



2011 Media Artists Program Application Deadline: November 7, 2011

DESCRIPTION OF PROGRAM

Toronto Arts Council's Media Artists Program provides support to media artists for the creation/production of new work or the completion of works in progress. Funds are intended to cover direct costs of creation/production, including subsistence and materials. Applicants may apply for production and/or post-production.

Media Arts includes independent film, video and new media artworks. New media refers to works that use multi-media, computers or communications or information technologies for creative expression, including installation and performance art works that integrate such technologies.

LEVEL ONE: Up to \$4,000 – for emerging artists in the early stages of their professional careers. Artists in this category have produced a small body of work and achieved some local recognition and/or have limited public screening and/or exhibition experience. Generally they have had between 2 and 7 years of professional arts practice.

LEVEL TWO: Up to \$10,000 – for mid-career and established artists. Mid-career artists are past the early stages of their careers and have produced a reasonable body of work and received recognition, exhibitions or screenings outside the local community. Generally they have had between 8 and 14 years of professional arts practice.

Established artists have produced an extensive body of work and have achieved national or international recognition, exhibitions or screenings. Generally, they have had at least 15 years of professional arts practice.

ELIGIBILITY CRITERIA

Applicants must be professional artists who meet the following criteria:

Applicants must be Canadian Citizens or Permanent Residents (Landed Immigrants) or have an application pending for Permanent Resident status and, if requested, be able to provide documentation to verify this.

Applicants must currently maintain a residence or artist's studio in the City of Toronto and must have done so for at least one year prior to the application deadline.

Applicants must live or work in Toronto for at least 8 months a year. Temporary absences of up to 12 months may be considered, subject to written explanation and

special permission; please contact the Grants Officer. A *post office box address cannot be used to meet the residency requirement.*

Applicants must have completed basic training (not necessarily in a formal educational institution).

Applicants must have spent a minimum of one year working on and developing an independent art practice after completing full-time studies.

Undergraduate students are **not** eligible to apply.

Professional artists pursuing graduate studies may not apply for work related to their program of study. *Note:* 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.

Applicants must retain full copyright, financial, editorial and creative control.

Applicants to the 2011 Visual Artists Program may not apply to the 2011 Media Artists Program.

Applicants may receive funding through TAC's Visual Artists or Media Artists Programs only once every two years. Those who received funding from either program in 2010 are not eligible to apply to either program in 2011 but may reapply in 2012.

Collaborative proposals are eligible. Co-applicants are subject to the same eligibility criteria as primary applicants.

The only eligible applicant for a film or video project is the director. Producers may not apply as co-applicants.

EXCLUSIONS (*The following are ineligible*):

- projects with total budgets in excess of \$200,000.
- projects that have been completed prior to the announcement of results.
- requests for funding solely for travel or exhibition of work.
- promotion and marketing expenses.
- capital purchases of tools, equipment, etc.
- commissioned, instructional or promotional projects.
- pilots for commercial or educational television.
- music videos.

ASSESSMENT

- Funds are awarded on a competitive basis by an independent jury of peers. Jurors are practicing media arts professionals, including artists, curators,

programmers, etc. Jury members are selected on the basis of their familiarity with and specialized expertise in a broad spectrum of artistic practices and to reflect the range of applicants and represent diverse medium, genders, and cultural communities.

- The jury makes an artistic assessment based on the applicants' past and proposed work within the context of each competition.
- Jury deliberations are confidential and there will be no disclosure of jury proceedings or comments made during the adjudication.
- **Decisions of the jury are final.** There is no procedure for appealing the decision; however TAC welcomes comments or suggestions about any of its programs.
- As the jurors and the applications change with each competition, a jury's assessment of relative artistic merit will also vary. Unsuccessful applicants may succeed with another jury.

