



London **Arts** Council

2024 COMMUNITY ARTS INVESTMENT PROGRAM
Collectives and Ad Hoc Groups of Professional Artists, Creators, Practitioners of
Traditional Arts
Project Investment Stream

PROGRAM DESCRIPTION

The London Arts Council (**LAC**) through the Community Arts Investment Program (**CAIP**) – Collectives and Ad Hoc Groups Stream invests in the projects of Collectives and Ad Hoc Groups of professional artists, creators, practitioners of traditional arts **residing** within London, Ontario and surrounding First Nations (**Chippewas of the Thames First Nation; Munsee Delaware Nation; and Oneida Nation of the Thames**). The program supports a **range of artistic, creative, traditional forms** including dance, film, digital art, literature, music, spoken word, story-telling, theatre, and visual art from **Collectives of Artists, Creators and Practitioners and Ad Hoc Groups of all cultural backgrounds and traditions**.

LAC defines a professional artist 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. Breaks in artistic work history of short duration are allowed.

Creators and Practitioners are those whose traditional arts are learned person to person, passed from generation to the next, and influenced by culture, family, ethnicity, and era. Traditional arts represent a place or a group of people. They also express the thoughts and feelings of a point in history.

Professional Artists, Creators, Practitioners of Traditional Arts Collectives:

Artist Collectives are made up of **two or more** individual professional Artists, Creators, Practitioners that come together for a one-time project or have ongoing activities within an artistic discipline or tradition. A Collective must be comprised of professional Artists, Creators, Practitioners living in London or surrounding First Nations Communities, not be an incorporated non-profit organization or registered charity, operate on a not-for-profit basis and be able to provide documentation to verify this, if requested.

Ad Hoc Artists, Creators, Practitioners of Traditional Arts Groups: **Ad Hoc Groups** are made up of **two or more** professional Artists, Creators, Practitioners and amateur Artists, Creators, Practitioners that come together for a one-time project or have ongoing activities within an artistic discipline or tradition. Project investment submission



requests from Ad Hoc Groups, **must be led and managed** by the professional Artists, Creators, Practitioners within the Ad Hoc Group.

These guidelines provide essential information on the **CAIP** Collectives and Ad Hoc Groups of Professional Artists, Creators, Practitioners of Traditional Arts Project Stream including Eligibility Criteria, Objectives, the Assessment Process, and Investment Policies. **Please review the guidelines prior to each submission period as information and policies are updated regularly and subject to change.**

OBJECTIVES

To provide project investments to a range of Collectives of Professional Artists, Creators, Practitioners of Traditional Arts, and Ad Hoc Groups (comprised of professional and amateur Artists, Creators, Practitioners) residing within London and surrounding First Nations Communities, whose project:

- Further the development and creation of new work
- Present/produce new or existing work of a high artistic and creative merit.
- Encourage activity encompassing diversity through tradition, repertoire, and development.
- Encourage local collaborations and increase access to volunteer opportunities for Londoners (where applicable)
- Offer Londoners and visitors accessible opportunities to engage in and experience the arts and traditional arts.
- Encourage public awareness and appreciation of diverse artistic forms, expressions, and interpretations of the arts.
- Increase access to quality local arts experiences and promote a sense of belonging representing all artistic disciplines.
- Contribute to the creative vibrancy of London.
- Enhance London's desirability as a community of choice and visitor destination.
- Support goals and objectives of Council's Strategic Plan; and,
- Support goals and objectives of the UNESCO Creative Cities Network (UCCN) City of London membership and the London UNESCO City of Music designation.



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PROJECT INVESTMENTS

Project Investments contribute to the research, creation, and/or production, presentation of a specific project. The **maximum** a Collective or Ad Hoc Group of Professional Artists, Creators, Practitioners of Traditional Arts may request is **\$15,000.00** per project. Investment requests should be in proportion to the scope of the project. Collectives and Ad Hoc Groups may submit a **maximum of two (2) project investment requests**. Each project investment request must be separate and unique.

Due to the number and quality of submissions received and the limited investment resources available, investments allocated may be less than the amount requested. **LAC will not fund 100% of a project, except for a research project**. Proposed budgets **must** include other revenue sources (earned, private, public), including **LAC** funding.

Research: Allows for a period of independent research in the artistic practice of a Collective or Ad Hoc Group toward future creation and/or presentation and production. **Research is a stand-alone investment request and cannot be combined with a Creation and/or Production investment request.**

Creation: Supports the creative process in the artistic/creative practice of the Collective or Ad Hoc Group geared towards presentation/production.

Production/presentation: Supports the costs of producing one or more works where there is at least one confirmed public presentation of the work(s) in a professional context.

Series: Ongoing series of arts activities/events presented either at regular intervals (i.e., every month), over an extended period or seasonally.

