

CALL FOR PROPOSALS

NEIGHBOURHOOD ARTS 150 - *Celebrating Ottawa's Communities*
A Program of AOE Arts Council

Guidelines and application form for professional artists and arts groups

APPLICATION DEADLINE: **NOVEMBER 21, 2016, 5 PM**

INFORMATION SESSION TO BE HELD ON: NOVEMBER 2, 2016, 7 – 9 P.M., AOE ARTS COUNCIL

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(Pour obtenir la version française de ce document, veuillez composer le 613-580-2767 ou visitez www.artsoe.ca)

ABOUT THE PROGRAM

NEIGHBOURHOOD ARTS, *Celebrating Ottawa's Communities* is an official Canada 150 initiative recognizing the 150th anniversary of Confederation. This special one-time community arts engagement program will enable eligible, professional artists and arts groups of all disciplines to lead in the creation of free, community-specific arts experiences in 10 of Ottawa's diverse neighbourhood outside the downtown core.

NEIGHBOURHOOD ARTS, *Celebrating Ottawa's Communities* strives to maximize opportunities for inclusive participation from Ottawa residents of all ages and backgrounds. It will also enhance the visibility of our local arts scene. This program will highlight some of Ottawa's original artistic talent, bringing artists and communities together to create a variety of memorable arts experiences in celebration of what it means to be Canadian in 2017. This project will see local youth, seniors, families, newcomers, students, community associations and more, come together to participate in artist-led activities - everything from mass community choirs, to musical performances, to theatrical storytelling, art installations, outdoor murals and sculptures in non-traditional, non-art venues.

Ottawa professional artists, collectives and non-profit arts organizations are invited to submit proposals with specific project ideas, including suggestions for community groups and/or venues they would like involved in their project and their preferred neighbourhoods. The projects must be effectively presented and demonstrate community engagement. Proposals will be assessed according to the criteria and process outlined below.

PROGRAM OBJECTIVES

- Provide unique opportunities for artists and arts groups to work with local businesses and community groups in 10 different Ottawa neighbourhoods.
- Create community-driven, innovative and inclusive artistic expressions that incorporate themes celebrating Canada's sesquicentennial anniversary in non-traditional (i.e. arts centres, theatres, galleries, etc.), accessible venues, free to the public.
- Provide neighbourhoods with opportunities to collaborate and interact, unifying the Capital region by celebrating innovation, creativity, diversity and inclusivity,
- Provide residents the opportunity to celebrate and participate in local activities in their communities across the city offering an alternative to central/downtown activities
- Provide opportunities for arts groups, local businesses and community groups to work together to promote Ottawa's diverse neighbourhoods and build civic, provincial and national pride.

PROGRAM ACTIVITIES

In addition to the neighbourhood activities, the following program activities are mandatory for all selected projects.

Opening Ceremony - March 2017

The official launch and unveiling of selected projects will be made with a reception for artists and community partners. Residents, media and sponsors will have the opportunity to connect and discuss with the selected artist-led projects.

Closing Event - November 2017

AOE Arts Council and partners will host a closing celebration. The ceremony will host both artists and community members allowing for a wide range of people involved in Neighbourhood Arts 150 projects to join in the final celebration. This closing event will be a chance to share stories and feedback from the projects.

Our Stories Legacy

Applicants will be expected to encourage public participation in the project through invitations, social media channels and interviews with the media.

A NEIGHBOURHOOD ARTS 150 web platform will serve as an events calendar and act as an online 'journal' for both artists and the community to record their activities and experiences. Artists will be required to document their projects for sharing online, both on the web platform and on social media. This could include writing, photography and videos. Applicants must ensure that all photos taken of participants that will be published publically have signed photo release forms from the participants or their legal guardians. AOE Arts Council will provide photo release forms.

After 2017 the website will serve as a legacy of the connections made between artists and arts groups and the Ottawa community.