APPLICATION PROCESS

- Artists must complete the Media Artists Program application form and submit the requested support material.
- The application form should be completed accurately, adding separate sheets where necessary. Several attachments are requested in this application form (sections C, D, E). Each section must be complete when the application is submitted and the application must be signed.
- Applicants must submit 5 copies of their application (4 copies and the original), including all written attachments in the order they are requested. Each copy must be collated and fastened with a secure paper clip; **do not bind or staple.** Only one set of support material is required.
- Applications must be received at TAC no later than 5:00 pm on the application deadline date, regardless of postmark.
- It is the applicant's responsibility to ensure that the application is complete and on time. **Late or incomplete applications will not be accepted.**
- Applications may not be submitted by e-mail or fax.

SUPPORT MATERIAL

For the jury process, support material is the most important part of the application. The process is largely based on the review of examples of applicants' previous work and/or current works in progress. While applicants may choose to show a selection of work based on their complete body of work, emphasis on recent work is usually best.

- **All applicants must submit audio-visual support material** (maximum two items) in one or more of the following formats: DVD, CD ROM, compact discs, and/or internet URL. Digital files must be PC compatible. MAC files are not accepted and will not be viewed.
 - For post-production or completion funds, submit excerpts/samples of the work-in-progress.

- Applications for animation projects must include storyboards in addition to audio-visual support material.
- Script samples (maximum 20 pages) may be submitted in addition to audio-visual support material where applicable.
- Works on which the applicant does not hold a directorial credit and/or a key creative credit will not be viewed.

- Do not send more pieces than requested; the jury will only consider the number specified. The jury will normally review 5 to 10 minutes of support material per applicant, and works may not be seen in their entirety.
- **Do not send original artwork.** TAC is not responsible for lost or damaged support material.
- After the adjudication, applicants will be able to collect their support material from TAC by the date stated in their notification letter. Any support material not collected by that date will be discarded.

NOTIFICATION

Applicants will be notified of the results in writing, 3 to 4 months after the closing date. Results are **not** released over the telephone.

CONDITIONS OF FUNDING

- 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. Funds shall only be used for the purposes outlined in the application. Changes to the scale, activities and timeframe of the project must be reported promptly to TAC.
- As a recipient of public funds, successful applicants are required to maintain adequate records as to receipt and disbursement of funds received from Toronto Arts Council. T4A forms will be issued to recipients.
- Recipients are required to acknowledge the support of Toronto Arts Council in all written materials relating to the activities for which funds are awarded.
- 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.

PROGRAM INFORMATION

William Huffman, Associate Director
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Email: william@torontoartscouncil.org



2011 Media Artists Program APPLICATION FORM

SECTION A: IDENTIFICATION

1. **Principal Applicant Name:** Last Name _____ First Name _____

Co-Applicant (if applicable): Last Name _____ First Name _____

2. **Principal Applicant's Permanent Address** (home or artist's studio; no PO boxes):

Street: _____

City: **Toronto** Province: **Ontario** Postal Code: M_____

Telephone: Home: () _____ Studio/Office: () _____

Fax: () _____ E-mail: _____

3. **Citizenship:** Canadian Citizen Permanent Resident (Landed Immigrant)

Application for Permanent Residence status has been submitted and is being considered.

4. I am a permanent resident of the City of Toronto and have been since at least November 7, 2010: Yes No

5. It has been at least one year since I was a full-time undergraduate student: Yes No Not applicable

6. **Previous Recipients:**

Have you ever received a grant from TAC's Visual Artists program or Media Artists program? Yes No

If yes, in what year was the most recent grant awarded: _____ (2010 recipients are not eligible)

Project report for most recent grant: Previously Submitted Enclosed

SECTION B: PROJECT DESCRIPTION

1. **Grant Level and Request Amount** Please read the program guidelines before completing this section. Check one only.

Level One (Emerging). **Amount Requested:** \$ _____ (Maximum request is \$4,000.)

Level Two (Mid-Career / Established). **Amount Requested:** \$ _____ (Maximum request is \$10,000.)

2. **Project Title:**

3. **Project Description** (maximum 40 words): *Completing this section is a requirement. Do not direct us to another section of your application.*

4. **Medium/format of completed work:** (Select the **one** that most closely describes your medium.)

Audio Animation Documentary Feature Length Documentary Short Multi-Media/Video Installation

Narrative Feature Length Narrative Short Video Art Web Other (Describe above.)

