**List of AIC Application Questions - FOR REFERENCE ONLY**

Below you will find the AIC Application Questions. They are provided here for you to use to write your application. All questions must be uploaded into the [Online Application Form.](http://www.artstarts.com/aic) Applications not submitted through the online form are ineligible.

If you need support with the online form, email ArtStarts Staff at aic@artstarts.com

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**AIC Application Questions for reference:**

Is this your first time applying for an AIC Grant? (Yes or No):

Applicant First Name:

Applicant Last Name:

Applicant Email:

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**SECTION A - APPLICATION INFORMATION**

School Name (Must be on the BC K-12 List of Schools or the FNSA School List):

City of School (Will autofill when enter school name and select school off the dropdown list):

Project Title:

Project Start Date:

Project End Date:

I confirm I have read the AIC Grant Guidelines on the website. I will email aic@artstarts.com with any questions while completing my grant application. (checkbox)

# of Participating Artists:

# of Participating Teachers:

# of Participating Students:

Participating Grade Levels: (K-12 multi select list)

# of Volunteers:

Other Schools Involved (Must be on the BC K-12 List of Schools or the FNSA School List):

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**SECTION B - PROJECT COLLABORATORS**

Artist(s)

Confirm that all participating artists are BC-based and meet the definition of professional artist (see page 1 of the AIC Grant Application Guidelines). If you have questions about whether the artist(s) meet the definition, please contact ArtStarts.

1. If they are on the ArtStarts, please select them from the dropdown list. They will receive an email with the application upon submission.
2. If they are not on either directory, input their information below, including their artistic discipline, CV and email address. Remember that they must be a BC-based professional artist (click the arrow to see the definition).

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ArtStarts Directory Artists (Check the checkbox for ArtStarts Artists on either the Artists in the Classroom or Artists on Tour Directory and select the artist from the dropdown list)

* You must have already contacted the artist you intend to work with and have discussed your project in detail.

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BC Based Professional Artists - Not on ArtStarts Directory (Check the checkbox for Artist not on Artstarts Directory)

* You must have already contacted the artist you intend to work with and have discussed your project in detail.
* You will need to upload the Artists First and Last Names. Email Address, Discipline (Dance, Theatre, Writing, Interdisciplinary, Music, Storytelling, Visual Arts, Film/Video, Spoken Word), Link to Artist Website OR upload a CV for the artist

All artists listed on AIC Projects will receive an email notification that they have been listed on the grant application once you submit the application.

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Teachers and Collaborators

New this year, we are also asking for information on all meaningful collaborators to the project. This includes anyone who is not an artist who will be contributing to the decision making, planning, execution, and direction of the project.

Examples of collaborators include: Classroom Teachers, Administrators, Elders, Traditional Knowledge Keepers, Aboriginal Support Workers, community members who provide knowledge or expertise that is not arts based, etc.

If you have the whole school working on the project, please list any teacher who is not in the planning process as one line (ie: Teachers from Divisions 1-10 - Classroom teachers - yes instead of initials)

Please ensure all collaborators listed receive a copy of the grant application so that they know what they will be working on! This is to increase accountability for all project participants.

* You will need to provide the collaborators First Name, Last Name, Role on the project (Classroom Reacher, Elder, Knowledge Keeper, Subject Matter Expert (not an artist), School Administrator, Aboriginal Support Worker, Other - Fill In), Email Address

The teachers and collaborators listed will receive a copy of the complete application upon submission. If the collaborator does not have an email address, please add the email address of someone who can contact them. If this is all the teachers in the school, please use a group mail list or the email of one person who can forward the grant application to all involved

Do you give ArtStarts permission to share the results of this grant application, including jury feedback with all project collaborators including all artists and school representatives, if they request this information (Yes/No)?

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**SECTION C - PROPOSED BUDGET**

All applications must include a detailed and balanced budget that includes a clear breakdown of all expenses and revenues associated with the project. Refer to the Grant Application Guidelines for details on eligible and ineligible expenses.

Grant Scale

Small Scale Projects:

* Small Scale Projects are grants for up to $3,500 to bring an artist into the school to work with young people on a project. Please see the Grant Guidelines to read more about Small Scale Projects.

Large Scale Projects:

Large Scale Projects can apply for up to $10,000 of funding. Some common characteristics of a Large Scale Project are:

* Large scale projects unfold over an extended period of time, involve multiple artists or engage the entire school. Large scale projects show high levels of innovation and creativity, and deeply impact learning beyond the life of the project.
* Large scale grant recipients will be required to document the process and provide regular updates throughout the project. Specifics will be provided at the time of the Grant Agreement.

