

# Application & Guidelines



Advanced Artist Award

Project assistance for individual Yukon artists working at an advanced level.

**Application Deadlines:**

April and October 1<sup>st</sup>



Read the application guidelines carefully for details about eligibility, the purpose of the program, and how to apply.

Contact the fund administrator to discuss applications prior to the deadline.

If you are new to proposal writing, ask for a copy of the workbook: *Proposal Writing Tips*.

Be sure the proposal includes all the required materials and forms: fill in all sections of the forms and use the checklist to confirm that you are preparing a thorough proposal.

Submit the complete proposal and all supporting materials on or before the deadline.

### **Objective of the Advanced Artist Award:**

The objective of the Advanced Artist Award is to assist advanced Yukon visual, literary and performing artists practising at a senior level with innovative projects, travel or educational pursuits that contribute to their personal artistic development and to their community.

The program serves as a foundation for much of the wide array of cultural products and events in the Yukon.

### **Results and Outcomes**

The intended results and outcomes of the Advanced Artist Award are to encourage artistic creativity, to enable artists to develop their skills, and to improve the ability of artists to promote their works or talents.

Awards to artists represent the 'research and development' portion of arts funding. This is the risky or experimental portion of an artist's development; for example: the writing editing of a manuscript that may later be published, song writing or studio work for an album that may later be manufactured, the creation of a body of work that may result in an exhibition, or the dramaturgy of a script that may be fully produced in a theatre season.

### **Eligibility**

Eligible applicants include Canadian citizens or permanent residents of Canada who have lived in the Yukon for at least one continuous year prior to the award deadline. In addition, an applicant must be considered to be an artist working at the advanced level. An advanced artist is an individual who:

- Has specialized training in his or her artistic field (not limited to training in academic institutions)
- Is recognized as an advanced artist by his or her peers (i.e. artists working in the same artistic tradition)
- Has a history of public presentation of his or her work

### **Projects that are eligible for funding include:**

- Projects which further develop a particular art form or explore a new area within the artist's field
- Short term educational pursuits (e.g. workshops, working with a mentor)
- Post secondary or post graduate study related to a specific project
- Travel to attend a specific event related to the artistic development of the applicant

## Limitations to Funding

Activities, applicants and projects **not eligible** for funding are:

- Artists who are not operating at an advanced level
- Commercial projects such as photo-reproductions, or mass produced arts products
- Major purchases such as tools, musical instruments, word processors, printers or equipment
- Marketing materials, packaging or graphic design for arts products.
- Projects that start before the deadline
- Requests for retroactive funding
- Post secondary study not related to a specific project

An individual artist may receive funding only once every 18 months, or every third session.

## Eligible Costs

Eligible costs include:

- Subsistence (if the applicant is not employed during the project)
- Childcare
- Supplies and materials specific to the project
- Small purchases specific to the project
- Service fees (dramaturge, editor, artists)
- Rental of facilities, venues or studio space
- Travel including accommodation
- Tuition or workshop fees
- Books or required resources

## Funding Thresholds

'B' level artists are eligible to apply for a maximum of \$2,500 and 'A' level artists are eligible to receive a maximum of \$5,000 (Artists determine their level using the guidelines provided in this application). See *Guidelines for 'B' and 'A' Level Artists* on pages 5&6 for further details.

The total annual budget of \$80,000 for the program is derived from Yukon Lotteries revenue. The Arts Section of the Cultural Services Branch administers the program.

## Conditions of Funding

The Conflict of Interest clause of the *Arts Act* [section 7] and the Yukon Government *Conflict of Interest Policy* are considered during assessment and administration of funding.

Applicants must declare that they do not owe any debts to the Yukon Government.

Artists have one year to complete their projects and account for their funding. Extensions may be granted when an artist formally requests extra time to complete his or her project.

## **Assessment of Applications and Approval Process**

Deadlines for the Advanced Artist Award are April 1 and October 1.

