

Application and guidelines

Touring Artist Fund

**For professional artists and ensembles or companies
touring outside of Yukon.**

(Tours within Yukon are not eligible.)

Read the application guidelines carefully for details about eligibility, the purpose of the program, and how to apply.

Contact the arts advisor 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.

Application deadlines: March, June, September and December 15

Overview

The objectives of Touring Artist Fund are:

- To increase touring opportunities for practising professional Yukon artists;
- To facilitate access to the work of Yukon artists by Canadian and international audiences; and,
- 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 outcomes 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 the applicant's artistic career and development.

Practising professional artists are defined as individuals who have specialized training in an artistic field, who are recognized as such by 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 income or other employment.

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:

- Take place outside of Yukon
- Include more than one activity or project to be presented to the public
- Include an activity where a presenter or host has selected the applicant through a professional selection process (e.g., jury, curator, artistic criteria)
- Priority will be given to projects where 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, other relevant expenses)

- For visual artists:
 - For visual artists whose work will be exhibited in public or artist-run galleries there needs to be at least two confirmed activities in addition to the exhibition (e.g., artist talk, workshop, demonstration, other activities on the tour)
 - Exhibitions and/or activities in commercial galleries are eligible but it is preferred that these are secondary activities on the tour
 - Opportunities other than those related to an exhibition may be eligible

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
- 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

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 must 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
- The degree of contribution from the host
- 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 in the Touring Artist Fund program

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

- A detailed project description including 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
- Evidence of the host's selection process and budget contribution, and a contract or letter from the host that confirms these arrangements
- A description of the artistic work that will be presented to the public
- A CV or performance/exhibition history
- Identification of associated Yukon and non-Yukon artists who 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 completed checklist
- A completed budget summary and statistics form
- A completed and signed cover sheet (original signature required)

Submit all applications to:

Arts Advisor, 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

Phone: Toll-free: 1-800-661-0408 ext. 3535 or ext. 8789
In Whitehorse: 667-3535 or 667-8789

Fax: 867-393-6456

Email: artsfund@gov.yk.ca

Applicants are encouraged to contact an arts advisor to discuss applications prior to the deadline.

Name of project			
One-sentence description of the project			
Applicant name			
Members of ensemble (if applicable)			
Contact name		Contact person's title	
Mailing address		Town/city	Postal code
Physical address (if different from mailing address)			
Phone		Email	
Amount of funding requested \$	Total budget of project \$	Project start date YYYY/MM/DD	Project end date YYYY/MM/DD
<p>Declaration of applicant:</p> <p>I am 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 my knowledge, true and correct. I submit that, to the best of my knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws. I 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. I understand that all or part of this application may be made available to the public in accordance with the <i>Access to Information and Protection of Privacy Act</i>. I declare that I/we owe no debts to the Government of Yukon.</p>			
Signature: _____		Date: YYYY/MM/DD _____	

BUDGET SUMMARY

In addition to supplying a detailed budget for the project, summarize from your overall budget into the following general categories to accommodate programme evaluation and impact measurements.

Project name: _____

	Budgeted costs – application	Actual costs – final report
Expenses		
Artistic fees and expenses		
Administration fees and expenses		
Promotion		
Production expenses		
Other		
Total expenses		
Revenue		
Earned revenue (fees, etc.)		
Fundraising (i.e., donations and in-kind contributions)		
Applicant in-kind equity		
Applicant cash equity		
Other government funding		
Shortfall = request to Touring Artist Fund		
Total revenue		

STATISTICS

Estimate the following event/activity statistics related to your project. If items do not apply, explain in the proposal.

	Estimate – application	Actual – final report
Number of events or activities		
Audience/public attendance/participation		
Length of tour (number of days)		

Application checklist

Include this page in your application. All pages should be 8 ½" x 11" as proposals will be photocopied. Do not staple, bind or add title pages. Keep a copy of this completed application for your own records.

Your application must include:

- A completed and signed cover sheet
(Faxed or emailed applications are acceptable on the deadline but the original, signed cover sheet must be mailed or delivered.)
- A description of the artistic work that will be presented to the public
- A CV or performance /exhibition history
- 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 completed budget summary and statistics form
- Evidence of 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