Successful Applicants

AOE Arts Council will provide successful applicants with the following for their NEIGHBOURHOOD ARTS 150 activities:

- Programming fees
- Promotional support – both across the city and locally
- Connections for host venues, BIAs, community associations and others, as needed
- Translation of communications materials required by AOE Arts Council
- Web platform and social media tools

Applicants must sign a formal contract to provide the project activities and will be required to submit a final report including expense breakdown at the close of the project.

ABOUT AOE ARTS COUNCIL

AOE Arts Council is a bilingual arts service organization with a 30-year track record of engaging Ottawa's artists with the community. We strongly believe that the Arts are catalysts that help build strong neighbourhoods through both community and economic development. We partner with local artists and local businesses to make arts experiences happen and are excited to do so for 2017.

The project is made possible through financial support from the Government of Canada's Canada 150 Fund. Other project funders will be announced at the official launch event in March 2017 when the selected applicants and projects are unveiled.

AOE Arts Council recognizes Ottawa's cultural diversity, both official languages and that the city was built on unceded Algonquin Anishinabe Territory.

CONTACT

Applicants are encouraged to contact Patrice Stanley, Special Project Manager with any questions they may have regarding NEIGHBOURHOOD ARTS 150 guidelines or their application, during office hours, 9 a.m. to 5 p.m., Monday to Friday.

Patrice Stanley, Special Project Manager
613-580-2767
patrice@artsoe.ca
www.artsoe.ca

AOE Arts Council
Shenkman Arts Centre
245 Centrum Blvd, Suite 260
Ottawa, ON K1E 0A1

ELIGIBILITY REQUIREMENTS

ELIGIBILITY REQUIREMENTS FOR APPLICANTS

This program is open to all arts disciplines. Multi-disciplinary projects are highly encouraged. Applicants must be based in the Ottawa region (within a 75 km radius of the City of Ottawa), and have a mission to present artistic programming or have an established artistic practice.

Applicants must be one of more of the following:

- A not-for-profit professional arts organization
- A not-for-profit professional arts collective (a group of two or more professional artists who are active in their discipline)
- An emerging, mid-career or established professional artist*

**The AOE Arts Council recognizes the Ontario Arts Council definition of a professional artist: recognized as a professional practicing artist by other artists working in the same field, have completed basic training (formal or informal) in your field(s), spend a significant amount of time practicing your art and seek payment for your work.*

Other Requirements:

- Only one application form is required for collaborative projects. Applicants may have partners from the cultural sector. If selected, the applicant who submitted the application will be the lead and person responsible for the project. Each collaborator must meet the eligibility requirements.
- Applicants will be required to provide liability insurance in the amount of \$ 2 Million and name AOE Arts Council as co-insured.
- As activities will likely involve vulnerable people, all successful applicants will be required to provide vulnerable sector police record check for all participating artists and others who will be working in the project. The social services, recreation, health and education sectors are now adopting a more comprehensive approach to protecting vulnerable individuals, such as children, seniors or persons with disabilities.

ELIGIBILITY REQUIREMENTS FOR PROJECTS

Projects must satisfy all the following criteria:

- Take place within the geographic boundaries of the City of Ottawa outside of the downtown core in one of the 10 indicated neighbourhoods;
- Occur between April and October 2017;
- Be free for the general public to participate or attend;
- Be neighbourhood-driven arts activities, led by Ottawa professional artists or arts groups;
- Be inclusive, reflect and promote diversity;
- Be positive in nature and universally accessible;
- Be held in venues that do not traditionally provide arts programs (i.e. arts centres, theatres, galleries, etc. will not be considered)
- Be collaborative and involve different community groups, BIA's and businesses;
- Maximize the engagement of residents through both participation and attendance;
- Celebrate what it means to be Canadian in 2017.

