ACCESS COPYRIGHT FOUNDATION

APPLICATION GUIDELINES
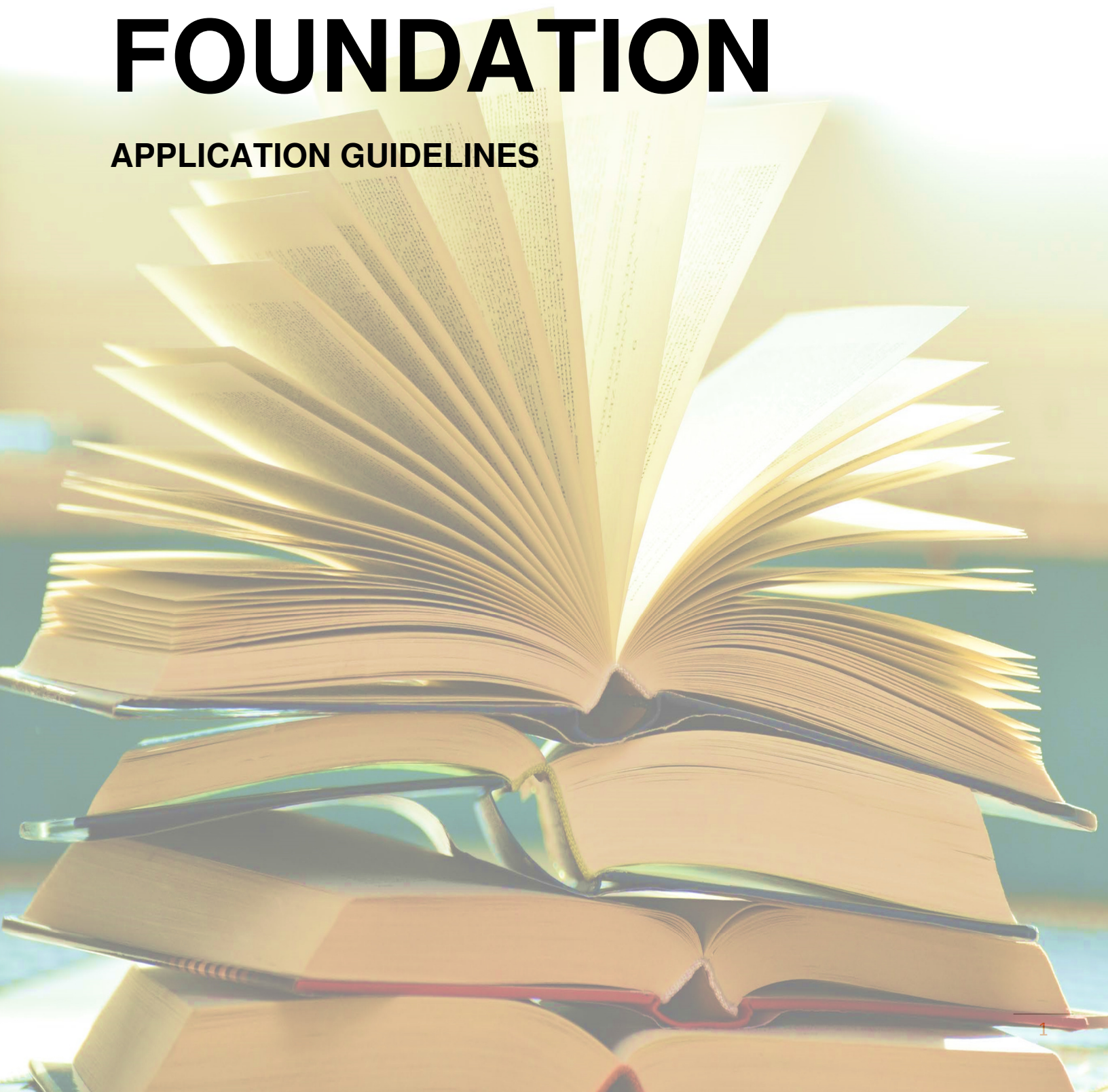
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INTRODUCTION

These guidelines are intended to help you complete your Access Copyright Foundation grant application. It includes general information on Access Copyright Foundation and how to apply, as well as information specific to each of our three grant programs. Each grant program has its own requirements, so check the program-specific guidelines before you begin your application.

