community partners and faculty instructors.

At the end of Supercourse 1, projects will be assessed by members of FCAD faculty and a TAC-appointed juror. The decision to move a project to Supercourse 2 will be based on factors including: innovation of the proposed prototype; strength of the workplan; and viability of the prototype in the wider arts sector.

What kinds of projects have Supercourse 1 and 2 participants worked on in the past?

Ryerson FCAD Creative Impact Supercourses students are currently working on an audience development and engagement idea for a Toronto-based theatre company. In the past, students have worked with the Ontario Ministry of Transportation on a video-game version of the Driver's Education Handbook, and a personal concierge app for hotel guests that allows them to access concierge services at their convenience.

Intellectual Property

Intellectual property arising from the funded project will be owned by the people who created it. Intellectual property that is jointly created by the successful applicant organization and students or faculty of Ryerson University will be jointly owned. Successful applicants to this program will be granted a non-exclusive, royalty-free right to use the results of the funded project for non-commercial purposes, including sharing the results with other Toronto-based not-for-profit arts organizations on a non-commercial basis. Any activities involving the sale or licensing of the results of the funded project will require an additional legal agreement.