



EXHIBITION ASSISTANCE APPLICATION FORM

*Before completing this application, please read the **Exhibition Assistance Program Guidelines**. Fill in the Applicant Information and Exhibition Details sections, enclose all required items from this Checklist and send the application package to the recommender you have selected.*

If you are using the electronic application, either print the form and complete it by hand, or complete it on-screen, then print it out. To complete on screen, simply move your cursor to entry spots or tab from one entry spot to the next.

CHECKLIST OF REQUIRED ITEMS

1. **Application form** – completed and signed
2. **Résumé** – Summarize your artistic training, accomplishments and past exhibitions (up to 3 pages)
3. **Exhibition confirmation document** – Attach one of the following:
 - Letter signed by the gallery director, curator or exhibition organizer
 - Exhibition contract, rental agreement or insurance document (for a rental space)

The exhibition confirmation document must indicate the exhibition location and its opening and closing dates.
4. **Support material and image list**
 - Enclose 10 images or other audio-visual documentation of your work and a corresponding list identifying the date, title, media and dimensions of each work.
 - Contact recommenders or check the OAC Exhibition Assistance web page to find out accepted formats of visual support material.
5. **Stamped, self-addressed envelope** – for return of your support material.

CE DOCUMENT EXISTE ÉGALEMENT EN FRANÇAIS.

APPLICANT INFORMATION

Applicant name

First:

Last:

(if the application is successful, a cheque will be made out to the above name)

Preferred language for communication	Written	ENGLISH	<input type="checkbox"/>	FRENCH	<input type="checkbox"/>	Salutation for correspondence	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms	<input type="checkbox"/> None
	Verbal		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/> Other <i>specify</i>		

First-time applicant to the OAC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If you are a first-time applicant, please tell us how you heard about this program:
First-time applicant to program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

I have no overdue reports for any OAC program as of this deadline date.

Full mailing address changed since last application

Suite / Apt. / Floor	Number and street name	R.R. # / Postal station
----------------------	------------------------	-------------------------

City / Municipality / Reserve	Province	Postal code
-------------------------------	----------	-------------

Phone number - -	Email address	Website
---------------------	---------------	---------

<input type="checkbox"/> I am a Ontario resident in Ontario for at least 8 months a year	OR	I am an Ontario resident but I am temporarily away for _____ months for the following reason:
--	----	---

Name of RECOMMENDER ORGANIZATION to which you are applying:

EXHIBITION DETAILS

Exhibition Location

Name of exhibition venue:

City and country:

Exhibition Dates

From (month/day/year) ____ / ____ / ____ To (month/day/year) ____ / ____ / ____

Exhibition Discipline (check one)

- CRAFT
- MEDIA ARTS
- PHOTOGRAPHY/PHOTO-BASED
- VISUAL ARTS

BUDGET OF ELIGIBLE EXPENSES

Presentation materials (including framing)	\$	<p style="text-align: center;">Total grant amount requested from the OAC</p> <p style="text-align: center;">\$</p> <p style="text-align: center;">Minimum \$500 Maximum \$1,500</p>
Equipment	\$	
Crating and transportation of work	\$	
Technical/installation assistance	\$	
Exhibition space rental or fees	\$	
Promotional expenses	\$	
Other – specify:	\$	
TOTAL EXPENSES	\$	

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> • Materials to prepare and install your work, including framing, hardware for mounting and installation, construction of structural elements specific to an installation, etc. • Audio-visual equipment to present your work, including rental or purchase of monitors, projectors, cables, synchronizers, computers, etc. • Purchase of audio-visual presentation equipment is eligible where rental is not feasible. A detailed explanation must be provided to support purchase requests. Purchased equipment remains the property of the artist, not the gallery. • Crating and transportation of works of art. • Fees for assistance in installation of the exhibition, including technical assistance. • Exhibition promotional expenses, e.g. design, printing and mailing of invitations; website posting; paid advertising (in print or on-line). • Fees and venue rental costs, e.g. rental of exhibition space, booth fees. • Insurance, e.g. for transportation of work, for the exhibition venue. 	<ul style="list-style-type: none"> • The cost of materials and other expenses related to creation of the art work, including printing of photographs. • Studio rental costs. • Artist’s travel costs are not eligible unless the work is performance art or site-specific installation work. • Accommodation expenses • Capital purchases, except for audio-visual presentation equipment – see Eligible Expenses) • Catalogues • Opening reception or hospitality expenses. • Photographic or audio-visual documentation of your work.