We encourage you to contact the Access Copyright Foundation Program Consultant if you have any questions at any point in this process. We want to help you submit the best application possible

Contacting Access Copyright Foundation

Access Copyright Foundation grants are administered by the Saskatchewan Arts Board.
For questions regarding our grant programs, please contact:

Joanne Gerber, Program Consultant
jgerber@saskartsboard.ca

or

Tracy Chudy, Administrative Coordinator
tchudy@saskartsboard.ca

Access Copyright Foundation c/o
Saskatchewan Arts Board
201 Avenue B South
Saskatoon, Saskatchewan S7M 1M3
1-800-667-7526 (toll free in Canada)
1-306-964-1155

To apply, click the login link on the Access Copyright website:

https://acfoundation.ca/

Who we are

Access Copyright Foundation provides support to creators and organizations engaged in the development and dissemination of publishable Canadian works in the literary and visual arts. We are an arm's length foundation of Access Copyright, the collective voice of creators and publishers in Canada.

Through its grant programs, Access Copyright Foundation works to:

- increase the public's understanding and appreciation of literature and visual arts created by Canadians

- advance the development and promotion of literary and visual arts in Canada by providing grants and other forms of financial assistance to creators and publishers of works intended for publication in Canada or Canada and other countries

- advance professional expertise and knowledge in the Canadian creative and publishing community by providing development grants to creators, arts administrators and publishers

- advance knowledge and innovative thinking by providing research grants to Canadian writers, visual artists, arts organizations and publishers.

What we do

Access Copyright Foundation has three grant programs to support creators, organizations and arts professionals in their work:

Marian Hebb Research Grants support inquiry, information gathering and exploration to individuals and organizations relevant to Canadian publishing, writing and visual arts.

Professional Development Grants support artistic and professional skills development for individuals and organizations engaged in the creation, production and publication of text and images.

Event Grants provide funding to organizations, artists groups to showcase publishable works to the public or to host professional development events for writers, visual artists, publishers and related arts professionals.

Who can apply?

Eligible Individuals / Creators:

Professional writers and visual artists who have completed formal or informal training in their discipline, maintain an artistic practice, and publish or present their work in a manner recognized by their professional peers. Applicants must be Canadian citizens or permanent residents, and meet at least one of the following criteria:

- One published book
- One exhibition catalogue
- Five publications in periodicals or journals.

Eligible Individuals / Artist Groups:

Informal collectives or small groups of professional writers or visual artists that:

- Have a mandate to provide mutual support, critique, discourse, professional or skills development
- Have a minimum of five active members
- Have met or have convened online at least bi-monthly for one year prior to the date of application.

Eligible Organizations / Organizations and Publishers:

Publishers or publishing, writing and visual arts organizations located in Canada that:

- Are legally registered in Canada as non-profit organizations, or are independent professional book or periodical publishers at least 75% Canadian-owned and controlled
- Have a program mandate that supports the interests of Canadian writers or visual artists.
- Provide advocacy, research, promotion, public education, professional development and other support services to Canadian publishers, writers or visual artists or
- Are literary or visual arts institutions in Canada operated by a municipality or other government body that maintain artistic control and separate financial records."

To be eligible for Access Copyright Foundation grants, organizations must:

- Pay artist fees or royalties to artists it engages

- Have been in continuous operation for at least one year prior to the date of application and have published or presented programs, events, festivals or readings series to the public featuring Canadian literary or visual artists and content throughout that time.

Ineligible Applicants

- Organizations whose primary work is outside of the field of publishing in literary or visual arts.

