



AUDIO-VISUAL SUPPORT MATERIAL	2
FREQUENTLY ASKED QUESTIONS.....	2
DEFINITIONS OF COMMONLY USED TERMS.....	5

Audio-visual support material

Support material will not be returned.

Submit your files on a CD, DVD or USB key. We do not accept Blu-ray discs or Dual Layer (DL) discs. The disc or USB key you submit should only contain the files listed on the Support Material List.

HOW TO SUBMIT AUDIO-VISUAL SUPPORT MATERIAL

- Refer to the application form for additional instructions on submitting support material for a particular program.
- Clearly label the support material by writing the applicant name on the case and on the disc itself. When sending a USB key, place it in a small envelope and write the applicant's name on it and on the USB key itself.
- Complete the Support Material List in the application form. Clearly identify the contents of your support material on this list, include instructions on how to navigate and indicate what specific section you would like the panel to watch, if relevant (e.g. watch from 01h03m45s to 01h05m22s).
- Ensure that the name and order of files on your disc or USB key match the ones on Support Material List.
- Give specific credit on the Support Material List (e.g. writer, art director, choreographer, performer).
- Do not send more examples than required; assessors will consider only the number specified in the application.
- Test your support material on a PC to ensure that it plays as expected.

AUDIO FILES

Files must be must be:

- PC-compatible
- Numbered and titled so that the files' order on the disc/USB key matches the Support Material List. Use the following model for naming files: [number].[title of work].[file extension] e.g. 01.TitleofWork.jpg.
- in AIFF, MP3, M4A, WAV file format
- a maximum of 20 MB per file

DIGITAL IMAGES

Files must be:

- PC-compatible
- in jpg file format
- a maximum size of 5 MB per image file
- Numbered and titled so that the files' order on the disc/USB key matches the Support Material List. Use the following model for naming files: [number].[title of work].[file extension] e.g. 01.TitleofWork.jpg.

VIDEO FILES

We do not accept Blu-ray or Dual Layer (DL) discs.

Files must be:

- PC-compatible
- in the one of following file format: AVI, MOV (QuickTime Video), MPEG, MP4, WMV (Windows Media Video)
- a maximum size of 1 GB per video file

WEBSITES

Refer to the application form for each specific program for more information on submitting website as support material.

HOW WE SHOW YOUR MATERIALS

All audio-visual support material is presented using either a data projector or a large-screen television monitor with the sound fed through a stereo system.

Audio-visual support material are presented through a Microsoft compatible computer.

Frequently Asked Questions

Questions and answers to help you apply for an OAC project grant

How do I find out if I'm eligible for a grant?

Program guidelines contain eligibility requirements. To find out what programs are available, you can go to our website, www.arts.on.ca , call or email one of the program contacts.

Where can I get an application? Can I get one online?

Applications and program guidelines for most project programs are available for downloading from our website, www.arts.on.ca, or you may call or email to have the material mailed to you.

How much money can I apply for? Will I receive what I ask for?

OAC project programs offer varying levels of grants. See the individual program guidelines for details about grant levels. Due to the number of applications we receive and the limited funds that are available, grants awarded may be smaller than the amount requested.

Can I talk to someone before I fill out my application?

Yes. You will find contact details in the program guidelines.

Can I apply for a grant at any time?

No. There are specific deadline dates for applications for each project program. Late applications will not be accepted. You will find deadlines listed in the program guidelines, in the OAC's deadlines calendar and on the OAC's website: www.arts.on.ca. You may call or email to have a list of deadlines mailed to you.

Can I email or fax my application to you?

No. Applications must be mailed, couriered or be delivered in person. See program applications for application procedures.

Do I really need to send in support material?

Most programs require support material as part of a complete application; others recommend you send in appropriate images, audio-visual materials, brochures or posters to help you support or explain your application. But please do not send in original works of art. See the application checklist for more details on how to put together the application package.

What if my application is missing something?

We only follow up on missing mandatory elements of the application with first-time applicants to the OAC. If it is not your first application and it missing mandatory items, the application will be considered incomplete and will be withdrawn from the competition. We do not accept any additional materials after the deadline, unless we specifically request them.

What if I miss the application deadline date?

Your application will be returned.

Will you let me know when you receive my application?

No. If you want to hear back from us when we receive your application, send a self-addressed, stamped postcard with your application. We will then send it back to you after the deadline date. We do not open applications until after the deadline.

How long do I have to wait for a decision on my application? Do I hear from you if I don't receive a grant?

We will send you a notification letter approximately 4 months after the deadline, whether you receive a grant or not. Decisions will not be given by telephone.

Who decides whether I get a grant?

The OAC uses a *peer assessment* process to make decisions and operates at "arm's length" from the government.

Juries are composed of artists and other professionals in the field who decide who is awarded grants in some programs.

In other programs, *advisory panels*, also composed of artists and other professionals in the field, provide advice and help set priorities, but they do not make final grant decisions.

Third-party recommenders are organizations chosen from the artistic community to make recommendations for funding on the OAC's behalf in some of the programs for individual artists. See "Who makes the decisions about the grants?"

If I get turned down, can I appeal?

No. Decisions are final and cannot be appealed. However, if there is evidence that due process was not followed in the decision-making procedures, the OAC will investigate.

If I get turned down, when can I apply again?

Often, you can apply to the next deadline. But programs have differing rules about reapplication. Refer to the program guidelines for specific rules.

Can I find out why I was turned down?

Limited comments on your application can be provided in some programs. You can find out from the program guidelines whether this applies.

Can I apply for more than one grant at a time?

You may not apply to more than one OAC program for the same activity unless you have received notification that your first application was unsuccessful. However, you may apply to different programs for different activities at the same time.

If I get a grant, do I have to pay taxes?