5. **Running time of completed work:** _____

6. **This funding will be used for:** **PRODUCTION** and/or **POST-PRODUCTION**

SECTION C: PROPOSED USE OF FUNDING

Provide the following attachments on white, 8.5" x 11" paper (*one sided only*):

C1. Brief description of how the proposed work relates to your overall practice; and the relevant themes, techniques, aesthetic and cultural concerns that you plan to explore. (Maximum 3 pages).

C2. Brief synopsis or written description of the work; planned treatment of production, visuals and sound. (Maximum 3 pages).

C3. For collaborative applications only - describe the nature of the collaboration; how it will work. Include letters of agreement pertaining to any material included in the project where copyright is not held directly by the applicant (such as scripts, images and music).

C4. For documentary proposals only - include letters of agreement from the subject(s).

Do not submit letters of recommendation, reviews or press clippings.

SECTION D: ARTIST RÉSUMÉ OR CURRICULUM VITAE

Attach an artist résumé or curriculum vitae (*maximum 3 pages*) outlining your accomplishments in visual arts or media arts to date. Include information on training, exhibitions, screenings, awards, and a complete filmography/videography.

Do not send résumés of your crew.

SECTION E: BUDGET SUMMARY

Provide a budget **summary** indicating your proposed creation/production expenses and revenues on separate, white, 8.5" x 11" paper (*one sided only*). **Maximum 2 pages.**

- **Your budget must be balanced;** total expenses must equal total revenues.
- You must indicate all your anticipated sources of funding, including other funders and arts councils.
- If you are applying to other funders and arts councils, you must provide a budget consistent with all applications submitted to other funders.
- Other sources of income may include deferrals.
- Indicate which revenues are confirmed and which are pending.
- If you are applying for post-production funds, you must submit a budget summary for the entire project, not just the post-production budget.
- Applicants may include the following expenses: artist's/director's subsistence, cast/performers' fees, production crew fees, production equipment rental, studio or facilities rental, materials, lab costs, post-production personnel and supplies, editing costs and sound/music.
- Applicants may, if they wish, include their complete, detailed budget as an appendix to their original application. But complete budgets should *not* be included in copies.
- Note that TAC does not fund retroactively, therefore TAC funding cannot be used to reimburse you for costs you have already incurred.

DO NOT INCLUDE COPIES OF THIS PAGE WITH YOUR APPLICATION

SECTION F: SUPPORT MATERIAL

AUDIO VISUAL SUPPORT MATERIAL:

All applicants must submit audio-visual support material. An application without audio or visual support material is incomplete and will not be considered. (Even if you are submitting a script or storyboard, you must also submit audio-visual support material.) Works on which the applicant does not hold a directorial credit and/or a key creative credit will not be viewed or considered.

- Submit a maximum of 2 audio-visual support materials in one or more of the following formats: DVD, PC compatible CD ROM, compact disc, and/or internet URL. Indicate compact disc tracks; CD ROMs must be PC compatible and accompanied by documentation indicating what computer application is required to run the file.
- Number your support material in order of viewing. Label your support material and their cases with your name and the title and production date of the work and the length of section to be viewed by the jury (maximum 5 minutes).
- Applicants applying for post-production or completion funds must submit excerpts/samples of their work-in-progress.
- TAC does not accept film prints (8mm, 16mm or 35mm), 3/4" or VHS videocassettes. Do not submit original material. Digital files must be PC compatible. MAC files are not accepted and will not be viewed. TAC does not accept slides as support material.
- Due to the number of applications received in this program, the jury normally reviews 5 to 10 minutes of support material per applicant. Works may therefore not be seen in their entirety.

1 Title or URL: _____

Applicant's production credit: _____ Year of Production: _____

Production format: _____ Presentation format: _____ Sound: Yes No

Length of section to be viewed by jury: _____ minutes (maximum 5 minutes)

Relevance of this support material to your proposed project and any special presentation instructions or additional notes: (if required, you may attach one more page to this sheet)

2 Title or URL: _____

Applicant's production credit: _____ Year of Production: _____

Production format: _____ Presentation format: _____ Sound: Yes No

Length of section to be viewed by jury: _____ minutes (maximum 5 minutes)

Relevance of this support material to your proposed project and any special presentation instructions or additional notes: (if required, you may attach one more page to this sheet)

SCRIPTS AND STORYBOARDS:

Where applicable, attach a script (maximum 20 pages).

