

## **Creative Spark Vancouver**

### ***Grant Application Guidelines***

### ***April 2017***

Small projects can make a big impact. Emerging artists across all disciplines living in the **City of Vancouver** who have an interest in building their careers and working with young people in an arts-based capacity are invited to apply for Creative Spark Vancouver.

If you relate to the statements below, then this grant is designed for you:

- I'm an emerging artist looking to explore career opportunities
- I'm interested in working with young people and need support to start
- I have a project idea but don't have the funds to cover the required materials and supplies

Creative Spark Vancouver supports emerging artists (of any age) to engage young people in arts-based projects. The grants offer 100% funding for small projects, up to \$2,000. Grant funds are intended to cover artist fees, project materials and supplies, rentals and honoraria.

Creative Spark Vancouver enables emerging artists to gain experience on small projects that could lead to new career opportunities, new community relationships, different perspectives on arts and education, future learning opportunities and exciting multi-faceted projects.

#### **Goals**

Before you apply, please make sure your project fulfills the Creative Spark Vancouver goals:

- Build the capacity and confidence of emerging artists working with young people and arts-based learning;
- Provide young people opportunities to engage actively in the arts; and
- Embrace diversity, innovation and artistic excellence.

#### **Eligibility**

Applicants can apply for one grant per intake. There are three intakes in 2016 (April, August and December). In order to be considered for funding, applications must meet the following criteria:

The applicant must:

- Be a resident of the City of Vancouver, or a resident and member of the Musqueam, Squamish or Tsleil-Waututh First Nations.
- Be an emerging artist of any age in any artistic discipline (e.g. Aboriginal arts, community arts, dance, disability arts, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

For the purpose of this grant, an emerging artist is defined as one who:

- has specialized training (university graduation or equivalent, self-training, or training in a culturally-specific tradition) in one or more of the artistic disciplines listed above
- has completed training within the last five years
- is committed to developing a practice and career that will allow them to work full-time in an arts-based practice when financially possible

Registered organizations and businesses are not eligible to apply.

The project must:

- Take place in the province of British Columbia
- Involve young people (ages 5-24)
- Focus on arts-based learning in any artistic discipline
- Be planned for the future and cannot have been completed prior to applying
- Be completed before the reporting deadline

ArtStarts in Schools staff will review all applications for eligibility. Applications not meeting the above eligibility criteria will not be considered for funding.

### Submission

The application form must be downloaded, completed and submitted before the deadline posted at [artstarts.com/creativesparkvancouver](http://artstarts.com/creativesparkvancouver). There are three intakes in 2016: April, August and December. In addition to the application form, applicants must submit the following:

1. **Portfolio** in one of these forms:
  - a. Attach up to 5 images of your work (images should be under 8mb in total)
  - b. A link to a video or sound piece (max 5 minutes)
  - c. A written sample of poetry, creative writing or short story (max 500 words)
2. **Artist CV**: for information on how to write an artist CV, visit: <http://www.carcc.ca/en/cvformat>

A **Peer Reference Letter** may be provided as additional support material. This reference letter from a peer artist should speak about you as an artist and your artistic practice.

Submissions must be typed and emailed to [creativespark@artstarts.com](mailto:creativespark@artstarts.com).

### Assessment

Only applications that meet the eligibility criteria will be considered for funding. Applications will be evaluated based on the project's viability, the ability of the project to achieve the goals of the grant, and the quality of the applicant's art practice. Additionally, the peer reference letter (if provided) will provide further evidence of community support.

Applicants may reapply after successfully completing and reporting upon a Creative Spark Vancouver funded project. However, in such cases, projects must incorporate learnings from and/or build upon previously successful Creative Spark Vancouver projects completed by the applicant. When demand exceeds available funds, preference will be given to new applicants.

**Awards**

Creative Spark Vancouver offers 100% funding for projects, up to \$2,000. Applicants will be notified of the outcome within two months of the application deadline.

