



Small Arts Project Grant Application Guide

July 2024

Government of
Northwest Territories

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Overview

The Government of the Northwest Territories' (GNWT) Small Arts Project Grant provides \$500 - \$5,000/intake in funding for small-scale arts projects (e.g., traditional apparel, paintings, training, etc.) to emerging and mid-career artists, craftspeople and small groups.

This grant supports a wide range of arts activities, including creation, production, presentation, training, and artistic development in the following disciplines:

- Dance
- Digital Art
- Fashion
- Literary Arts
- Media Arts
- Multidisciplinary Art
- Music and Sound
- Artistic Development
- Theatre Arts
- Visual Arts and Crafts
- Other

The Small Arts Project Grant program has a total annual budget of \$150,000.

This funding provides support for:

- Emerging and mid-career artists, craftspeople and small groups to complete small-scale art projects.
- Artist education through programming like workshops, training, mentorships, residencies, etc.
- The development of artistic and cultural expression of NWT residents.

How funding is distributed

Funding is allotted to six regions represented by the [NWT Arts Council](#) (North Slave, South Slave, Dehcho, Beaufort Delta, Sahtu, and Tłı̄chǫ) based on population. This means that applicants from each region will only be competing with each other for funding until their region's allotment is used. Unused funds from a region will go to support demand in the rest of the territory.



Who can apply

Types of potential applicants include NWT-based:

- Applicants who have been a resident of the NWT for at least two years prior to the deadline.
- Applicants looking to do small-scale projects.

Preference will be given to:

- Applicants who use NWT resources and services in their projects.

What this funding supports

Eligible expenses include, but are not limited to:

- Artist fees to support the applicant's time spent working on the project.
- Material and supply costs required to produce the artwork.
- Rental fees for equipment.
- Studio costs during the time scheduled for the project.
- Travel that is directly related to the project where this expertise cannot be found within NWT such as, but not limited to:
 - Instructors to come to the NWT for projects such as workshops.
 - Attending conferences and showcases.
 - Taking part in an artist residency.

See the [table](#) on the next page for more details on supported costs.

Expenses that are **not eligible** to receive funding include:

- Use of funding for capital costs such as, electronics, music equipment, major equipment/tools, etc. Note: Funding for these expenses may be available through the [Support for Entrepreneurs and Economic Development \(SEED\) funding](#).
- More than one project from the same applicant in a single intake.
- Projects meant for competitions like awards or contests.
- Projects/costs covered under other GNWT funding programs for the same costs.
- General (non-artistic) activities at receptions, carnivals, jamborees, festivals, or annual meetings.
- Living expenses, such as rent or mortgage, food, and utilities.

Supported costs by art discipline

Discipline	Costs supported	Costs not supported
Dance, Theatre Arts	<ul style="list-style-type: none"> • Performance / presentation travel costs • Rentals and technical fees • Costume expenses • Applicant and collaborator artist fees 	<ul style="list-style-type: none"> • Marketing or distribution costs • Business set-up or operating costs
Fashion	<ul style="list-style-type: none"> • Creation of traditional or contemporary designs • Art supplies and small tools (e.g., Beads, needles, threads, furs, stroud, fabric, etc.) • Studio rentals and technical fees • Presentation costs for fashion exhibitions or showcases • Travel costs for artistic development and exhibition • Applicant and collaborator artist fees 	<ul style="list-style-type: none"> • Marketing or distribution costs • Business set-up or operating costs • Major production equipment (e.g., sewing machines) • Purchasing more supplies than will be used in the project
Literary Arts	<ul style="list-style-type: none"> • Proofreading, editing and review costs • Office expenses (e.g., paper, typing, photocopying, etc.) • Illustration and design costs • Readings/presentation travel costs • Applicant and collaborator artist fees 	<ul style="list-style-type: none"> • Marketing or distribution costs • Commercial printing costs • Commercial publishing projects (e.g., calendars) • Genealogy or oral traditions projects • Technical or research writing projects • Ghost writing (under another name)
Media Arts	<ul style="list-style-type: none"> • Original creative films or videos with preference given to those not eligible for or currently receiving funding from the NWT Film Commission • Production and post-production costs • Space and equipment rentals and technical fees 	<ul style="list-style-type: none"> • Marketing or distribution costs • Projects that are primarily commercial • Major tools and equipment (e.g., cameras, computers)

	<ul style="list-style-type: none"> • Artistic web and new media projects • Development of artistic sound content such as audio dramas and installations • Screening/presentation travel costs • Applicant and collaborator artist fees 	
Multidisciplinary Arts, Other	<ul style="list-style-type: none"> • Any costs supported in other disciplines 	<ul style="list-style-type: none"> • Any costs not supported in other disciplines
Music and Sound	<ul style="list-style-type: none"> • Studio recording costs • Travel costs to record in a studio if an NWT option is not available • Fees for session musicians • Applicant and collaborator artist fees 	<ul style="list-style-type: none"> • Marketing or distribution costs • Promotional videos for musicians unless the applicant is a filmmaker or video artist • Purchase of musical instruments
Artistic Development	<ul style="list-style-type: none"> • Professional instruction or courses in any of the program disciplines • Residencies • Workshop costs • Travel costs • Support for food and accommodations while travelling 	<ul style="list-style-type: none"> • Costs covered under other GNWT funding programs
Visual Arts and Crafts, Digital Arts	<ul style="list-style-type: none"> • Art supplies • Studio costs for length of project • Technical fees • Framing costs for exhibition of artworks • Public art (e.g., murals, sculpture, outdoor installations) • Exhibition / presentation travel costs • Applicant and collaborator artist fees • Subscription to creative software for length of project 	<ul style="list-style-type: none"> • Marketing or distribution costs • Projects that are primarily commercial • Commercial printing costs (e.g., calendars, lithographs, postcards) • Major tools and equipment for carvers • Commercial photographic portrait projects (e.g., studio work)