Use of grant

Provide a brief description (1 paragraph) of how you would use the grant to present your work in the exhibition. If you are applying for purchase rather than rental of equipment, you must provide a rationale for this.

Provide any details to help us assess the eligibility of the costs you are applying for (e.g. if you are including your own travel costs, be sure to specify that you are a performance artist or installing site-specific work).

Artist's Statement

Provide a brief description of your artistic practice. We encourage you to describe how your cultural or geographical background influences your work.

TERMS AND CONDITIONS

FOR APPLICATION

Indemnification: The applicant agrees that the OAC is not responsible for loss or damage, however caused, to applications and to support materials.

Consent to Release: The applicant consents to the release of project information in this application and in any reports submitted under these terms to other granting agencies to which the applicant has also applied.

AFTER RECEIPT OF OAC FUNDS

If you receive a grant you agree to the following:

Purpose and Use of the Grant

OAC funds will be used only for the purposes outlined in this application.

If the **exhibition is delayed or changed substantially for any reason you will report in writing to the OAC** before the changes take place. If the exhibition does not go forward, you will return the grant funds to the OAC.

Grants will be used for the proposed project within two years from the date of the grant notification from the OAC.

Income Tax

A T4A form will be issued by the OAC and should be retained for income tax purposes. Your grant notification letter will contain a form requesting your social insurance number, which you must provide to the OAC within four weeks of the date on the letter.

Audit Requirements

You must maintain accounting records detailing the receipt and disbursement of funds received from the OAC. You may also be audited by the Provincial Auditor's Office to show that the money has been used properly.

Reporting Requirements

You are required to submit a final report on how you used the grant. Guidelines telling you how to prepare this report will be provided with your grant cheque. This report must be submitted by the date identified in your grant notification letter. If you fail to submit a report you will be disqualified from applying for any further OAC grants or from receiving any grant payments. Also, the OAC may request that you repay the grant.

Acknowledgment

You are required to acknowledge OAC's support of your project either by the use of OAC's logo, or as a written acknowledgement, as outlined in your grant notification letter.

APPLICANT AGREEMENT AND SIGNATURE

I agree to the following:

- I have read and understand all the terms and conditions above. The information given in this application for funding assistance 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 described above.
- I understand that applications that do not meet the eligibility criteria for the program will be withdrawn and returned to me at **any time in the process**.
- I am a Canadian citizen or permanent resident of Canada.
- I am a resident of Ontario **OR** a Quebec resident of the National Capital Region and I am not applying to the Quebec government for funding for this project.
- I have been an Ontario (or Quebec, if applicable) resident for at least a year.

APPLICANT'S SIGNATURE:

DATE:

GRANT RECOMMENDATION

THIS SECTION MUST BE COMPLETED BY THE RECOMMENDER

Recommender organization:

Zone:

Applicant name:

Date application received by Recommender(month/day/year): _____ / _____ / _____

Grant Recommended YES Grant Amount: \$

NO

We understand that this grant is outright and unconditional to the artist by the Ontario Arts Council (OAC) and cannot be represented as any form of payment to or from the recommender, or to or from any member or director thereof. An artist may receive more than one Exhibition Assistance grant in any one OAC fiscal year, however each grant must be for a different exhibition and the total of the grants may not exceed \$1,500. Under no circumstances should the grant be considered as a substitute for exhibition fees.

We certify that the recommended artist is not in a conflict of interest with the recommender organization, as defined in the program guidelines.

AUTHORIZED SIGNATURE:

Name (please print):

Title:

Telephone:

E-mail:

RECOMMENDER'S CHECKLIST

Send all grant applications to the OAC.

For **recommended** applications, enclose:

- Completed Application Form and Grant Recommendation (pages 2 to 5)
- Exhibition confirmation document
- Résumé

For **denied** applications, send only the completed Application Form and Grant Recommendation (pages 2 to 5).

Date Received _____ Registered _____

Note _____

FOR OAC
OFFICE USE