Festival: An event including an organized and multi-faceted program of arts activities that takes place within a defined and concentrated period of one or more days. May be one-time but is usually held on a recurring basis - most often annually.

PROGRAM SUBMISSION PROCESS

Consultation is strongly suggested. Prior to starting a submission, Collectives and Ad Hoc Groups **should** consult with a London Arts Council staff member to determine eligibility for a project investment. Consultation means a conversation, in person, via zoom, by email or phone, in which the Collective or Ad Hoc Group provides detailed information on the proposed project and proposed budget. Consultation does not



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guarantee a project will receive an investment. Consultation appointments can be arranged through an email request to investment@londonarts.ca.

Collectives and Ad Hoc Groups must ensure that all required information is provided. Late submissions are not accepted by the online system, and **incomplete submissions** will be disqualified and will not be reviewed by the assessment panel.

ELIGIBILITY REQUIREMENTS

- Collective members **must be London resident(s) or residents of the surrounding First Nations (Chippewas of the Thames First Nation; Munsee Delaware Nation; and Oneida Nation of the Thames)** and conduct their artistic, creative, or traditional practice primarily in London or their First Nations Community. The participation and payment of professionals from outside of London is permitted as it pertains to the project. **Members must be 18 years of age and older.**
- Ad Hoc Groups may only pay professional fees to participating professional London or surrounding First Nations Artists, Creators, Practitioners of Traditional Arts.
- An investment request from an Ad Hoc Group **must be led and managed by the professional Artists, Creators and Practitioners of the Ad Hoc Group who must be residents of London or surrounding First Nations communities.**
- Collectives and Ad Hoc Groups show artistic/creative ability, innovation, and originality.
- The Collective or Ad Hoc Group provides a safe and supportive workplace/studio practice in which diversity, dignity, and the perspectives of all individuals are valued and respected.
- Collectives and Ad Hoc Groups **MUST** indicate a range of revenue sources including earned, private sector and government revenue for project submissions; **London Arts Council will not fund 100% of project costs, except for a research project.**
- Only non-profit activities are eligible, budgets must balance to zero, no surplus and no deficit.



ELIGIBLE EXPENSES

Expenses that are directly related to the proposed project, such as:

- Administrative costs directly related to the project (15% of the overall project budget)
- Fees for Artists, Creators, Practitioners of Traditional Arts for research
- Fees for Artists, Creators, Practitioners of Traditional Arts for creation, production, and presentation
- Honorariums
- Rehearsal, production, presentation, and tech fees (in-person, virtual, or online presentation costs)
- Marketing and promotion costs
- Fundraising costs
- Venue and equipment rental costs
- Art materials and office supplies
- Other expenses that are directly related to the proposed project.

INELIGIBLE EXPENSES

- Costs related to capital purposes including, but not limited to, the purchase of land, fixtures, physical facilities, or specialized equipment.
- Projects charging classroom instruction fees, the cost of individual tuition fees for programs, conference or seminar fees, travel costs (including touring or accommodations), art therapy projects, second party fundraising events/projects and stand-alone marketing/promotion campaigns.
- Submissions cannot be made to **CAIP** and **CHIP** (Community Heritage Investment Program of the London Heritage Council) within the same investment year.
- **Students enrolled full-time** in an educational institution are **ineligible** to apply but may be part of an Ad Hoc Group.
- **Employees of the City of London, its agencies, boards, and commissions** are ineligible to apply.
- Only non-profit activities are eligible budgets must balance to zero, no surplus and no deficit.
- **CAIP does not make retro-active investments in projects;** costs incurred prior to the notification of investment results are ineligible.



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Deadline: Friday April 19, 2024, at 4:30 p.m. - Submissions are through the online platform provided; no other means of submission will be accepted. **Late submissions are not accepted by the online system, and incomplete submissions will not be presented to the assessment panel for review. It is the responsibility of the applicant to ensure all required documentation is included in the submission.** **Investment Reports:** An investment request from a Collective or Ad Hoc Group with an outstanding investment report for a prior investment will be disqualified.

Assessment and Criteria: Please see Appendix “A”, page 7. **Conditions and Requirements of Investment:** Please see Appendix “B”, page 8. **Notification:** Collectives and Ad Hoc Artist Groups will be **notified by email approximately 6 weeks after the closing date.**

Please direct all inquiries (submission content, technology (online form) difficulties and/or finance) to: investment@londonarts.ca the appropriate **LAC** Team Member will respond to your inquiry.