- Academic institutions hosting scholarly events not open to the public or to professional artists and writers

- Festivals and readings series with annual operating budgets over $500,000 (Event grants only)

- Academic institutions applying to host scholarly events not open to the public or to professional artists and writers

- Students registered in an academic degree or certificate program.

- Employees or board members of Access Copyright, Access Copyright Foundation or the Saskatchewan Arts Board

- Recipients of an Access Copyright Foundation grant with an outstanding final report.

What can I apply for?

Are grants only for work in the literary and visual arts?

Yes. Grants to individual creators must be for literary or visual works that are intended for professional publication, whether in text or in images that can be reproduced for publication in print or digital formats.

What do you mean by "publishable"?

We consider literary or visual work to be publishable if it can be reproduced in print or digital format. Publishable literary work includes fiction, poetry, non-fiction, and playwriting, but would not include spoken word or screenplays, or any other work not primarily for publication in print or digital formats. Examples of visual work would include photographs, illustrations, paintings, drawings, printmaking, but does not include performance art or installations. Other artistic disciplines such as music, dance, or film are not eligible. If your project doesn't fit these disciplines, but still has a writing or visual art component, please contact the Program Consultant for advice.

Why do projects need to involve published work?

The revenue for Access Copyright grants comes from Access Copyright, the collective voice of creators and publishers in Canada. As a non-profit, national organization, Access Copyright represents tens of thousands of Canadian writers, visual artists and publishers, and their works. It licenses the copying of this work to educational institutions, businesses, governments and others. The proceeds gathered when content is copied, remixed and shared are passed along to the copyright-holders. These payments ensure the continued creation of new and innovative works. Through its grants, Access Copyright Foundation re-invests a portion of Access Copyright's resources back into the creative and publishing community by supporting activities that enhance the economic and creative environment in which they operate.

Eligible activities

Eligible activities are listed in the program-specific appendices.

General List of Ineligible Activities

In addition to the criteria set out in the applicant profiles, the following activities are not eligible for grants from Access Copyright Foundation:

- Artistic activities that are led by non-professionals

- Self-publishing or author-subsidized publishing of literary works

- Activities carried out by organizations that have not paid, or do not pay, fees or royalties to artists according the standards of the arts practice or sector

- Activities that are carried out to satisfy the course requirements of an educational institution

- Events and professional development projects that are not focused on publishing or writing.

- Professional development or training programs presented by recognized educational institutions, publishing or arts administration programs that offer such training as part of their regular programming

- Capital expenditures

- Fundraising activities, or contributions to endowment funds.

What grants are available?

Marian Hebb Research Grants

February 15

Funding amounts: Up to $7,500 for creators; up to $10,000 for organizations and publishers

Professional Development Grants

April 1

Funding amount: Up to $3,000 for creators and organizations and publishers

Event Grants

November 1

Funding amount: Up to $7,500 for organizations and publishers

Access Copyright Foundation has a total funding envelope of $250,000 per year for its three grant programs. The demand for Access Copyright Foundation grants exceeds available resources. Sufficient funds may not be available to support all the recommended applicants or to provide grants in the amounts requested.

When can I apply?

Each grant program has one fixed deadline date per year. The grant portal opens approximately two months before each deadline.

How often can I apply?

Can I apply at each deadline?

Yes. As long as you have no overdue reports, you are free to apply at any deadline.

My last application was unsuccessful. Can I apply again with the same project?

Yes. The grant application process is competitive and funding is limited. Call the Program Consultant for jury comments and advice. Each deadline has a different jury and different projects, so it may be worth it to try again.

Can I apply for more than one project?

No. You can only apply for one project for each program at any given deadline. Companies with several imprints or companies that share staff and resources may only apply for one project.

When are the grant results available?

The assessment process generally takes 90 days from the deadline date. You will be informed of the grant results by email.

How are grants assessed?

Your application is assessed by an independent panel of writers, artists and arts professionals from across Canada, each with specific knowledge and experience appropriate to the grant program.