Successful applicants must ensure their compliance with the Criminal Records Review Act of the Province of British Columbia. To fulfil this requirement, the successful applicant must complete a Criminal Record Check through the [British Columbia Ministry of Justice’s Criminal Records Review Program](#) and have no criminal record found for the purpose of working with children. This Criminal Record Check costs \$28, payable by the applicant, however it is an eligible expense in your funding request. ArtStarts requires proof of compliance with the Criminal Records Review Act of the Province of British Columbia (a Clearance Letter) as a condition of the Creative Spark Vancouver funding. Once this condition is met, the grant cheque will be sent to the successful applicant within two weeks.

Funds must be spent and the project must be completed before the reporting deadline, approximately 6-8 months after the application deadline (see fixed deadlines at [artstarts.com/creativesparkvancouver](http://artstarts.com/creativesparkvancouver)).

**Budget**

All applicants are required to submit a detailed budget that includes a clear breakdown of how funds will be spent. The budget must:

- Only include expenses directly related to the proposed project
- Show a clear breakdown of the material costs involved in the project
- Only include eligible expenses (see below)

Eligible Expenses
<ul style="list-style-type: none"> <li>• Applicant’s Artist Fees</li> <li>• Applicant’s Criminal Record Check fee</li> <li>• Materials and Supplies</li> <li>• Venue rentals*</li> <li>• Tool and equipment rentals</li> <li>• Honoraria for other contributors up to \$100 per person, not to exceed \$200 total for the project</li> </ul>

\* A few projects from each intake will be selected to use the [ArtStarts Lab](#) at 808 Richards Street for their event/workshop free of charge. Details provided below. You will be able to indicate interest in this offering in your application.

**All expenses not listed explicitly as eligible are ineligible.** Examples include, but are not limited to: capital expenses (items that are not used up through the project, such as iPads or tools), classes and/or professional development. Ineligible expenses cannot be included in the budget.

### How to Apply

- Download the most current application form online: [artstarts.com/creativesparkvancouver](http://artstarts.com/creativesparkvancouver)
- Fill out the application form while referring to these grant guidelines and the Frequently Asked Questions below
- Ensure all sections of your application are complete; incomplete applications will not be considered for funding
- Submit a Portfolio, Artist CV, and Peer Reference Letter (optional) with your application
- Submit your typed application as a Word Document along with the required support materials by email to [creativespark@artstarts.com](mailto:creativespark@artstarts.com)
- Applications must be received by 4pm on the deadline date stated on the website. Late applications will not be considered for funding.

### Reporting Requirements

All grant recipients are required to submit a Final Report by the reporting deadline for their intake. The Final Report form can be found at [artstarts.com/creativesparkvancouver](http://artstarts.com/creativesparkvancouver). If a previously successful applicant applies for a subsequent grant, the Final Report must be received on or before the application deadline. If a Final Report is not submitted by the noted deadline, the applicant may be ineligible for future funding through ArtStarts in Schools.

For more information, please contact Laura Aliaga, Grants Manager  
Tel: 604.336.0626 ext. 108 | Toll free: 1.855.292.7826 | Email: [laura@artstarts.com](mailto:laura@artstarts.com)

## Creative Spark Vancouver ArtStarts Lab

In 2006, ArtStarts opened the first public gallery in Canada dedicated to young people’s art. Located in the heart of downtown Vancouver at 808 Richards Street, this 5,000 square foot facility is brimming with creativity. It includes the ArtStarts Gallery on the main floor, and a boardroom, office space and the ArtStarts Lab on the second floor.

A few projects from each intake will be selected to use the [ArtStarts Lab](#) at 808 Richards Street for their event/workshop free of charge. You will be able to indicate interest in this offering in your application.



The ArtStarts Lab is a multi-purpose space suitable for a variety of events such as workshops, performances and readings. Suitability of your event will be considered case-by-case. There are tables, chairs, a whiteboard, a projector, a sink and Wi-Fi available. The event must take place between 10am and 5pm, any day of the week, excluding statutory holidays.

Capacity: 40-60 people	Dimensions: 20 x 34 ft	Area: 680 sq ft
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Please note that the applicants who use the space will be required to sign a User Agreement.



# Creative Spark Vancouver

## FAQ

### **Budget and Eligibility Requirements**

#### **Can I still apply if I live outside the City of Vancouver and am not a resident and member of the Musqueam, Squamish or Tsleil-Waututh First Nations?**

Only artists who live in the City of Vancouver or who are residents and members of the Musqueam, Squamish or Tsleil-Waututh First Nations are eligible to apply. However, your project can take place anywhere in British Columbia.

#### **How should I calculate my artist fees?**

Applicants should determine their own fees based on their prior level of experience. Fees are calculated based on the number of hours spent developing, preparing and executing the project. Artist fees can only be paid to the applicant; other artists working on the project can only be provided honoraria (see below).

For your reference, here is a list of organizations that offer guidelines on professional artist fees:

- [Canadian Artists Representation/Le front des artistes canadiens/CARFAC](#)
- [Canadian Actors Equity Association](#)
- [Canadian League of Composers](#)
- [Canadian Alliance of Dance Artists](#)
- [Professional Writers Association of Canada](#)

#### **How do I create my budget?**

List all eligible expenses in the Expenses table with details of how each cost was calculated. Additionally, list all sources of income, including the grant funds and donations, in the Revenues table. Total Project Expenses must equal Total Project Revenues.

Artist fees should be broken down into hours spent on different activities. The Criminal Record Check fee of \$28 can be added with the artist fees. All of your other project expenses should fall into one of the following three categories: Materials and Supplies, Rentals, and Honoraria. Examples of eligible expenses are:

Materials and Supplies	Rentals	Honoraria
<ul style="list-style-type: none"> <li>• Paint</li> <li>• Markers</li> <li>• Paper</li> <li>• Clay</li> <li>• Wood</li> <li>• Hardware (assembly or mounting)</li> <li>• Brushes</li> <li>• Ink</li> <li>• Dye</li> <li>• Fabric</li> <li>• Wool</li> <li>• Printing (e.g. instructions)</li> <li>• Cleaning supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Venue (performance hall, workshop, rehearsal space etc.)</li> <li>• Specialized tools (woodworking, etc.)</li> <li>• Technology/Equipment (iPads, cameras, sound system, lighting, etc.)</li> <li>• Instruments (violins, etc.)</li> <li>• Sets or props</li> </ul>	<ul style="list-style-type: none"> <li>• A maximum of \$100/person, not to exceed a total of \$200 for the project</li> </ul>

The items listed in this table are provided as reference only, and are not intended to be a complete list of all eligible expenses.

**EXAMPLE 1: Project expenses equal to or lesser than \$1,000**

Expenses	Cost
Alex Jacobs artist fees: \$35/hour x 7 hours prep	\$245
Alex Jacobs artist fees: \$35/hour x 3 workshops x 3 hours each	\$315
Alex Jacobs Criminal Record Check fee	\$28
Wool & Natural Dyes	\$100
Honourarium for Susan Jones, BC Forestry representative	\$50
Honourarium for Jane Willis, Artist & project assistant	\$50
Room rental @ community centre	\$200
<b>TOTAL PROJECT EXPENSES</b>	<b>\$988</b>
<b>TOTAL FUNDS REQUESTED (up to \$2,000)</b>	<b>\$988</b>

Revenues	Cost
Creative Spark Vancouver	\$988
<b>TOTAL PROJECT REVENUES</b>	<b>\$988</b>

**EXAMPLE 2: Project expenses greater than \$2,000**

Expenses	Cost
Lizzy Worth artist fees: \$40/hour x 40 hrs	\$1600
Lizzy Worth Criminal Record Check fee	\$28
Rental of theatre @ \$50/hr for 8 hrs	\$400
Fabric for costumes	\$100
Rental of musical instruments	\$200
Hardware and paint for set	\$150
<b>TOTAL PROJECT EXPENSES</b>	<b>\$2,478</b>
<b>TOTAL FUNDS REQUESTED (up to \$2,000)</b>	<b>\$2,000</b>

Revenues	Cost
Creative Spark Vancouver	\$2,000
Fundraiser	\$478
<b>TOTAL PROJECT REVENUES</b>	<b>\$2,478</b>

**What can I do if my budget exceeds the \$2,000 grant amount?**

If your project budget exceeds the maximum (\$2,000), you should look for other sources of funding. You might consider a fundraising event, soliciting private donations, seeking corporate sponsorship or other grants (aside from those administered by ArtStarts).

### **What is a Curriculum Vitae (CV)?**

A CV is an artist's resume. For tips on writing one, [please refer to this template](#).

### **How often can I apply?**

Artists are able to apply once per intake. Creative Spark Vancouver has three intakes for 2016: April and August and December. Applicants may reapply after successfully completing and reporting upon a Creative Spark Vancouver funded project. However, in such cases, projects must incorporate learnings from and/or build upon previously successful Creative Spark Vancouver projects completed by the applicant. When demand exceeds available funds, preference will be given to new applicants.

### **Application and Assessment**

#### **How long should my application be?**

The length of the application can vary. You should be thorough, yet succinct in your answers. In general, completed application forms average about 5-6 pages in length using 11pt Arial font, plus required support materials: **Portfolio** (one of: 5 images, video or sound max 5 minutes long, or written sample max 500 words); **Artist CV** (2-3 pages); and optional **Peer Reference Letter** (one page).

#### **Who reviews my Creative Spark Vancouver application?**

Program staff at ArtStarts in Schools initially reviews the application for eligibility. A committee of staff and volunteers will review all eligible applications using a scoring rubric based on the project's viability, the ability of the project to achieve the goals of the grant, and the quality of the applicant's art practice. Additionally, the peer reference letter (if provided) will provide further evidence of community support.

#### **What can I do if my application is not approved?**

If your application is not approved, you will receive a letter with feedback based on your application. Please contact Emily Beam, Grants Manager, at [emily@artstarts.com](mailto:emily@artstarts.com) or 604.336.0626 ext. 108 if you require further support. You are eligible to reapply for the same project in future intakes after incorporating feedback recommendations into your application.

#### **When will I know if my project is receiving funding?**

Applicants will typically be notified of their status within two months of submission. Successful applicants can also expect to receive their funds after the criminal record check condition is met.

#### **When is the deadline to apply?**

Please check the Creative Spark Vancouver webpage for the latest deadlines: [artstarts.com/creativesparkvancouver](http://artstarts.com/creativesparkvancouver).



## **Reporting and Documentation**

### **When is my Final Report due?**

When you are awarded a grant, the decision letter will contain the Final Report deadline, approximately 6-8 months after the application deadline. The Final Report form can be found at [artstarts.com/creativesparkvancouver](http://artstarts.com/creativesparkvancouver). If a previously successful applicant applies for a subsequent grant, the Final Report must be received on or before the application deadline. If a Final Report is not submitted by the noted deadline, the applicant may be ineligible for future funding through ArtStarts in Schools.

### **How should I document my project?**

All grant recipients are required to provide documentation along with their Final Report. There are lots of fantastic ways to capture the impact of a project. Try to take process photos as well as pictures of the actual event or project. Capture any memorable quotes relating to the project and save any newspaper or magazine articles if your project is featured. You can take video, write blogs, or document the project in any other way that seems fitting!

Please note that by submitting this information you authorize ArtStarts to use the submitted photos and material for media requests and ArtStarts publications including, but not exclusively limited to, brochures, posters, website, e-newsletters and annual reports. You need to secure consent from the individuals involved or their parent or guardian if they are minors. An Image Release Form template is provided at [artstarts.com/resources-artists](http://artstarts.com/resources-artists).