Ineligible Projects

- Occur outside the 2017 calendar year;
- Taking place outside Ottawa's geographic boundaries;
- Will not be presented/open to the public;
- Projects that are already included in an official Ottawa 2017 bureau or Canada 150 program;
- Fundraising projects or initiatives;
- Non-arts events or activities (e.g. sporting events);
- For-profit ventures and/or projects that are created primarily for commercial purposes;
- Art, artisan and craft commercial sales;
- Commemorative initiatives (ex. plaques);
- Meetings, conventions or professional training/development;
- Arts trade shows;
- Recitals, final performances or final exhibitions of students from private or public schools as part of their regular programming;
- Capital projects or purchases (e.g. purchase of land, equipment, facilities, etc.);
- Projects that contain political, religious or discriminating programming.

NEIGHBOURHOODS

The 10 indicated Ottawa neighbourhoods are as follows:

1. Orléans/Blackburn Hamlet
2. Cumberland
3. Vanier/New Edinburgh/Beacon Hill
4. Kanata /West Carleton
5. South Carleton/ Manotick/Riverside/Greely/Stittsville
6. Hintonburg/Westboro
7. Ottawa South: Mooney's Bay/Hunt Club/Alta Vista
8. Ottawa West: CentrepoinTE/Bay Area
9. Nepean: Bells Corners/Barrhaven
10. A Rural Ottawa location – open to suggestions from applicants

COMMUNITY HOSTS/PARTNERS

Applicants are encouraged but not required to partner with community associations, business associations or other groups in their neighbourhoods of choice. If you are unable to do so, and are open to working in various Ottawa communities, AOE Arts Council can provide support to match successful applicants and community partners. AOE Arts Council is currently making BIA's, community associations and others aware of this project seeking their interest in providing non-traditional venues and/or being community hosts.

PROGRAMMING FEES

Fees must be used towards project expenses only.

Individual applicants: range of \$7,500 to \$10,000 per project plus HST if registered

Group applicants: range of \$10,000 to \$15,000 per project plus HST if registered

Applicants may supplement their programming fees with additional resources from other sources.

ELIGIBLE EXPENSES

- Direct Project related expenses;
- Professional artist fees and royalties;
- Production and technical costs and logistics;
- Travel and transportation expenses;
- Supplemental insurance;
- Supplemental promotion, photography and translation;
- A justifiable portion of staff time directly related to the project.

INELIGIBLE EXPENSES

- Applicants are responsible for their own taxes;
- No capital purchases;
- No regular operational expenses.

ASSESSMENT CRITERIA

The Jury will be looking for a range of art forms and neighbourhoods. Projects may have multiple activities such as a group that performs at several community events. Projects will be evaluated using the following criteria and point scale:

40% - Artistic Merit: Originality and ability to address Canada 150 celebratory themes of diversity and inclusion

30% - Capacity: Necessary experience, skills, resources and ability to undertake a community arts engagement project in non-traditional venues.

30% - Impact: Ability to maximize an inclusive and diverse group of participants

ASSESSMENT PROCESS

Applicants for the NEIGHBOURHOOD ARTS 150 program will be selected through a two-stage process. Only one application is required.

Stage one: An impartial jury comprised of professional artists who have demonstrated excellence in their disciplines will assess and make selections on the above criteria. Jury members will be chosen for their knowledge and awareness of a broad range of artistic activity, and social and community engagement experience. The jury composition will ensure a balance of diversity and artistic specialization and a fair representation of official languages. Jury members are required to treat both the contents of applications and the deliberations as confidential. All results are final. There is no appeal of the jury's decision regarding the merit of your activities or the recommendation of an program fee amount.

Stage two: A secondary selection committee comprised of neighbourhood representatives (community associations/BIAAs) will identify the projects that pair best with the 10 neighbourhoods. AOE Arts Council will assist with matching successful applicants with community partners as needed after the selection process is complete.

SUBMISSION PROCEDURE

All applicants must provide a fully completed application package (included in this document). All application packages must be received by AOE Arts Council by mail, courier or in person on or before the deadline date. No application may be submitted by email.