The jury uses adjudication criteria to assess each application against others in the competition. There are two categories of criteria: one that assesses the merit of the project, the other assesses the capacity of the applicant to carry out the project. Specific adjudication criteria are listed with each of the program-specific guidelines.

As with all funding programs, projects should be a good fit with Access Copyright Foundation's overall objectives and values, and aligned with the purpose of each grant program.

Submitting an application

Access Copyright Foundation grants are administered by the Saskatchewan Arts Board. Applications are submitted through the Arts Board's Smart Simple online grant portal that you can access through our website, https://acfoundation.ca/. Please register well in advance of the deadline. If you have applied before for an Access Copyright Foundation grant, you already have a user profile in our system. Your profile will be tied to the email address you used in your last application. To request a password, click on the Forgot Password? link and a new password will be sent to you. If you have trouble registering, or if you can't find your profile, please contact the Saskatchewan Arts Board at grants@saskartsboard.ca, or call us toll-free at 1-800-667-7526 we'll get you set up.

If you are unsure whether you, your group, or your project is eligible for funding, contact the Program Consultant.

Completing an application

Application questions

Each program has a set of questions to provide the jury with enough information to adjudicate the applications received; refer to the specific program guidelines when completing your application.

Please note that project proposals can vary greatly within the same grant program. Application questions list information you may wish to include in your application. Submit only the information that is relevant to your project. Do not feel as though you need to submit any information you feel does not apply to your proposal. If in doubt, refer to the adjudication criteria, or contact the Program Consultant.

Project Dates

We define your grant application project dates as the period for which you are requesting support.

With some exceptions, you should apply to the closest deadline before the start of your project. Projects should take place within the year of the application deadline. We realize the turnaround time between the grant deadline and the grant notification might interfere with your planning or financing of your course, event or travels. For example, if the deadline is April 1 and your project starts on April 15, you can apply the year before to ensure you have enough time to make other plans if the grant doesn't come through.

Except in the case of the Event grant program, project expenses cannot be retroactively funded. See Events grants guidelines for specific timelines for autumn events and conferences.

Word counts

Application questions have a set word count. You are not required to provide the maximum number of words or pages, only what the jury needs to assess your proposal.

Budget

Budgets must be entered into the grant portal. Please budget only for the project for which you are requesting funding. For example, if you are requesting research funding for a book, include only expenses directly related to that research, and not the writing or publishing of the book.

Support Material Index

Please list the support material you are including with your application, with any explanatory notes to help the jury navigate your support material. For example, identify writing samples as past work or as a sample of the work-in-progress; if you are including a link to a website, indicate what the jury will find there, such as a link to a past project or to your upcoming program.

Support material

Support your application with information that will complement the answers to the questions submitted in the portal. Examples of support material are provided in each of the specific grant program guidelines sections. You do not need to provide all the types of information listed. Please ensure that all material is legible and does not exceed page limits. Material submitted in excess of the maximums indicated in the guidelines will not be considered during the adjudication process.

Internet links (Optional)

You may supplement your support material with relevant internet links. You do not need to supply the maximum number of links allowed, or duplicate information in the application or support material documents. Be sure to indicate in your index what information the link will lead to, such as a training program, presenter website, author page, etc.

Claiming the grant

If your application is successful, you will receive notification that includes the terms and conditions of funding and all the forms required to claim your grant. If the grant awarded was less than 60% of the amount requested, we may request a revised budget, project plan and/or project dates to show how you will undertake the project with less funding than you'd requested.

You must sign and submit the Request for Grant Payment form to receive your funding.

Your grant cheque will be released within a month of the notification of grant results, provided you have your signed Request for Grant Payment by the Program Consultant. Here are some other things you should be aware of:

- Grants are issued in a single cheque to the designated payee.

- As a grant recipient, you must claim your grant within 12 months of the date on your notification letter or your grant may be forfeited.