Applications must be received or postmarked by 4:30 p.m. on the deadline date. If a deadline falls on a statutory holiday or weekend, the deadline will be extended until 4:30 p.m. on the next working day. Faxed or e-mailed applications are acceptable on the deadline but the original, signed application should be mailed or delivered. Late applications will not be accepted.

Like conventional artist grants, the program depends on two principles: peer review and arms-length funding. Please note that department staff do not make funding decisions, but do facilitate the application and assessment process. Applications are assessed by a peer jury made up of other Yukon artists.

The jury is selected by the department on behalf of the Yukon Arts Advisory Council. Juries change each session and are made up of artists representing diverse art forms to achieve funding allocations that are balanced in gender, expertise and cultural representation.

Care is taken to ensure that jury members do not stand to benefit from an applicant receiving funds. For example, a recording studio producer would not be asked to sit on a jury where an applicant has applied to conduct a sound recording project at that studio, nor a director who would be contracted by a playwright applicant to provide dramaturgic work.

Completed applications are assessed by the designated jury based on the following criteria:

- The degree to which the proposed activity or project meets the objectives of the Advanced Artist Award
- An assessment of the education, experience and skill level of the applicant
- The performance history or public exposure of the applicant
- The degree to which the project will meet the artistic development objectives of the applicant
- The existence of a realistic and feasible budget and itinerary
- Available funds

The jury recommendations are approved by the chair of the Yukon Arts Advisory Council before being forwarded to the Minister of Tourism and Culture for final approval and announcement.

Applicants will be notified in writing of the results within 8 weeks of the application deadline. Decisions and jury names are kept confidential until formal approval and announcements to applicants are made. The media is later notified of the award results.

## **Payments**

A letter from the Government of Yukon to successful applicants confirms funding. Details of the terms of funding, a payment schedule and reporting requirements are provided by department staff. The schedule for payment is in accordance with Yukon Government transfer payment policy. Typically, a 90% advance is available; the remaining 10% is payable upon receipt of a final report and financial statement for the project.

Funding disbursed to individuals through the Advanced Artist Award is taxable income and recipients will be issued a T4A slip from the Government of Yukon. Successful applicants must provide their Social Insurance Number with the initial invoice. For further information, refer to the Canada Revenue Agency's Income Tax Guide.

## **Accountability**

The Department of Tourism and Culture collects information from successful applicants on the objectives achieved as a result of the project activity and prepares annual reports with aggregate information to be submitted as a part of the annual departmental budgeting process. The information collected and reported may include quantitative statistics and qualitative feedback and evaluation.

## **Guidelines for 'B' Level Artists**

'B' Level artists are mid-career artists who have achieved a significant body of work in their discipline and have acquired some recognition for their talent at the local community, territorial or national level.

'B' Level Artists are eligible to apply for up to \$2,500.

An artist's 'B' Level status is determined by an assessment of the following achievements in education, exposure, and skill and talent:

### **Education**

- Training appropriate to the artist's chosen discipline, either workshops, apprenticeship, work with a mentor or some post-secondary training; and
- Teaching experience within the art form is also relevant.

### **Exposure**

- Some exposure at the local community, territorial or national level;
- Some performance history or exhibition experience in the Yukon; and
- Local commissions, awards, competitions and collections.

### **Skill and Talent Level**

- A portfolio and/or support material must be included with every application for the award jury to assess the artist's proficiency.

## **Guidelines for 'A' Level Artists**

'A' Level artists have produced a substantial body of work in their discipline over a number of years and have displayed their prominence locally, nationally, or internationally through their education, exposure, and skill and talent level. They have made a sustained and progressive contribution to the art form.

'A' Level Artists are eligible to apply for up to \$5,000.

An artist's 'A' level status is determined by an assessment of the following achievements in education, exposure, and skill and talent:

### **Education**

- Has completed training appropriate to the artist's chosen discipline, either informal through a mentor or senior practitioner in the field or instruction at the post-secondary level. In addition, substantial workshop experience contributes to the 'A' level designation; and
- Extensive teaching experience within the art form is also relevant.

### **Exposure**

- Considerable national or international exposure as well as on-going significance in the Yukon;
- Publications, recordings, engagements, exhibitions, awards, commissions and significant collections that contain the artist's work; and
- Public and peer recognition.

