



1355 Broad Street
Regina, SK S4R 7V1
(306) 787-4056
1-800-667-7526 (Saskatchewan)
(306) 787-4199 (Fax)

TRAVEL GRANT PROGRAM PROGRAM INFORMATION

(Revised: July 2009)

Applicants are encouraged to contact the appropriate Arts Consultant to discuss eligibility, the proposed activity, and program and application requirements as soon as their travel opportunity arises.

Purpose

Travel Grants assist practicing artists and individuals working in the arts to attend events or take part in activities occurring out of Saskatchewan that:

- provide for discussion or presentation of their work,
- present a unique opportunity to enhance their careers, or
- are of benefit to the arts in Saskatchewan.

Grant Amount

Maximum grant available is:

- \$750 per individual applicant
- \$1,500 per ensemble or collective applicant

Applicants may not receive more than one Travel Grant in any twelve-month period.

Any grant received from the Saskatchewan Arts Board is taxable income. The Arts Board will issue a T4A to all grant recipients for the year in which the grant is paid. Applicants are strongly encouraged to contact a professional tax advisor to determine how a grant may affect their income reporting requirements.

Eligibility

Eligible Applicants

- Practicing professional artists working:
 - independently, or
 - collaboratively in an ensemble or collective
- Independent critics who:
 - are contributing to the development of arts knowledge and critical writing in Saskatchewan
 - are not primarily employed by an academic institution
- Practicing professional artists, critics and curators who:
 - view the discipline as a vocation and have completed their basic training
 - can demonstrate a history of publication, performance, or public presentation of their work
 - are Saskatchewan residents and are Canadian citizens or landed immigrants¹

¹Applicants must have resided in Saskatchewan for at least one year and in Canada for at least two years. Proof of residence may be requested. Exceptions are Saskatchewan artists who have attended a program of study in an arts discipline out of the province during the previous year and artists who have been away in a residency with the intention of returning to the province at the conclusion of the residency.

Ineligible Applicants

- Students enrolled in more than one class in a post-secondary institution
- Applicants who previously received a grant from the Saskatchewan Arts Board and have not submitted an acceptable final grant report
- Applicants who received a Travel grant from the Saskatchewan Arts Board within the last twelve months²

Eligible Activities

Out-of-province travel associated with the following opportunities:

- an invitation to attend or participate in a significant national or international exhibition, performance, presentation or showcase of the applicant's work
- attendance at a national or international honours or awards presentation recognizing the applicant's work
- participation in a juried international competition in the applicant's artistic discipline
- participation in other emergent opportunities that will clearly advance the applicant's artistic practice or career
- an invitation to a national or international arts festival or symposium (non-academic) to present the applicant's work, to chair a panel or to deliver a keynote address on Saskatchewan art or artists

Ineligible Activities

Travel:

- to present a paper or to attend an academic conference
- to conduct art business or research
- to attend a workshop
- related to an academic program of study
- associated with touring
- to attend general or annual meetings of associations
- that occurs prior to the date the grant is approved

Eligible Expenses

- Travel
- Accommodation
- Meals

Ineligible Expenses

- Meal expenses for applicants currently claiming living costs on an Independent Artists Grant
- Registration, program or entry fees to participate in eligible events
- Expenses covered by the host organization or other funding agencies
- Travel costs associated with a project currently funded under another Saskatchewan Arts Board grant program

²Exceptions are artists working as individual artists and in an ensemble or collective, or in more than one ensemble or collective.

Small Ensembles and Collectives

- Small ensembles and collectives apply under one application
- All individual members of an ensemble or collective must meet the eligibility requirements
- One final report submitted on behalf of the collective is preferable. However, in the event the compilation of one report is not possible, individual final reports may be submitted.

Application Process

- Read the Program Information
- Complete and sign the Application Form, and attach the required support material
- Deliver or mail the application and support material to:

**Travel Grant Program
Saskatchewan Arts Board**

**1355 Broad Street
Regina, SK S4R 7V1**

**417 – 24th Street East
Saskatoon, SK S7K 0K7**

Adjudication Criteria

Applications are assessed by the Saskatchewan Arts Board's Arts Consultants based on the availability of funds and the:

- impact of the proposed activity on the applicant's artistic development or career advancement
- merit or artistic significance of the event, award or symposium
- significance or benefit of the proposed activity to the arts in Saskatchewan

Notification

Applicants will be informed of the results of the assessment by letter within 14 days of the Arts Board's receipt of the application and support material.

Final Report

Grant recipients are required to submit a final report, including a financial report, upon completion of their grant activity. Final reports are due thirty (30) days after the project end date. A final report template is available on the Saskatchewan Arts Board website.

