



CALL TO BRAMPTON-BASED ARTISTS AND ARTS ORGANIZATIONS

Brampton Library Artist in Residence Program

Presented by the Brampton Arts Organization (BAO) and Brampton Library (BL), the Artist in Residence Pilot Program provides a fee of \$8,000 and free, dedicated workspace to professional artists, writers, arts organizations and collectives working in any artistic discipline to undertake a community-engaged artist residency at Mount Pleasant Village Library Branch, from June to September 2024.

Application deadline: May 5 2024, 11:59 PM

- **Information Session:** April 25 from 12:00 – 1:15 p.m. This information session will take place online via Zoom. [Please register here.](#)
- For questions about this program, contact Katy Belshaw, Programming Coordinator, Brampton Arts Organization, katy@bramptonartsorg.ca

WHAT DOES THIS PROGRAM SUPPORT?

The Artist in Residence pilot program provides funding to Brampton based professional artists, arts organizations and collectives working in any artistic discipline (ex. Literary arts/writing, visual arts, performing arts, music and more) to undertake a community-focused artist residency at Brampton Library Mount Pleasant Village Library Branch.

The selected artist/s will have the opportunity to access free, dedicated workspace with the library during regular operating hours (see Appendix B for images of the workspace). They will hold public office hours, create and deliver free public arts programming, explore their practice in a community setting, engage with the library and its surrounding neighbourhood, undertake collaborative artistic research or creation, and make and present work in new ways. Eligible activities include, but are not limited to: artistic research, community-engaged projects and programming, visual and media arts installations, screenings and exhibitions, workshops, education and mentorship, performances, and other arts activities open to the public. Permanent artwork is not eligible for funding through this residency program.

The artist fee/honorarium awarded is **\$8,000**.

Budget: Your budget should include all artist fees, materials, equipment rental, insurance, and any other project expenses associated with the project for yourself and anyone else involved. Payment of professional artist fees is a requirement of this program.

Timing of residency: Artist residencies will take place for four months in June, July, August and September of 2024. The schedule of residency will depend on the scale of the proposed activities and the capacity/availability of the branch. A creation and presentation schedule will need to be developed in consultation with the branch staff. All public programming must be

designed carefully with branch staff to align with existing programming and public health protocols, if applicable.

Insurance and VSC: Recipients will be required to hold Commercial General Liability (CGL) insurance for onsite programming, up to \$5 million (CAD). Successful applicants may be required to complete Vulnerable Sector Check (VSC).

Registration/ ticketing: All activities can include drop-in and/or pre-registration through the library. All tickets to your programming must be free of charge.

Public health restrictions: Successful applicants must abide by the public health restrictions that may be in place when they conduct their project.

Participating Branch: Mount Pleasant Village Branch- 100 Commuter Drive, Brampton, ON L7A 0P7.

ADDITIONAL ACCESSIBILITY FUNDING

Projects involving Deaf artists and artists with disabilities may apply for additional funding by completing the Accessibility Expenses section of the application and including the requisite information in their budget. This accessibility funding will provide up to a maximum of \$2,000 towards accessibility costs for artists incurred during the project. Accessibility costs include but are not limited to: ASL interpretation, audio description, closed captioning, communications assistants, attendant care (including helpers for Elders), support workers and equipment rentals or other supports required to meet artists' accessibility needs).

WHO CAN APPLY?

This program is open to Brampton based professional artists, not-for-profit arts organizations or artist collectives operating on a not-for-profit basis.

The Ontario Arts Council defines a professional artist or arts professional as **someone who has developed skills through training or practice**, is recognized by artists working in the same artistic tradition, has a history of public presentation or publication, seeks payment for their work and actively practices their art.

- We recognize that due to systemic barriers within the broader arts community (e.g. limited mainstream presentation opportunities for artists from equity-seeking communities) that some flexibility may be required in interpreting eligibility criteria to take into account **equivalent** professional experience and contexts. Potential applicants from equity-seeking communities are encouraged to discuss their eligibility with the program manager in advance of submitting an application.

You may not apply as an individual and be part of an organization or collective also applying in the same competition.

Eligibility criteria specific to Individuals:

If the applicant is an individual artist, the following eligibility criteria apply:

- Undergraduate students are not eligible to apply to this program.
- Individuals must be located in the city of Brampton
- The applicant must have a residential address within the city of Brampton and must have been located in Brampton for a minimum of 12 months prior to the date of application.