### **Skill and Talent Level**

- A portfolio and/or support material must be included with every application for the award jury to assess the artist's proficiency.

## TO APPLY:

### Applicants must submit the required supporting material:

- Completed checklist, cover sheet and portfolio description form
- A portfolio and support material that demonstrates the skill and talent level of the applicant as an advanced artist
- A résumé that outlines the applicant's training, education, and performance history
- A project description that includes a budget and details on the project as follows:

1. **Project Summary** – describe the project in a few words.

2. **Detailed Project Description.**

Outline what you plan on doing and how you plan on doing it. Describe the benefit of the project to your personal artistic development and how your proposal relates to this. Also describe the benefit this will have to the Yukon. Include a project timeline. Your project description should be clearly stated in a few paragraphs that clearly answers: who, what, when, where, how and why.

3. **Budget**

If your submission is approved for funding, every effort will be made to grant the total request. Please submit realistic project budgets. Partial funding may be an option the jury chooses, but only if the project can still be carried out with less funding. The budget should include:

#### **Expenses**

- List all costs related to this project (materials, equipment rental, rehearsal space, other artists' fees, etc.)

*A note on subsistence funding:* If you are applying for this, include it in your budget as an expense item (\$ amount X time period) - you are not asked to itemize each living expense. You are eligible to include subsistence in your budget if you are unemployed during the duration of your project. If you are requesting all or part of your award for living costs, you must arrange to devote a major part of your time to work on the project. Subsistence should be pro-rated according to the amount of time you are available to work on your project.

#### **Revenues**

- Not all projects have revenue, but where applicable, list any revenue related to this project (all sources of funding, self, anticipated revenue, etc.). Include any other grants – those already awarded or those that you intend to apply to for the same project. If results are not yet known, please indicate that funding requested from other sources is pending.

#### **Request from AAA**

- Ensure that the budget clearly states the amount you are applying for from the Advanced Artist Award.

**Optional Supporting material:**

**Letters of appraisal, support or recommendation.**

Applicants are encouraged to include appraisals of their work which may include copies of newspaper reviews or letters of recommendation and support, but they are not required. Support material should be relevant and should come from a credible source. Ensure that the writer holds artistic qualifications that would assist the jury in assessing your application. You may wish to provide a résumé or other credentials of the appraiser to demonstrate their qualifications.

Support letters may either be sent directly to the Fund Administrator by the appraiser or submitted with the application.

**Submit all applications to:**

Fund Administrator, Arts Section  
Department of Tourism and Culture

in person: #100 Hanson Street, Whitehorse  
(Visitor Information Centre)

mail: Advanced Artist Award  
Box 2703 (L-3), Whitehorse, Yukon Y1A 2C6

telephone: toll-free, 1-800-661-0408 ext.3535 / ext.8789  
In Whitehorse, telephone 667-3535 or 667-8789

fax: (867) 393-6456

e-mail: [artsfund@gov.yk.ca](mailto:artsfund@gov.yk.ca)

**Applicants are encouraged to contact a Fund Administrator  
to discuss applications prior to the deadline**



# COVER SHEET

INCLUDE THIS COMPLETED PAGE IN YOUR APPLICATION

Personal information on this application is collected for the purpose of administering the Advanced Artist Award program in accordance with the Yukon Government Transfers Policy. Questions about the collection or use of this information can be directed to the ATIPP Coordinator, Department of Tourism and Culture, Box 2703, Whitehorse, Yukon, Y1A 2C6, (867) 393-6460.

Name of applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Artistic Category:  Visual  Literary  Performing

Discipline: \_\_\_\_\_  
*(i.e. music, dance, film, photography, poetry, etc.)*

Applicant Level:  B Level  A Level

Amount of funding requested \$ \_\_\_\_\_ Total budget of project \$ \_\_\_\_\_

After Assessment is complete, I would like to:  Pick up my application materials  
 Have them mailed back to me

Have you previously received an Advanced Artist Award?  Yes  No

If yes, when? \_\_\_\_\_ *[Note: artists may receive an award once every 18 months or every third session]*

**DECLARATION:**

*I am a Canadian citizen or a permanent resident of Canada and I have lived in the Yukon for at least one continuous year as of the date below. I am submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein and in all further submissions in regard to this application are, to the best of my knowledge, true and correct. I submit that, to the best of my knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws. I agree to allow representatives of the Government of the Yukon access to the site and premises of the project described in this application, to inspect the books and records, to make inquiries and credit checks, and to obtain all pertinent information necessary to evaluate this application. I understand that all or part of this application may be made available to the public in accordance with the Access to Information and Protection of Privacy Act. I declare that I owe no debts to the Government of Yukon.*

x \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# PORTFOLIO DESCRIPTION FORM

INCLUDE THIS COMPLETED PAGE IN YOUR APPLICATION

**Original works of art will not be accepted under any circumstances.**

**PLEASE NOTE:** Ensure that all material submitted is clearly identified with name, title, etc. The Government of Yukon is not responsible for loss or damage, however caused, of materials submitted in support of this application. If you are submitting visual materials on CD ROM or DVD, please be sure to provide material in a format that is compatible with Windows Media Player.

NAME: \_\_\_\_\_

Included with this application is a portfolio of:

- |                                |  |
|--------------------------------|--|
| _____ Slides (no more than 20) | _____ Photos (no more than 20)                 |
| _____ Cassette tape            | _____ Video Tape (VHS)                         |
| _____ Compact disc             | _____ CD ROM                                   |
| _____ DVD                      | _____ Manuscript (include summary or abstract) |
| _____ Music scores             | _____ Other (please be specific)               |

Include a list of material showing **title, medium, date of work** and **dimensions** (if applicable) – the list should match the material submitted. Musicians should provide lyric sheets to accompany sound recording as well as identify performer(s) and songwriter/composer.

Letters of appraisal:  Yes  No

If yes, how many? \_\_\_\_\_

List of appraisers: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_



## APPLICATION CHECKLIST

COMPLETE CHECKLIST AND INCLUDE THIS PAGE AS PART OF YOUR APPLICATION

- Each page of my application and support material is numbered and labelled with my name
- All written material is typed or clearly printed in black ink\*
- There are no staples, binders or sleeves used in the written portion of my application\*
- All pages are 8 ½ x 11"  
\* *The materials you submit will be photocopied. Please do not use staples, plastic sleeves, folders, binders or oversized paper. News clippings should be reduced and copied to the correct size.*

### MY APPLICATION INCLUDES:

- A completed and signed cover sheet
- A detailed, up-to-date professional artistic résumé describing my education and training, experience and public exposure as an artist
  - Include dates and other relevant information. Your résumé should outline your performance history, professional artistic achievements including exhibitions, concerts, publications, collections awards and commissions, etc.
- A portfolio which includes samples of my recent work
  - Ensure that your portfolio is neat, labelled, easy to view and provides the most positive examples of your work possible. Each item in the portfolio (photos, slides, clippings, manuscripts) must be labelled with your name and a description or title.
  - Do not include original works of art or one-of-a-kind support materials in your portfolio. The Government of Yukon is not responsible for loss or damage, however caused, of materials submitted in support of this application.
  - Visual artists are to submit clear images of their work; they should be free of other subject matter and have appropriate lighting and colour quality.
  - Literary artists are to submit samples of writing (please limit pages to be copied to 10-15 pages).
  - Performing artists are to provide sound recordings or video recordings, as appropriate. If you are submitting visual materials on CD ROM or DVD, please be sure to provide material in a format that is compatible with Windows Media Player.
  - DVD, VHS and CD are all acceptable formats for film and video, music and dance examples.
  - Demo tapes and CDs must be accompanied by lyric sheets (if applicable).
  - Please identify performer(s) and composer(s) on material.
- A completed portfolio description form and a list that corresponds to the support material submitted. Include *title, medium, date of work and dimensions* (if applicable)
- A detailed project description (see guidelines for format), budget and timeline