If applications are being mailed, they must be postmarked (by Canada Post or a courier company) no later than **November 21, 2016**. Applications can also be sent by courier or hand-delivered during office hours, Monday to Friday, 9 a.m. to 5 p.m. to:

Neighbourhood Arts 150
AOE Arts Council
Shenkman Arts Centre
245 Centrum Blvd, Suite 260
Ottawa, Ontario, K1E 0A1

**Incomplete or late applications will not be considered.*

APPLICATION FORM – NEIGHBOURHOOD ARTS 150

A. APPLICANT INFORMATION

Applicant Name:

Cheques will be made out in the name above unless otherwise specified:

Contact responsible for this application:

Role/Title:

Preferred language of communication: French English

Applicant's full address:

Mailing address (*if different from above*):

Phone:

E-mail:

Website:

Social Media:

Applicant Type

Select One:

- Incorporated not-for-profit professional arts organization
 Non-incorporated professional collective
 Individual professional artist

Discipline

Select all that apply:

- Dance Literary Arts
 Media Arts Music
 Theatre Visual arts
 Other (specify):

Brief Project Description (max 50 words):

Brief Bio or Group Mission (max 50 words):

B. APPLICATION QUESTIONS (maximum 5 pages)

1. Artistic Practice: For individuals, describe your artistic practice and provide a short artist statement. If you are an organization or collective, provide your mission statement with your main artistic activities and a short bio of the artistic leader(s) for this project.

2. Goals: Why do you want to participate in this program?

3. Experience: Describe relevant past community arts-engagement projects or similar projects that have provided you with experience necessary to run this public arts-engagement project.

4. Project Description and Outcomes:

(AOE Arts Council understands that projects will evolve and become more defined throughout the course of the program. Applicants must demonstrate that they are capable of working collectively with host venues and paired neighbourhoods.)

- a) Describe in detail the type of arts activities you will undertake, the theme, approaches, other artists involved in the project and the ideal number of participants per activity.
- b) What is your ideal venue(s) for the project and what kind of spaces will arts activities take place in.
- c) Describe how you would record the progress of your project.
- d) Outline your expected outcomes for the project and what kind of impact you expect this project to have on the community? Indicate how this will be recorded and tracked.

5. Targeted Participants and Audiences:

- a) Describe what kind of community, business or other groups you intend to work.
- b) How you will approach and solicit support from community partners?
- c) How you would engage these community partners to attract a high level of public participation.

6. Proposed Project Timeline: Outline a timeline including milestones, schedule, number and type of events, hours and weeks working in the neighbourhood. Each project must take place between April 2017 and October 2017.

7. Neighbourhoods

- a) Select up to three communities where you would like to conduct your project, and number them 1 to 3 in order of preference. An effort will be made to pair selected artists with the best match for their project objectives.

- Orleans/Blackburn Hamlet
- Hintonburg/Westboro
- South Carleton/Manotick/Riverside/Greely/Stittsville
- Ottawa South: Mooney's Bay/Hunt Club/Alta Vista
- Nepean: Bells Corners/Barrhaven

- Cumberland
- Kanata/West Carleton
- Vanier/New Edinburgh/Beacon Hill
- Ottawa West: CentrepoinTE/Bay Area
- Rural Ottawa (*identify specific community*):

b) Outline why you have selected these neighbourhoods:

c) You are encouraged, but not required, to solicit support from community and neighbourhood groups. If you have already done so, please fill out the following:

Organization Name:

Mission:

Location:

Role in community:

Contact name, email and phone number:

Organization Name:

Mission:

Location:

Role in community:

Contact name, email and phone number:

C. PROGRAMMING BUDGET

Revenues and Expenses of this project budget should be balanced.

EXPENSES		
<i>Outline estimated artist fees, materials and any other project related expenses according to the Guidelines.</i>		
Item	Description	Amount
TOTAL PROJECT EXPENSES		

REVENUE		
<i>Outline any additional revenue sources and if they are confirmed or anticipated.</i>		
Source	Description	Amount
AOE ARTS Council	Total Programming Fee requested from this program	
TOTAL PROJECT REVENUES		

IN KIND CONTRIBUTION <i>Include any in-kind support.</i>		
Source	Description	Amount
TOTAL IN KIND CONTRIBUTION		

D. SUPPORT MATERIAL

Effective support material plays an important role in the assessment of applications. Please provide comprehensive documentation of your proposed and past activities. The documentation will give the jury an indication of the artistic merit of your proposed project, capacity to undertake and level of past experience, level of experience.