Application process

Required supporting documents

Documents that must be included with applications are:

- Samples of work, if available. Only one of the following will be accepted:
 - One to two sound/video clips of roughly five minutes or less.
 - One to two writing samples of five pages or less.
 - Up to five images that showcases your work.
- Copies of estimates/quotes (optional)

Do not include support materials that are not requested – they will not be considered.

Deadlines

There are two intake deadline per year: **February 28**, and **August 31**.

Applications must be received electronically, post-marked, or faxed by 12 am (midnight) or hand delivered by 5 pm on the day of the deadline. If the deadline falls on a weekend hand delivered applications must be delivered by 5 pm on the last weekday before the deadline.

Late applications will not be accepted.

How to apply

If you have any questions and need advice in preparing your application, contact us at culturefund@gov.nt.ca or 867-767-9347 Ext. 71474.

- Fill out the application form either using the online application portal or [downloadable form](#) from our [website](#).
- Gather the [required supporting documents](#).
- Submit your completed application and supporting documents before the [deadline](#) through the online application portal, or:
 - a. Online: [Submit using Filedrop](#) - Before submitting your application and supporting documents please read on [how to submit files using a secure file transfer email](#)
 - In person by appointment: Monday to Friday from 8:30 am to 5 pm – Contact us at the information below to schedule an appointment in Yellowknife
 - By mail: Culture and Heritage, Education, Culture and Employment, Government of the Northwest Territories, P.O. Box 1320, Yellowknife, NT X1A 2L9

Late or incomplete applications will not be accepted.

Applications processing time and decisions

The NWT Arts Council reviews the applications and makes funding recommendations to the Minister of Education, Culture and Employment for approval.

Applicants are notified of the results within **eight weeks** of the application deadline:

- If declined, applicants will be provided with feedback on their application and asked to apply again in the next intake.
- If approved, applicants will receive a contribution agreement to sign and return to culturefund@gov.nt.ca within four weeks of receiving the agreement.

All decisions are final; there is no appeal process.

Funding payment

Applicants approved for funding will be sent a grant agreement by email that outlines the terms of funding, payment schedule and reporting requirements.

- Applicants must sign the agreement and send it back to culturefund@gov.nt.ca within **four weeks** of receiving the agreement.
- To receive the payment, an account with Finance is needed. Documentation will be included with the grant agreement on how to create an account.
- Payment will be processed to funding recipients within **two to four weeks** of the GNWT receiving the signed grant agreement.

Note: Funding provided by GNWT is considered income by the Canada Revenue Agency (CRA). In the following new year, funding recipients will receive a T4A slip from the CRA. If you are on income assistance, please talk to your advisor to learn how it will affect you.

Funding conditions

Funding recipients must meet the following conditions:

- Applications must be received by 12 a.m. (midnight) on the day of the deadline.
- Funding must be used for the stated purposes in the approved application. If a situation arises where you cannot use the funds as proposed, contact culturefund@gov.nt.ca and staff will make sure funds are properly refiled.
- All funding recipients must provide reporting on the outcome of the project within **eight weeks** of the project's completion date.
- For the August 31 intake, budgeted and actual expenses should be incurred between October 1 and September 30. For the February 28 intake, between April 1 and March 31.
- Reporting from previously approved projects must be completed before a recipient can apply for future arts funding opportunities.

Funding acknowledgement

Funding recipients must credit the GNWT for financial support in any publicity prepared in relation to your activities, including electronic, print, or visual material.

Contact culturefund@gov.nt.ca for the GNWT partnership logo and guidelines for usage.

Where the logo is unable to be use, the following message must be included on all publicity related to the funded recipient's activities:

This project was made possible, in part, with funding from the Government of the Northwest Territories.

Subsequent infractions may result in ineligibility to apply for future arts funding opportunities.

Reporting

Funding recipients must provide financial reporting within **eight weeks** of the completion of the project outlining how the funds have been used.

To complete required reporting:

- Fill in the 'Actual Costs' and 'Actual Revenues' fields of the budget in the budget of your submitted your application.
- Complete the Arts Project Grant Reporting survey either using the online or downloadable form from our website (links coming soon).

Reporting from previously approved projects must be completed before an applicant can apply for future arts funding opportunities.

Reporting can be submitted by through the online application portal, or:

- Online: [Submit using Filedrop](#) - Before submitting your application and supporting documents please read on [how to submit files using a secure file transfer email](#)
- In person by appointment: Monday to Friday from 8:30 am to 5 pm – Contact us at the information below to schedule an appointment in Yellowknife
- By mail: Culture and Heritage, Education, Culture and Employment, Government of the Northwest Territories, P.O. Box 1320, Yellowknife, NT X1A 2L9
- Fax: 867-873-0205