Individuals receiving OAC grants will be issued T4As. For more information on Tax Implications of Grants see www.arts.on.ca/Page71.aspx.

If I get a grant, do I have any responsibilities to you in return?

Yes. You are required to do several things.

1. You must turn in a final report to us by the date indicated in your grant notification letter. If you do not send in a satisfactory final report by this date, the OAC will not accept or process any other grant application in your name and may require you to repay your grant.
2. Grants must be used for the purposes for which they were given.
3. If you need more time to complete the project, you can request an extension. The extension deadline can be no later than two years from the date you received the grant.
4. You must acknowledge the support of the OAC. See "What do I have to do if I receive a grant?" in the program guidelines.

Definitions of commonly used terms

The following terms are used in various OAC documents, including in the application for project grants. Please refer to these definitions to help you fill out the forms as required.

TERM	DEFINITION
APPLICANT	An artist or organization applying to the OAC for a grant to help undertake or complete a specific project.
APPLICATION	A request for a sum of money to help the applicant artist or organization undertake or complete a specific project. The request is made by submitting an application package to the OAC. Applications are made to programs and must be sent to the OAC by the program deadline.
APPLICATION PACKAGE	An application package has several parts: an application form, an application summary, a project description, etc. Each application form for a project program contains a checklist of the items you must send to the OAC; the required items vary from program to program.
ARTIST STATEMENT	An artist statement describes your artistic vision for the project and how the vision is reflected in the activity you are proposing. It helps the reader of your proposal understand why you want to do the project. The artist statement answers the question “why” and the project description answers the question “how.”
ASSESSMENT	The process of judging an application.
ASSESSMENT CRITERIA	Common standards by which all applications to a particular program are judged.
ASSESSMENT METHOD	The type of assessment used to judge applications: advised, juried or third-party recommender.
ASSESSOR	A person from the artistic community selected by the OAC to read applications and to give advice or to make decisions about who should receive funding. There are three kinds of assessors: advisors, jurors and third-party recommenders. See <i>“Who makes the decisions about the grants?”</i> for more information about assessors.
BIOGRAPHY	A biography is a condensed written account of an individual’s professional or work experience, education and/or training and qualifications that relates to an application for support from the OAC.
BOARD OF DIRECTORS	A board of directors is a group of unpaid volunteers responsible for the governance of a not-for-profit organization. They elect or appoint officers such as secretary, treasurer, and president.

CHARITY	A registered charity is an organization established and operated for charitable purposes, and must devote its resources to charitable activities. The charity must be resident in Canada and cannot use its income to benefit its members. Charitable organizations are registered through the Canada Revenue Agency.
CO-APPLICANT	One of two artists or organizations applying to the OAC for a grant to work on a specific project. A co-applicant is an equal partner in the project.
DEADLINE	The final date on which you can send your application to the OAC. All applications to a particular deadline in a program are assessed together.
ELIGIBLE, ELIGIBILITY	The qualifications needed to be able to apply for OAC funding.
GRANT	An amount of money given to an artist or organization that is successful in the assessment process.
GRANT – OUTRIGHT	Most project grants are outright; that is, cheques are included with the letters notifying applicants they will receive grants.
GRANT – CONDITIONAL	If a grant is conditional, a cheque will not be sent until specific requirements described in the notification letter have been met by the applicant.
GROUPS AND COLLECTIVES	Groups or collectives are made up of two or more individuals who come together to collaborate on a project. The group will operate on a non-profit basis. Groups or collectives may come together for a one-time project (i.e. ad hoc groups) or have ongoing activity.
GUIDELINES	Detailed explanations of how a program works, including the program description, priorities, specific applicant eligibility, grant levels, assessment method, assessment criteria and application procedures.
NOT-FOR-PROFIT ORGANIZATIONS	Not-for-profit organizations are registered corporations, either provincially or federally. A not-for-profit organization is a legal entity governed by a volunteer board of directors elected by the members.
OFFICE	Every artist or organization applying for a grant does so through one of the OAC's granting offices. Some offices support a specific artistic form – dance, literature, media arts, music, theatre, visual arts, etc.; each artistic form is called a discipline. The OAC also has offices that offer grants for specialized activity in more than one discipline: Arts Education, Aboriginal Arts, Awards, Community Arts, Multidisciplinary Arts, Compass, Touring and Franco-Ontarian Arts.
PARTICIPANT	An artist, consultant, mentor or organization that is essential to a project but does not apply for, or receive, a grant.

PROGRAM	Each OAC office has a number of programs to which artists and organizations can apply for grants. Programs have fixed deadlines for applications and all applications to a particular deadline are assessed together.
PROFESSIONAL ARTIST	A person who has developed skills through training and/or practice, <i>and</i> is recognized as such by artists working in the same artistic tradition, <i>and</i> has a history of public presentation or publication, <i>and</i> seeks payment for her or his work <i>and</i> actively practises his or her art. Short breaks in artistic work history are allowed.
PROJECT	An activity or event that is undertaken by, or includes, professional artists and/or arts organizations.
RÉSUMÉ	A list of professional arts experience, education and/or training and qualifications that relates to an application for support from OAC. A résumé includes dates. Also known as CV or curriculum vitae.
SUPPORT MATERIAL	Samples of artistic work that you have completed or are working on, such as manuscript pages, documentation of visual art and CDs of performances or samples of brochures, posters, etc. that illustrate previous or current projects. Each program at the OAC has different requirements for support material; you can find them in the guidelines for each program.

CE DOCUMENT EXISTE ÉGALEMENT EN FRANÇAIS.

The OAC is committed to providing services in French according to the requirements of the French Language Services Act.

If you are a Deaf person or person with a disability and require accommodation (e.g. assistance, alternate formats) in any stage of the grant process, please contact the program office as soon as possible to discuss options.