



Canada Council
for the Arts

Conseil des arts
du Canada

Arts Organization Incubator Program Guide

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Government of
Northwest Territories

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Overview

The Arts Organization Incubator Program is a two-year initiative to help arts organizations build capacity in key areas such as sustainability, fundraising, and community engagement.

The program provides support through activities, training, and funding to help these organizations grow and succeed. It helps arts organizations develop and implement foundational tools, resources, and support. The program takes a holistic approach, recognizing that the success of arts organizations is crucial to providing more opportunities for artists, increasing arts awareness, and growing audiences.

The Arts Organization Incubator has a budget of \$400,000 over two-years. Each enrolled arts organization may receive up to \$20,000 in funding as it completes its activities and training modules.

The program aims to:

- Build capacity in NWT arts organizations.
- Support the development of foundational documents and materials.
- Support arts administrator professional development through participation in training, mentorships, etc.
- Support organizations in diversifying their fundraising sources, such as accessing federal arts funding programs.

The program will assist organizations in their development on topics including strategic planning, board governance, project management, professional development, bookkeeping, grant writing and more.

This program is a joint effort between the [Government of the Northwest Territories](#) and the [Canada Council of the Arts](#).

Contact

The Arts Officer is available anytime if you have any questions or need assistance. All conversations are confidential, and we are here to support you. The program is administered by the Department of Education, Culture, and Employment in Yellowknife.

You can reach us by phone at 867-767-9347 ext. 71474 or by email at culturefund@gov.nt.ca.

How to participate

To enroll in this program, eligible arts organizations based in NWT will be contacted by the Arts Officer. Organizations will be contacted via email and will have **30 days to accept** in writing to culturefund@gov.nt.ca.

Who can participate

To be eligible for this program, arts organizations must be based in the NWT and meet the following criteria:

- They must be registered and in good standing under the [NWT Societies Act](#).
- They must have a mandate to support and develop the arts and creative sector, northern artists, and craftspeople, and to present arts activities for northern residents.
- They must provide arts education, creation, and exhibition opportunities in the NWT.
- They must have been selected to participate in the program.

This program is not available to organizations that:

- Are not NWT-based.
- Are for-profit.
- Have not been selected to participate in the program or missed the invitation acceptance deadline.

How the program works

After enrolling in the program:

- The Arts Officer will collaborate with the arts organization to identify strategic activities and create a customized work plan with milestones and budget.
- Once the Arts Officer will approve the work plan and budget, a contribution agreement will be prepared with details of the activities the arts organization will complete, and the amount of funding needed.
- Upon completing an activity, the organization must submit its reporting and final documents to the Arts Officer, along with a summary.
- After reporting has been submitted, the organization will receive their final payment for the year.

Available modules

The program will offer various activities and training in the form of modules, which will be delivered in different ways.

These modules may be presented as joint information sessions hosted by both the Government of the Northwest Territories and the Canada Council for the Arts, attendance at a conference, or hiring consultants to aid the organization.

Topics include:

- Strategic planning
- Board governance
- Succession planning
- Project management training
- Project research
- Bookkeeping and financial training
- Grant writing (federal and territorial)
- Annual general meetings
- Volunteer recruitment
- Administration mentorship projects
- Seasonal hiring (applications)
- Operational tools (manuals, standard operating procedures, etc.)

Expenses

Funding **will** support the following:

- Administrator fees to support time spent working on modules.
- Materials and supplies costs required to complete approved modules.
- Consultant, mentor, grant writer and other contractor fees.
- Travel that is directly related to the project where this expertise cannot be found within NWT, such as, but not limited to:
 - Grant writers, consultants, and mentors will come to the NWT to complete modules.
 - Attending conferences for professional development.
- Expenses agreed upon by the Arts Officer that support the completion of modules.

Funding **will not** support:

- Wages to pay board members.
- Expenses that do not support approved activities and training.

Deadlines

There is no application intake for this program; however, arts organizations that are selected to participate must enroll by emailing culturefund@gov.nt.ca **within 30 days** of receiving it. If a response is not received in time, the organization may lose its position to another eligible organization.

Funding payment

Arts organizations will be emailed a contribution agreement outlining the agreed-upon work plan, milestones, and funding amounts.

- Organizations must sign the contribution agreement and send it back to culturefund@gov.nt.ca.
- To receive payments, an account with the Department of Education, Culture and Employment's Finance division is needed. If you need an account, the Arts Officer help you get one set up.
- Payment will be sent **within two to four weeks** after each module's reporting has been submitted to culturefund@gov.nt.ca.

Funding conditions

Arts organizations must meet the conditions below to receive funding. Failure to meet these conditions may result in reduced or lost participation in the program. If funding cannot be used as agreed, contact the Arts Officer at culturefund@gov.nt.ca. The officer will work with you to ensure activities and training remain eligible.

- Modules must be completed within the agreed timeframe.
- Reporting for each module must be submitted before additional funding can be sent.

Reporting

Arts organizations must provide reporting required to provide reporting as to the outcome of each module. The organization must submit:

- All documents created as part of the module.
- A summary of what you learned while working on the module and the challenges you faced:
 - What made you choose the options you did?
 - Did you find any new opportunities?
 - Would the module be useful for other organizations?
 - Were there other modules that would have been a better fit?
 - Did you learn anything that could help other arts organizations in the NWT?

Reporting can be submitted to culturefund@gov.nt.ca.