- Access Copyright Foundation is required to issue a T4A form to an individual applicant or to the lead applicant on a collaborative application for grant amounts over $500.

- Access Copyright can issue payment in the name of an Artist Collective or Collaboration with a bank account under the group's name. In that case, no T4A is required.

Completing the project

Grants must be used for the project proposed and supported by the jury.

If for any reason your project must be delayed or modified, contact the Program Consultant as soon as possible. We recognize creative projects don't always unfold on schedule or exactly as envisioned. A justifiable extension or change of plan within the spirit of your original proposal is likely to be approved. If you have a change of plans after you have submitted your application, please contact the Program Consultant to amend your proposal or withdraw your application before it goes to the jury table.
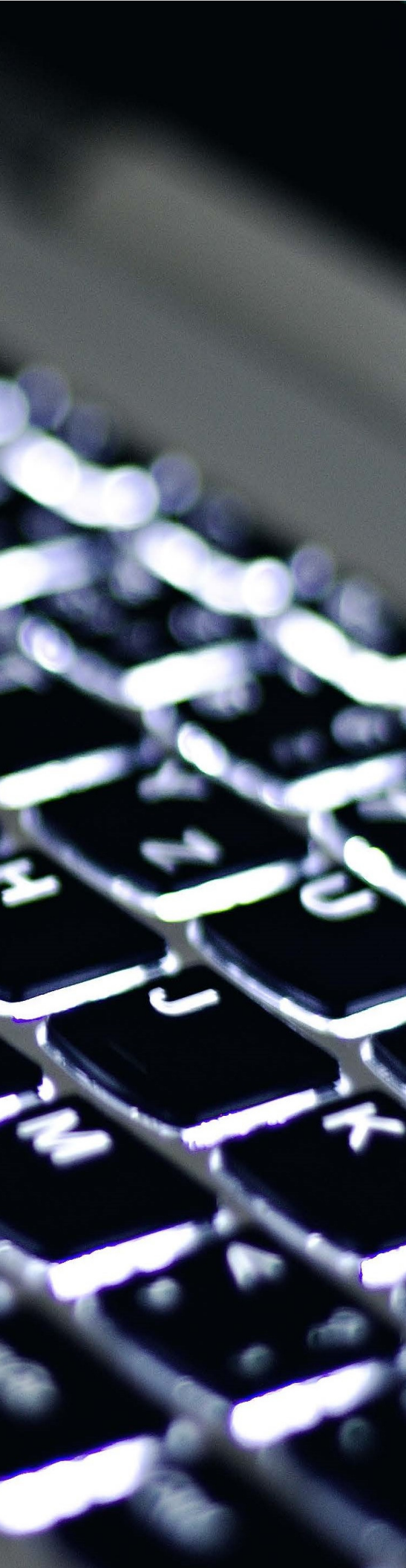
Acknowledgement
As part of the conditions of your grant, you are required to recognize Access Copyright Foundation support wherever possible.

You can do this by acknowledging Foundation funding in speeches and presentations as well as at openings, performances, readings and events. Include Access Copyright Foundation's logo on all print and online material related directly to the project. Access Copyright Foundation's logo can be downloaded from our website: www.acfoundation.ca.

Reporting on the project

Grant recipients are required to submit a brief but informative final report no later than 60 days after the end of your project term. The report must include:

- a description of the project activities

- brief comments on how your vision for the project was realized or evolved

- documentation of your project, which could be an excerpt or sample of the work you accomplished, a program for the event, videos or photos of finished work, performance programs, published manuscripts

- brief comments on your ongoing vision for the project, including plans to produce, perform, present or publish it

- a financial report reflecting the original or revised project budget, noting any changes. Grant recipients should keep receipts for their project but do not need to provide them unless asked.

We want to hear about your work!
Access Copyright Foundation is interested in how your project turned out and how the grant benefitted your work. Please send us pictures of your ACF-funded activities and keep us informed if the work on your project has gained additional success after your final report has been submitted. Send photographs to acfgrants@saskartsboard.ca, or tag @AccessCopyright on Twitter or Facebook.