Recognition of Funders

Grant recipients are required to acknowledge the Saskatchewan Arts Board's support wherever possible and appropriate. This is important as it helps raise awareness about the value of public funding for the arts. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to an Arts Board logo.

Contact Information

Carol Greyeyes
Arts Consultant –
Indigenous Arts/
Creative Partnerships
(306) 964-1165
carol@artsboard.sk.ca

Dianne Warren
Arts Consultant –
Multidisciplinary/Arts & Learning
(306) 787-4659
dianne@artsboard.sk.ca

Doug Townsend
Arts Consultant – Visual/Media
(306) 964-1163
doug@artsboard.sk.ca

Joanne Gerber
Arts Consultant - Literary
(306) 787-5540
joanne@artsboard.sk.ca

Kathy Allen
Arts Consultant – Performing
(306) 964-1166
kathy@artsboard.sk.ca

or
Saskatchewan Arts Board
(306) 787-4056 or
1-800-667-7526 (toll free in SK)
grants@artsboard.sk.ca



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TRAVEL GRANT PROGRAM APPLICATION FORM

(Revised: July 2009)

Read the Program Information before beginning this Application Form

Complete the Application Form in black ink or type

1. Applicant Name	
Applicant Name:	
Name for Cheque Issue <i>(if different from above)</i> :	
2. Applicant Information	
<i>Note: For ensembles and collectives: The lead applicant will complete #2 All other members will complete #6</i>	
Applicant Mailing Address:	
Home Phone:	Business Phone:
Cell Phone:	E-mail:
Fax:	Website:
3. Grant Information	
Artistic Discipline <i>(circle one)</i> :	
Dance	Literary
Media	Multidisciplinary
Music	Theatre
Visual	
Grant Request: \$	

4. Project Information

Reason for Travel:

Project Dates: From _____ to _____
(Day/Month/Year) (Day/Month/Year)

Date of event, award, or career development opportunity:
(Day/Month/Year)

Attach a description of the proposed travel and of the event.

- Include information about the relevance of the attendance or participation to the applicant's artistic practice and/or career.

Support Material:

Attach:

- An up-to-date resume (***maximum 3 pages***) that describes the applicant's professional achievements, and education and training in the arts
- The invitation to attend or participate in the proposed activity, if applicable
- Notification of the award or honour, if applicable
- Information about the event, award and/or host organization, if applicable

Budget:

**Complete the following budget details.
Ensure the budget balances (total revenue equals total expenses).**

Revenue		Expenses	
SAB Grant request	_____	Travel	_____
Personal Contribution	_____	Accommodation	_____
Other	_____	Per Diems (Meals)	_____
	_____	Local Transportation	_____
	_____	Other	_____
TOTAL	_____	TOTAL	_____

Note:

- Include all confirmed sources and amounts of funding received from other public agencies or the host organization to support the project.
- Travel Grants may not be allocated toward expenses covered by other funding sources.

5. Declaration

Part A:

I, the undersigned, certify that:

- I have read the Travel Grant Program Information
- I meet the eligibility requirements for the Travel Grant Program

I am a Canadian citizen or landed immigrant since _____
(Day/Month/Year)

I have been a Saskatchewan resident for _____ years

- this application includes all required information as described in the *Travel Grant Program* documents
- all statements on this form and in this application are true and complete

I, the undersigned, understand that:

- the Saskatchewan Arts Board may not fund an application or may not fund an application for the full amount requested
- all questions or discussions concerning the review of this application will be directed to the Saskatchewan Arts Board.

Part B:

I, the undersigned, understand that if this application is successful, I will receive a cheque for the approved amount. By cashing this cheque, I agree to:

- provide the Saskatchewan Arts Board with a revised budget if the approved grant amount is less than the requested amount
- spend the grant funds as proposed in the budget
- notify the Saskatchewan Arts Board of any major changes to the project that become necessary
- acknowledge the support of the Saskatchewan Arts Board when possible and appropriate
- comply with the conditions of the grant as set out above and understand that failure to do so may result in a request for the return of the grant funds.

Signature

Name (print clearly)

Signature of Parent or Guardian if Applicant is under
18 years of age

Date

6. *For members of ensembles and collectives only* – Applicant Information

Note: Each member of an ensemble or collective must fill out this section and sign the declaration above.
Please copy this page or download copies from the Arts Board website.

Applicant Name:

Applicant Mailing Address:

Home Phone:

Business Phone:

Cell Phone:

E-mail:

Fax:

Website: