

# Application & Guidelines



Touring Artist Fund

For professional artists and ensembles or companies touring outside of Yukon.  
*(tours within Yukon are not eligible)*



## Application Deadlines:

March, June, September  
and December 15<sup>th</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.

## **Objectives of the Touring Artist Fund:**

- To increase touring opportunities for practising professional Yukon artists
- To facilitate access to the work of Yukon artists by Canadian and international audiences
- To facilitate the growth and development of Yukon artists through providing opportunities for increased national and international exposure

## **Results and Outcomes**

The intended results and outcome of the Touring Artist Fund are increased opportunities for Yukon artists of all disciplines to showcase their work outside of Yukon for their own professional development, to increase their viability as professional artists, and to place Yukon performing, visual, and literary arts in the context of the contemporary arts in Canada.

## **Eligibility**

Eligible applicants include Yukon artists (must have lived in the Yukon for one continuous year prior to fund deadline), ensembles, or companies who create, produce or interpret art in theatre, dance, music, visual arts, film, storytelling, or a combination of art forms.

The public presentation of the applicant's work must be important to his or her artistic career and development.

A practising professional artist is defined as an individual who has specialized training in his or her artistic field, who is recognized as such by his or her peers (artists working in the same artistic tradition), who have a serious commitment to their arts practice and consider it a major aspect of their working life, regardless of their income or other employment status.

The term professional is intended to indicate a degree of training, experience or talent and a manner of working that qualify artists to have their work judged against the highest professional standards of the relevant occupation.

Taken into account are factors such as:

- artists from diverse cultural backgrounds whose artistic knowledge has been developed through oral traditions
- professional artists may be self-taught
- artists of professional calibre who must work outside the arts to generate income.

### **Eligible activities or projects include:**

- Activities or projects that take place outside of the Yukon
- Market-ready artistic products
- Activities or projects that meet a majority of the following criteria:
  - There is a presenter or host that has selected the activity through a professional selection process
  - The activity or project is presented to the public
  - The presenter or host contributes some percentage of the costs towards the touring of the activity or project (e.g. travel, accommodation, per diem, artist's fees)
  - There are confirmed opportunities or invitations from the host for the work to be presented on the tour
  - There is more than one confirmed activity on the tour.
  - For visual artists whose work will be exhibited in public or artist-run galleries, there needs to be more than one confirmed activity along with the exhibition (e.g. artist talk, workshop demonstration, other activities on the tour).
- Normally, only one tour per applicant is eligible in any one fiscal year
- Applicants may not reapply until any previously awarded funding is accounted for

### **Limitations to Funding**

Activities and projects not eligible for funding are:

- Attendance at conferences, meetings, and panel discussions where the applicant's art is not performed, exhibited or presented
- Attendance at trade shows, showcases, or commercial events that receive support from the Yukon Government Enterprise Trade Fund
- Self-presented activity or activity that does not follow a competitive, artistic selection process
- Projects that begin before the deadline date
- In-Yukon activity

## **Eligible Costs**

Eligible costs include:

- Travel
- Accommodation
- Per diem
- Artists' fees other than the applicant's
- Shipping
- Publicity
- Production expenses directly related to the tour

Reasonable amounts for accommodation, travel (air or land) will be eligible and no specific limits are identified; however, the maximum amount eligible per diem per artist is \$50.00. No maximums are specified (except per diems) because of the wide range of these types of expenses. The Yukon Arts Advisory Council has the mandate to determine reasonable expenses for travel, accommodation, artists' fees, and production costs.

## **Funding Thresholds**

There is no set percentage of total project costs that is eligible for funding from the Touring Artist Fund because the scale, range, and potential impact of touring opportunities can vary significantly.

Applicants may apply for up to a maximum of \$10,000 per tour. This maximum amount may be adjusted in exceptional circumstances, such as for sector-wide initiatives that have a significant number of beneficiaries with potential major impacts to their careers. Funding will be approved once only for each project.

Great Northern Arts Festival Applicants must submit an application as per the guidelines, but will only be awarded up to \$1000 based on eligible expenses (\$100 for meals, \$100 for accommodation, and up to \$800 for travel and shipping (receipts required).

## **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 the assessment and administration of the funding process.

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

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

The deadlines for the Touring Artist Fund are: March 15, June 15, September 15, and December 15. Applications must be received or postmarked by 4:30 p.m. on the deadline date. If a deadline falls on a statutory holiday or a 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.

Please note that department staff do not make funding decisions, but do facilitate the application and assessment process. Completed applications are assessed by the Yukon Arts Advisory Council or its designated jury. Applications are judged on the following criteria:

- The degree to which the proposed activity or project meets the objectives of the Touring Artist Fund
- Significance, size, and number of venues on the tour
- An assessment of the extent to which the tour might possibly be funded by estimated revenues
- The performance history of the applicant and the exposure that the tour will provide
- The degree to which the tour will meet the artistic development objectives of the applicant
- The existence of a realistic and feasible budget and itinerary
- Available funds

Funding recommendations are forwarded to the Minister of Tourism and Culture for approval and announcement. Applicants will be notified in writing of the results within 8 weeks of deadline. With this in mind, applications for projects that will begin before results are expected are not encouraged. The media is notified of the award results after applicants have been notified.

## **Payments**

A contribution agreement between the Government of Yukon and successful applicants details the terms of funding, a payment schedule and reporting requirements. The schedule for payment is in accordance with Yukon Government Transfer Payment Policy.

## **Accountability**

The Department of Tourism and Culture collects information from successful applicants on the objectives achieved as a result of the touring 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 includes quantitative statistics (e.g. audience attendance, number of venues) and qualitative feedback and evaluation.

## TO APPLY:

### Required Supporting Material

Applicants must submit:

- A description of the artistic work that will be presented
- Identification of associated Yukon and non-Yukon artists that will accompany the applicant on the tour
- A detailed list of tour sites, including cities, dates, and venues
- A detailed budget identifying anticipated revenues and tour costs
- A statement demonstrating the host's selection process and budget contribution, and a contract or letter from the host that confirms these arrangements
- A statement explaining how the proposed activities meet the artist's personal artistic and career objectives as well as the objectives of the Touring Artist Program
- A completed checklist
- A completed and signed cover sheet

#### Submit all applications to:

Fund Administrator, Arts Section  
Department of Tourism and Culture

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

mail: Touring Artist Fund  
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 Touring Artist Fund 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 project** \_\_\_\_\_

**Please provide a one-sentence description of the project** \_\_\_\_\_

\_\_\_\_\_

**Applicant name** \_\_\_\_\_

**Members of ensemble (if applicable)** \_\_\_\_\_

**Contact name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Mailing address** \_\_\_\_\_

**Town/City** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Physical address (if different from mailing address)** \_\_\_\_\_

\_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

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

**Project start date** \_\_\_\_\_ **Project end date** \_\_\_\_\_

Declaration of applicant:

*We are 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 our knowledge, true and correct. We submit that, to the best of our knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws. We 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. We 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. We declare that we owe no debts to the Government of Yukon*

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Date**



## APPLICATION CHECKLIST

COMPLETE CHECKLIST AND INCLUDE THIS PAGE AS PART OF YOUR APPLICATION

**Applicant name:** \_\_\_\_\_

### Your application must include:

- A completed and signed cover sheet
- A description of the artistic work that will be presented
- A list of associated Yukon and non-Yukon artists who will accompany the applicant on the tour
- A detailed list of touring sites, including cities, dates, and venues
- A detailed budget identifying costs and anticipated revenues
- A statement demonstrating the host's selection process and budget contribution, and a contract or letter from the host that confirms these arrangements
- A statement describing how the proposed activities meet the artist's personal objectives as well as the objectives of the Touring Artist Program
- All pages are 8 ½ x 11" (proposals will be photocopied)
- This completed checklist