BACKGROUND INFORMATION

Incorporated not-for-profit arts organization must submit:

- A list of Board of Director members and their titles.
- A list of all artistic and administrative staff and their titles.

Non-incorporated collective must submit:

- A list of all collective members.
- Current resume for each artist/team member focusing on the experience directly relevant to the proposed project.

Individual professional artist must submit:

- A current artist resume focusing on their experience directly relevant to the proposed project.

**optional:* letters of support from potential or confirmed community associations, businesses or BIA's, other groups interested in engaging as partners or venue hosts.

SAMPLES OF WORK

The jury will review the samples of work in each application for 3 minutes. Submit up to 10 digital images or a maximum three minute video or music or 2 pages of writing samples or a combination of up to 3 minutes of viewing time demonstrating community art projects and/or previous relevant work as it relates this application. Submit only the support material that demonstrates your, the collective's or the group's artistic accomplishments, and choose accomplishments related to the proposed project.

Digital Images must be:

- PC compatible. We will not accept materials that require software, plug-ins, extensions or other executables that need to be downloaded or installed
- .jpg
- Labelled with the number that corresponds to the image list followed by the artists' last name (for example 01_smith.jpg)
- Submitted on a CD ROM or USB Key (no zip disks, hyperlinks, or e-mail submissions)
- We will not accept images in any type of multimedia presentation.
- Low resolution or watermarked images will not be accepted.

Digital Links to video/music or media must be:

- Within the three minute maximum
- Must be working until such time of the jury convenes (Mid-December, 2016)
- Not be password protected, or require a special login or sign-up.

Support Material List

Complete the table with detailed information about each file submitted (i.e. photos, video, music, writing, etc)

Item #	Title	Short Description/Link	Medium	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

E. AUTHORIZING INFORMATION AND SIGNATURES

I _____ (applicant name) agree to the following:

- I have read and understand all the terms and conditions, and project requirements.
- I understand that the information collected in the submission package may be used to publicize, promote, archive, or report on the project through any media by the community partner or by AOE Arts Council.
- I am aware that any and all documentation collected throughout the project may be used to promote, publicize, or describe the project through any media by the community partner or by AOE Arts Council.
- I acknowledge that I may be required to obtain a vulnerable sector check.
- I acknowledge that I will be required to hold the appropriate insurance policy to participate in the project.
- The information given in this application is true, correct and complete in every respect and that, in the event that a grant is awarded, I agree to the terms and conditions.
- I understand that late or incomplete applications or applications that do not meet the eligibility criteria for the program will be withdrawn from the application process.
- I understand that no further information can be added to my application in the future.
- I understand that any material submitted that is not accepted as part the application will not be forwarded to the jury.
- I am a Canadian citizen/permanent resident and based in the Ottawa region.

	Printed Name and Title	Signature
<input type="checkbox"/> Person submitting the application for the organization/collective <i>or</i> <input type="checkbox"/> Individual Applicant		
<input type="checkbox"/> Head of Board of directors (if incorporated) <i>or</i> <input type="checkbox"/> Another member of the collective		

F. CHECKLIST

Please include one copy of the following:

- A. Applicant Information
- B. Application Questions
- C. Programming Budget
- D. Support Material
 - Incorporated not-for-profit professional arts organization:
 - List of Board of Director members and their titles.
 - List of all artistic and administrative staff and their titles.
 - Non-incorporated professional collective:
 - List of all collective members.
 - Current resume for each artist/team member focusing on the experience directly relevant to the proposed project.
 - Individual professional artist:
 - A current artist resume
 - Samples of Work
 - List of support material
- E. Authorizing Information and Signatures