Overdue reports

Applicants to Access Copyright Foundation grants must file outstanding reports before any further funding can be requested. If a project becomes overdue during the adjudication of the next grant application, the application may be removed from the competition or have funding withheld until the overdue report is submitted and approved. After 30 days the new grant will be rescinded and the funding reallocated. In cases where an applicant is unable to provide a report for a project, they must wait five years from the deadline for which they received the grant before they can apply again for another grant. If you are having trouble gathering material for your report, or have had changes to your project, please contact the Program Consultant for advice.

EVENT
PROGRAM
GUIDELINES

Purpose of the Event Program

Event grants provide funding to festivals, arts service associations and artists groups to showcase published works to the public or to host professional development events for writers, visual artists, publishers and related arts professionals. Events must celebrate and present Canadian work in a public context, or provide opportunities for learning, career advancement or creative discourse in publishing, writing or visual arts in Canada.

What we fund

Event grants can support a range of activities that promote the development and appreciation of Canadian publishing, writing and visual art. They can include, but are not limited to:

- Festivals, reading series, exhibitions, symposia, conferences and conventions, or other events showcasing Canadian writers or visual artists and their work to the public

- Book award ceremonies and associated programs (event costs only)

- Workshops, lectures, facilitated retreats and seminars presented by and for professional artists, writers, publishers or arts professionals.

- Professional development, creative discourse or career advancement components of annual conference or general meeting

- Readings, panels, presentations, performances or lectures by Canadian writers, visual artists or publishing professionals as public components of conferences, symposia or professional development programs hosted by academic institutions or arts organizations.

The following activities **are not** eligible for funding:

- Writer or artist retreats without a facilitated professional or skills development component

- Annual general meetings or conferences without professional development, creative discourse or career advancement components

- Readings, presentations, performances or lectures hosted by academic institutions not open to the public

- Courses, workshops, seminars, retreats or studio programs offered as part of regular programming of recognized educational institutions, publishing or arts

administration programs, arts service or training organizations

- In-house training, meetings or events for employees of an arts organization or publisher

- Fundraising events

- Events which do not pay honoraria, speakers fees or travel expenses to presenters

- Festivals and readings series with annual operating budgets over $500,000

- Events without a clear thematic link to published or publishable work, such as performing arts conferences or visual art exhibitions or conferences.

Adjudication Criteria

Jurors assess the application against the following adjudication criteria:

Activity

Merit of the objectives for the proposed project or event and their potential impact on participants and/or audience

Artistic or professional status and expertise of the program presenters

Potential impact of the proposed program on Canadian publishing, writing or visual arts

Applicant

Evidence of sound past programming and management

Appropriateness of the event budget to the scope and potential impact of the event.

Capacity of the organization to deliver the event

Application Instructions

Grant Request Applicants can request any amount up to the maximum grant amount of $7,500. Please note that Access Copyright Foundation grants are not usually the only source of funding for event applications, and that your application may not be fully funded.

Project Dates

Because many events happen in the early autumn, Event grants can fund expenses retroactive to the November 1 deadline. Eligible expenses can be incurred as early as September 1 before the grant deadline. For example, if an organization has a program that is held on October 15-16, they may choose to apply a year in advance, or at the deadline that same autumn. If you are applying for an event that has already taken place, include supplementary information as indicated in the detailed project description.

Project or Event Location
Provide names of the communities where your project, event, series, or tour will take place.

Brief Project Description
This short statement of your project acts as an identifier or label for your grant application in adjudication materials, grant payment forms and announcements about grants in 25 words or less. If your project has a working title, include it.

Detailed Project Description
Refer to the Adjudication Criteria when completing the detailed project description. The detailed description should give the jury enough information to assess the merit of the project and its potential impact.