Grant Size:

* I would like to apply for a Small Scale Grant up to $3,500
* I would like to apply for a Large Scale Grant up to $10,000

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All applications must submit a detailed and balanced budget that includes a clear breakdown of all expenses and revenues associated with the project. Budgets in grant applications often demonstrate what the organization/applicants value. ArtStarts is looking for budgets that fairly compensate all artists and collaborators involved, are well thought out and researched, and provide for deep learning opportunities for participants. Budgets must only list expenses directly related to the proposed project.

COVID-19: Please plan for physically distant project delivery with the ability to adapt to changing guidelines and regulations. Provincial guidelines may change over the timeline of your project. Online is not the only way to plan for project delivery and not all students have reliable internet access and sufficient technology. You can also plan to do the project by doing workshop outside socially distant, having students pick up supplies and work independently, send pre-recorded videos, etc. All these materials can be part of your budget.

Eligible expenses can be covered by the AIC grant and include:

* Artists Fees must be a fair and equitable rate, consistent with professional standards. Canadian Artists Representation Copyright Collective (CARCC) has recommendations for professional artist fees – we recommend using their Presentation and Consultation fees as a benchmark.
* Transportation for Remote Schools\* – transportation expenses for artists travelling to schools in remote areas, up to 10% of total budget. Projects must follow provincial health and safety guidelines – try to work with artists in your community as much as possible.
* Materials directly related to the proposed project and used up throughout the direction of the project.
* Rentals for specialized equipment or venues.
* Fees/Honoraria/Gifts for Elders and Traditional Knowledge Keepers speaking on topics related to arts and culture and/or participating in, facilitating, or leading the project. Compensation must be fair, appropriate, and equitable - consistent with artists’ fees.
* Fees for Artist administrative work such as scheduling and documentation done by the artist(s) named on the grant application in addition to their other work, up to 10% of total budget.

\*Eligible school districts: SD27, SD28, SD49, SD50, SD52, SD54, SD57, SD59, SD60, SD81, SD82, SD84, SD85, SD87, SD91, SD92, FNSA.

Ineligible expenses that can be part of the overall project budget but may not be covered by the grant must be covered by community contributions and include:

* Fees including honoraria for collaborators who are not professional artists and individuals contracted as support
* TOC Costs for teachers’ time away from the classroom when required by the project
* Tools and Equipment – specialized items and/or capital expenses that will remain with the school beyond the scope of the project (e.g. brushes, carving tools, instruments, iPads, cameras, etc.)
* Transportation for students or artists, exclusive of transportation allowance above
* Accommodation for artists
* GST/PST

The AIC grant can cover up to 70% of total project costs (eligible + ineligible) to a maximum of total eligible expenses. FNSA schools can apply for up to 100% of total eligible expenses.

Teacher time and other school staff time cannot be part of the budget.

The application form will help calculate the expenses, total grant amount, etc.

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**SECTION D - PROJECT INFORMATION**

Introduction and Overall Context: This section will give context to the rest of your responses

Project Description: Summarize your project including the inquiry question(s) you are working with. This is the first time the assessors are learning about your project - what do they need to know? (max 200 words)

Project Rationale: Why did you choose this artist and this project for these students at this time? This answer should explain the rationale for the way the project is planned. Consider the following: why you want to work with this artist, why this is the right project for this time and place, why the students will benefit from this project. (To be answered by the school representative.) (max 200 words)

Project Context: How does the place you occupy shape or inform the project? This answer should contextualize your project in relation to the place where it is happening. This does not mean that every project needs to be explicitly about reconciliation or decolonization. It does mean that you should be aware of your and your project's intersecting cultural context(s) (e.g.: Western, European, Canadian, Indigenous, Queer, South Asian, Disability Arts, etc.) and should relate this context to wider art practices in your area. Consider the following: your lived experience as it relates to your art practice, your relationship to the land on which the project takes place, your relationship to the themes and content of the project. (To be answered by the artist.) (max 200 words)

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Project Scope (20%)

Contextualize your project and demonstrate project feasibility, including:

* Clear articulation, contextualization, and focus of the project
* Defined roles and expectations of artist and educator
* Evidence of community support (e.g. PAC, community organizations, school district, etc.)
* Whether the project is planned for physically distant project delivery with the ability to adapt to changing guidelines and regulations