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APPENDIX “A”
Assessment Criteria

Submissions are reviewed using a peer assessment process that engages assessors who are representatives of the arts (arts professionals, arts practitioners, arts patrons, and arts volunteers) in the City of London. Assessment panel members are selected by **LAC** through an open “Expression of Interest” on **LAC’s** website. Assessment panel members are carefully chosen for their knowledge of the arts, high standing within the arts community, awareness of the City of London context and broader arts environment and, where possible, are reflective of the gender, orientation, demographic, and cultural diversity of London itself.

The assessment panel evaluates submissions based on **LAC’s CAIP** Eligibility Criteria, Program Objectives, the Assessment Criteria, and available investment resources. When allocating investments, the assessment panel must balance 1) supporting the maximum number of projects that are of high-quality artistic merit and are beneficial to the Collective or Ad Hoc Group and the London community, 2) the investment making a substantial contribution to the artistic project, and 3) ensuring the projects of recipients are sustainable, viable and accountable. **Please note that assessment panel decisions are final.** Any questions regarding a submission should be directed to **LAC** staff.

The assessment panel evaluates submissions using the following criteria in the context of a Collective or Ad Hoc Group of Artists, Creators, or Practitioners scope of work and proposed project.

Artistic Merit – 50%:

The quality of work (past and proposed), Artistic Statement of the Collective or Ad Hoc Group, Project Description, Resume(s), and Support material(s).

Impact – 25%:

The impact of the project on the artistic/creative/practice development of the Collective or Ad Hoc Group as a whole and/or the individual members. The potential (if any) impact on other Collectives or Ad Hoc Groups and/or on the audience/community for whom the project is intended.

Viability – 25%:

The project budget, artistic process, objectives of the project, scope and timeline, appropriate compensation of professional artists and marketing plan to reach new/existing audiences (not applicable to research).



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APPENDIX "B"

CONDITIONS AND REQUIREMENTS OF INVESTMENT

1. Purpose and use of the investment

WE UNDERSTAND THAT:

- **LAC** investments may only be used for the purposes outlined in the project submission and in the **LAC** investment notification and final contract agreement.
- Investments are to be spent within the project time indicated and prior to **May 31st, 2025**. An Investment Report and Reconciled Budget is required.
- **LAC** recognizes that health and safety regulations surrounding the ongoing COVID-19 pandemic and its variants, may cause changes to occur in a Collective or Ad Hoc Group's project plans. Investment recipients are **required to communicate promptly to LAC** any significant changes to the scale and scope of activities, including substantial changes in budget and programming.
- Conditions may be placed on the release of an investment. Any specific condition associated with an investment will be contained in **LAC's** notification letter and the final **CAIP** contract agreement.

WE UNDERSTAND THAT:

- **LAC** is committed to supporting the local arts sector in building capacity to deal with issues of discrimination, harassment, disrespectful behaviour, or reprisal and to provide respectful workplaces/studio practices. All **CAIP** recipients must sign a contract that includes a commitment to provide safe working/creative conditions and to foster workplaces/studio practices free from discrimination, harassment, disrespectful behaviour, and reprisal.
- If a complaint is received by **LAC**, the organization will proceed with care to protect the reputation and dignity of the parties involved, while requiring that **CAIP** recipients immediately act to ensure that safe working/studio practice conditions without harassment or intimidation are implemented.
- Failure to respect the commitment to provide a safe workplace/studio practice free from discrimination, harassment, disrespectful behaviours, and reprisal could result in **LAC** initiating a process to review and reverse an investment decision.



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WE UNDERSTAND THAT:

- As recipients of public funds, Collectives and Ad Hoc Groups are required to maintain adequate records as to receipt and disbursement of the investment received. The London Arts Council may inspect and audit the books, accounts, and records of a Collective or Ad Hoc Group that has received a project investment.

WE UNDERSTAND THAT:

- If the Collective or Ad Hoc Group **does not hold a bank account in the name of the Collective or Ad Hoc Group**, the **lead individual Artist, Creator, Practitioner** will be required to provide their Social Insurance Number and Banking information to **LAC** for the processing and reporting of investments. The lead artist of the Collective or Ad Hoc Group will be issued a **T4A for the full amount of the investment in their name**. **LAC** advises all recipients consult a tax professional.

WE UNDERSTAND THAT:

- Collectives or Ad Hoc Groups **MUST** acknowledge the support of the **LAC** and City of London in all physical and virtual marketing and promotional materials (including flyers, postcards, posters, programs, social media, media, virtual/in person presentations) relating to the activities for which the investment was received. Logos are provided on www.londonarts.ca/investments
- Collectives or Ad Hoc Groups must provide **LAC** access to and knowledge of all virtual and/or in person performances, exhibitions, events etc., for which an investment was received. Collectives or Ad Hoc Groups must add their events to **LAC** and Tourism London's joint event listings through www.londonarts.ca/events and tag **LAC** in all social media. If applicable, **LAC** requires you maintain an active link from your website to www.londonarts.ca