Eligibility criteria specific to Organizations and Collectives:

- Organizations and collectives must be located in the city of Brampton and only 1-2 members of the organization will have access to the dedicated library workspace.
- Applicants applying on behalf of the organization must have a residential address within the city of Brampton and must have been located in Brampton for a minimum of 12 months prior to the date of application.

SELECTION PROCESS

A proposal will be chosen based on artistic merit, impact, and viability as expressed in the proposal. The following criteria will be assessed:

- Artistic merit of the proposed project;
- Suitability of the proposed project for the space and resources available at the library branch selected by the applicant;
- Quality of experience the proposed project will provide to the participants / branch customers, and the benefits it will provide to the local community;
- Ability of the applicant to carry out the proposed project;
- Financial viability of the project.

Priority will be given to applicants from (or that center performances by) equity-deserving groups, including those who identify as Indigenous, Black, People of Colour, Trans, Nonbinary, Queer, Disabled and intersections of those identities.

Proposals and presentations cannot be disrespectful or anti- other culture, political or religious views, creed, sexual orientation, gender identity, race, language, national or social origin, property, birth or other status such as disability, age, marital and family status, health status, place of residence, economic and social situation. Proposals or presentations should be void of any political or religious views

Selection Committee/Jury details.

BAO Staff
Brampton Library Staff

Community Member/s
Local Artist/s

APPLICATION ACCESSIBILITY SUPPORT

If you have any questions about this Call for Artists or require any assistance, accommodations or additional support in completing this application, please reach out at least one week prior to the application deadline to Katy Belshaw, Programming Coordinator, Brampton Arts Organization, katy@bramptonartsorg.ca

FAQs

How do I apply?

Applicants are required to submit their application via the [Call to Brampton Based Artists and Arts Organizations Application Form](#). **Applications must be submitted no later than 11:59 pm on the deadline date.** BAO does not accept applications by any other means of delivery. You will receive a confirmation email when your application is submitted. Check your spam/junk mail folder if it doesn't arrive in your in-box. You will be notified of their proposal status within two calendar months of submission by email.

Are there requirements and guidelines for paying artists?

Grant recipients are required to pay artists' fees for professional artists, and encouraged to bring these fees into line with sector standards or, at a minimum, living wage benchmarks:

- arts sector guidelines
 - Carfac (visual arts)
 - Canadian Alliance of Dance Artists
 - Canadian Actors Equity – Independent Theatre Agreement
 - Canadian Federation of Musicians
 - the Ontario Living Wage as a minimum standard for artists/arts workers' salaries and fees: (\$25.05 per hour in 2024 or \$48,000 per year)

How is my application assessed?

The Selection Committee will assess proposals according to the following criteria:

- Artistic merit of the proposed project;
- Suitability of the proposed project for the space and resources available at the library branch selected by the applicant;
- Quality of experience the proposed project will provide to the participants / branch customers, and the benefits it will provide to the local community;
- Ability of the applicant to carry out the proposed project;
- Financial viability of the project.

What is expected of me?

- Commit to engaging multigenerational community members in creative experiences at Mount Pleasant Village Library Branch including but not limited to:
 - **Three public residency engagements, preferably drop-in based**
 - A **minimum of four regular, weekly office hours** to speak one-on-one with library customers and local artists
 - **One final showcase** for the general public to celebrate the work of the residency held in September
- Deliver the selected project within the program's timeline and budget;
- Promote the project via social media;
- Provide regular progress updates to staff;
- Document your time in the residency with written and visual records
- Be available to speak with the media; and
- Attend a debriefing session and write a close out report at the end of the residency period.

What if my project changes?

Program funding may be used only for the purposes outlined in the application. Changes to the scale, activities and timeframe of the project must be reported promptly to BAO. In such cases, BAO may require full or partial repayment of the funding. Changes to project dates must be reported to the Program Manager.

What do I do when I have completed my project?

Participants are required to submit a final report on their project. The final report as seen in Appendix A will be due one month following the close-out of the project.

What are the rules or requirements for this project?