Provide the work plan and timeframe for planning, executing, and evaluating the project. (max 200 words)

Describe the role of the artist(s) and the role of the educator(s) in supporting this project. How have you worked together to develop this application? Please also describe any consultation with subject matter experts for the project including Elders, Knowledge Keepers, parents, or other experts, especially if there is cultural content from a marginalized or underrepresented community. (max 200 words)

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Artistic Impact (30%)

Describe the creative process and intended outcomes of the project, including:

* Clarity, depth, and quality of process and concept of project
* Creativity of project
* Demonstrated innovation or risk-taking
* Evidence of appropriate, contextualized use of cultural or community themes used in the artistic process
* Reciprocal relationships established with experts from the community when learning about culturally-specific contexts.

(max 350 words)

Artistic Disciplines (select all that apply) - Dance, Film/Video, Interdisciplinary, Music, Storytelling, Theatre, Visual Arts, Writing

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Student Engagement (30%)

Describe how students are directly involved throughout the project, including:

* Level of hands-on contact time (recognizing that "hands-on" looks differently with physical distancing guidelines. Hands-on refers to interactions and mentorship between the artist and students and student time making art)
* Student input throughout creative process
* Consideration of cultural safety issues
* Opportunities to communicate ideas, insights and point of view
* Opportunities to collaborate with peers and broader community

(max 350 words)

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Curricular Connections (20%)

Identify opportunities for curricular connections and the ways these will be explored, including:

* Identified curricular opportunities
* Relevancy and depth of learning
* Rationale for chosen curriculum topics
* How the project connects with the overall themes or big ideas in the classroom or school

(max 350 words)

Subject Areas Involved (select all that apply) - Applied Skills (Business, Home Economics, Technology, etc), Arts Education (Dance, Drama, Music, Visual Arts, Etc), Career Education, English Language Arts, Francais langue premiere, Mathematics, Physical Education, Sciences (Biology, Chemistry, Earth Sciences, etc), Languages, French Immersion Language Arts, Social Studies (BC First Nations Studies, Civic Studies, Geography, History, Law, Social Justice, etc), Other - fill in

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Large Scale Projects only

Large scale projects unfold over an extended period of time, involve multiple artists, and/or engage the entire school. Large scale projects show high levels of innovation and creativity, and deeply impact learning beyond the life of the project.

Describe how your project fits this criteria: (max 200 words)

Please explain your goals behind doing a large scale project and how you will measure, track, and document (eg. blog, videos, photos, reflection exercises) your progress towards those goals. (max 200 words)

If your project is not selected to receive a large scale grant, would you like to be considered for a small scale grant? (Yes or No) - If Yes go to next question

* Describe how you would scale the project back and what elements would be modified. (max 200 words)

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Conditions for Funding

* School will receive the grant cheque and administer the funds (including contracting with the artist and paying for supplies);
* Inform ArtStarts if there is a change in project description, coordinator or artists;
* Use the funds only for the project as approved by ArtStarts;
* Maintain the financial split between grant (70%) and other contribution (30%) and return any unused grant funds to ArtStarts (unless your school is part of the FNSA and is receiving 100% coverage);
* Ensure that the artist(s) working on the project are compliant with the Criminal Records Review Act of the Province of British Columbia;
* Inform ArtStarts of any final performances or events, document the process of the project, and understand ArtStarts may ask to arrange a time for a site visit of the project;
* School will administer the funds (including contracting with the artists and paying for supplies);
* Report on the financials at the end of the project;
* Complete the project before the end of the 2021-22 school year;
* Submit a final report and at least three images (300dpi quality) within 30 days of project completion and no later than June 30, 2023; and
* Acknowledge ArtStarts in Schools and the funders in all communication and promotional material pertaining to the project.

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**Steps to Submit**

1. Submit the application through the online form. Deadline is online for the current intake. Applications will be accepted until Midnight on the deadline through the online form. Applications are not accepted via email, fax, or mail.
2. Once you submit the application, the main applicant will receive an automated email to verify your signature. Click on the link from your email to complete your submission.
3. The applicant will get an “Application Received” email once you have verified your email. No further action is needed.
4. The applicant may receive an email from ArtStarts staff if there is an issue with your application. You may have a chance to revise your application.
5. All artists, teachers, and collaborators on the project will receive a notification email with a copy of the complete grant once the application has been marked eligible by an ArtStarts Staff member. This will happen within 6 weeks of the application deadline.