You must include storyboards for animation projects. Storyboards optional for other genres.

SECTION G: DECLARATION

In signing this application, I certify that:

I have read and agree to all of the regulations, terms and conditions outlined in the Program Guidelines.

I am the artist named in the application and to the best of my knowledge; the information provided herein is true.

I have full creative and financial control over the work for which I am requesting support.

I currently maintain a residence or an artist's studio in the City of Toronto, and have for at least one year prior to the deadline.

I will carry out the project as described in the application within a reasonable period of time.

I understand that if there are significant changes to the project or if I fail to carry out the project I may be required to return the grant to TAC and that it is my responsibility as the applicant to notify TAC of such changes.

I understand that jury deliberations are confidential and there will be no disclosure of jury proceedings or comments made during the adjudication.

I understand that jury decisions are final and cannot be appealed.

I agree that Toronto Arts Council is not responsible for loss or damage to support materials, however caused.

I consent to the release of information in this application and in any reports submitted under these terms, to other government granting agencies to which the applicant has applied, to the TAC jurors and Board of Directors.

In any business that I conduct regarding this project, I will uphold non-discrimination policies which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics. I understand that this requirement does not restrict artistic content in any way.¹

Principal Applicant Signature _____ Date _____

Co-Applicant Signature (if applicable) _____ Date _____

¹The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant

Submitting your application:

Submit five copies (original + 4) of the application and the written attachments in the order they are requested. Each copy must be collated and fastened with a secure paper clip.

Applications and support material must be received on or before **November 7, 2011 at 5:00 pm** at **Toronto Arts Council, 141 Bathurst Street, #101 Toronto ON M5V 2R2**

Applications may not be submitted by fax or email.
Applications received after the deadline will not be accepted, regardless of postmark date.

DO NOT INCLUDE THIS PAGE IN COPIES

CHECKLIST: 2011 MEDIA ARTISTS APPLICATION
(submit only 1 copy of this checklist with your application)

Please check each item to indicate compliance with the requirement. Incomplete applications will not be accepted. No extensions will be granted for support material.

- Read the 2011 Program Guidelines.
- Complete the following sections and print on white 8.5" X 11" paper, single side only:
 - Section A:** Identification
 - Section B:** Project Description (including Grant Level and Amount Requested)
 - Section C:** Proposed Use of Funding
 - C1.** description of how the proposed work relates to overall practice. **(Maximum 3 pages).**
 - C2.** brief synopsis **(Maximum 3 pages).**
 - C3.** for collaborative applications only – describe nature of the collaboration plus letters of agreement.
 - C4.** for documentary proposals only – letters of agreement from the subject(s)
 - Section D:** Artist Resume or Curriculum Vitae **(Maximum 3 pages).**
 - Section E:** Budget Summary **(Maximum 2 pages).**
- Complete the **Section F** Support Material list included in the application form (*add additional pages for notes if required*) and make sure all your support material is labeled. Do not send original artwork. Toronto Arts Council is not responsible for loss or damage to any material sent in support of your application.
- Read and sign **Section G:** Declaration.
- Ensure that final reports on all previous grants through Visual Artists or Media Artists program have been submitted or are included with this application. (*If you received TAC Visual/Media Artists funding in 2010, you are not eligible to apply again until 2011.*)

REQUIRED NUMBER OF COPIES

Five copies:

- 5 copies** (1 original + 4 copies) of your application, comprising the completed Application Form and the written attachments in the order that they are requested. Each copy should be collated and fastened with a secure paper clip. Do **not** staple or bind the copies (i.e, Cerlox, Duotang, etc). Do **not** add cover pages, section dividers, contents tables etc. to the application.

One copy:

- one copy of this checklist
- one set of your support material
- one set of your agreement letters (if applicable).

YOU ARE NOW READY TO SUBMIT YOUR APPLICATION