- Successful applicants will receive and sign an Artist Agreement. The Agreement will detail the terms and conditions of the funding. The Agreement must be signed and sent to BAO and Library staff prior to the start of the project.
- Funding for this project may only be used for the purposes outlined in the application. All projects must be completed within dates specified in your application.
- Successful applicants will be required to undergo Vulnerable Sector Check for any programs directly engaging participants from vulnerable sector and, in some cases, for other programming.
- Submission of a Social Insurance Number will be required for Individual participating artists. Individual recipients will receive a T4A for the funding amount.
- Successful applicants will be required to obtain Commercial General Liability insurance for all public programming, with an inclusive limit of not less than \$5 million (CAD) per occurrence. The policy should name BAO and BPL employees as additional insured with



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City of Brampton

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Brampton, ON, L6Y 4R2

a copy forwarded in advance of the project activities onsite. Higher inclusive limit may be required for certain projects. Please ensure you include CGL in your budget.

- Participants are required to acknowledge the support of BAO and BPL in all written materials related to the activities for which funds are granted. The BAO, COB, and BPL logos will be provided. In lieu of the logo, the recipient may use the phrase “produced with the support of the City of Brampton through the Brampton Arts Organization and Brampton Library”
- Recipients are required to send BAO information on any public performances or events presented in the context of their grant-supported projects. This information should be emailed to the Programming Coordinator.
- In addition to the aforementioned general conditions of funding, BAO reserves the right to place other conditions on the release of the funding (such as confirmation of venue, programming, other sources of funding, etc.). Any specific conditions will be contained in the Letter of Understanding.

Questions?

Contact Katy Belshaw, Programming Coordinator, Brampton Arts Organization,
katy@bramptonartsorganization.ca



Appendix A Close Out Report Template

The close out Report is due one month following the close-out of the project.

CONTACT INFORMATION

Principal Applicant's Legal Name

Organization or Artist Name (if different from above)

Email Address

Phone

PROJECT EVALUATION

Did the actual project you delivered vary from the description that was projected in your grant application?

Yes No

If yes, describe what changed and why?

Describe the most significant success of the program or project? Why is it so significant?

Provide the following information on what outputs were achieved as a result of your project. Please only provide the output values that align with your project.

Outputs

Number of Brampton artists hired:

Value paid to Brampton artists:

Number of audience:

Number of artists engaged:

Number of new connections made:

Number of learning and professional development opportunities:

How could the Brampton Arts Organization improve the Artist in Residence Program?

Your feedback is incredibly valuable in promoting this kind of programming to potential participants, community partners, and program supporters such as donors and sponsors. May we share your responses anonymously in future marketing materials?



Any additional comments you'd like to share?

PROJECT EXPENSES

In the Expense Chart please provide an itemized listing of each expense. Please ensure this includes 100% of all expenses the program/project incurred. Each expense will need to be proven with expense proof documentation. Expense proof documentation should be assigned a number which corresponds to the expense within your expense chart. This number should be hand written or typed on the top right hand corner of the proof of expense documentation. All invoices, receipts, bank statements, credit card statements or payroll documentation should have a number on it that corresponds directly to the number in your expense chart.

Expense proof documentation includes: Invoice (showing charge incurred) Receipt (showing payment) or second invoice indicating a balance is paid. Expense proof documentation must also include at least one of the following:

- If paid via cash, the receipt from the register is necessary. No hand written receipts will be accepted. Receipts should include a date, transaction number, itemization of expenses paid, total value charged and a total value paid.
- If paid via EFT, a bank statement or correspondence from the bank showing the completed transaction is necessary.
- If paid via cheque, a copy of the cheque and corresponding bank statement showing it has been cashed is necessary.
- If paid via credit card, the credit statement is necessary. Please remember to highlight the relevant item in any supporting document and remember to black out any details in bank and credit statements to maintain privacy and security.

Appendix B Brampton Library Mount Pleasant Village Library Dedicated Workspace

About the Workspace: The workspace is located on the main floor of the Mount Pleasant Village Library and has a sink. The artist will have access to store materials and supplies in the room. While there is no public access to the room, on occasion branch staff may need access to the room for meetings.

For this reason, the artist must be prepared to pack up any loose materials and supplies after each engagement. In conversation with branch staff, the furniture and objects in the room can be rearranged as needed. Additional programming space is available in the branch pending availability, including potential outdoor space.

Workspace Dimensions: 17 x 21 feet

Accessibility Access: There is an accessible entrance to the Library and accessible washrooms. There is no hands free access to the workspace.