Include information relevant to your project:

- The objectives of the proposed project
- An overview of the event including curatorial vision, theme, venue, dates, components, etc.
- A proposed program for the event including topics, presenters, session formats
- Intended participants and/or audience and anticipated impact on their artistic or professional development
- A rationale for the project
- A timeline, work plan, description of personnel, volunteers and resources
- A plan for advertising and promoting the event and if applicable, for documentation and dissemination
- Potential benefit to the Canadian publishing industry or to the publishing, writing or visual arts communities.

For events held prior to the application deadline, also include:

- An evaluation of the event
- Registration and attendance figures
- Excerpts from participant or presenter feedback.

Organizational Overview

Please provide a brief overview of your organization or artist group including information such as:

- Your vision or mission statement, values and history

- A history of related events hosted by your organization or artist group

- Your organization's programs, operations and capacity to organize and host the event.

BUDGET

Eligible Expenses

Access Copyright Foundation funds expenses directly related to the event such as honoraria, travel and accommodation, event room rental, audio visual and conference materials, promotion and advertising, and documentation.

Ineligible Expenses:

- Administration, planning, operational and staff costs of host organization
- Presenters' honoraria or speaking fees for employees of host organization or members of host artist group
- Subsidies or bursaries toward participants' travel, accommodation or registration fees
- Meals, catering and refreshment costs for the event
- Prizes, cash awards or gifts
- Equipment purchase, capital costs
- Expenses covered by sponsors or grants from funding agencies.

Completing the budget

To give the jury an idea of what you are asking for funding for, you may wish to include a breakdown of expense items such as:

- Honoraria or fees for speakers or presenters

- Presenters' travel and accommodation costs

- Venue costs such as meeting room and public space rental, AV equipment rental

- Advertising, promotional and conference materials

- Documentation expenses

- Indicate which costs you are asking Access Copyright Foundation to fund. You may include ineligible expenses to balance your budget (see list above), but do not allocate Access Copyright Foundation grant to those expenses.

Revenue may include but is not limited to:

- Amount requested from the Access Copyright Foundation

- Projected registration fees from event participants

- Ticket sales, sales of books and other merchandise

- Funding requested or received from other sources such as government agencies, community organizations and groups, foundations, private donors, sponsors, etc.

- All potential revenue sources must be listed, with an indication of whether they are confirmed or unconfirmed

- Funding from other sources may not be assigned to the same expenditures as those fully covered by the Event grant. For example, if you apply for an Access Copyright Foundation grant and to the Canada Council or your provincial arts agency for the same project costs and both applications receive full funding, you must decline or request approval to reallocate one grant toward other eligible expenses

- If your Access Copyright Foundation request or any other unconfirmed funding represents a significant portion of the projected revenues, it is recommended that you provide an alternate budget "B" to indicate how the project will be undertaken if other grant requests are unsuccessful, or if the

Access Copyright Foundation is funded at a lower amount than requested. You may upload that budget in a document or spreadsheet with your other support material

- In-kind contributions and sponsorships
    - o In-kind items must be listed as both revenues and expenses
    - o Identify In-kind contributions in the budget notes column on the portal
    - o List all revenue and expenses (confirmed and unconfirmed) directly related to the Event Grant activities

- You may include ineligible expenses to balance your budget (see list above), but do not allocate Access Copyright Foundation grant to those expenses
- The budget must balance (total revenue must equal total expenses).
- Your budget must be entered into the online portal.

Support materials

Attach material that will support the application (maximum 10 pages). Support material may include presenters' bios, membership profiles (for arts service organizations and artist groups), promotional materials, festival/conference programs and/or information from previous events. We do not accept physical copies of support material.

You may supplement your support material with up to five links to your organization and its past programs if desired.

Click **here** to apply now. Applications are due by 11:59 p.m. CST on the deadline date. Staff are available to assist you with your application and the online portal weekdays from 8:00 - 4:30 p.m. CST. Please start your application on the portal in advance of the deadline; we are not able to help you after hours or on weekends.