

## **ARTS PILLAR – LITERARY ARTS SECTOR**

### **General Granting Criteria for Individuals**

#### **PREAMBLE**

The Shevchenko Foundation is a national, chartered philanthropic institution dedicated to the preservation, promotion and development of Ukrainian Canadian cultural heritage, and to the advancement of a flourishing Ukrainian community for the enrichment of Canada. The Foundation respects the past, celebrates the present and promotes the future of the Ukrainian community in Canada with inclusiveness, integrity, sustainability, spirit, excellence, creativity and innovation as its core values.

#### **COMMUNITY STEWARDSHIP**

The Shevchenko Foundation fulfills its mandate by disbursing grants in support of various initiatives that assist groups and individuals in the four pillars of Arts, Education, Community Development, and Heritage.

The Shevchenko Foundation's grant-giving stewardship extends priority to projects and programs that:

- Contribute to enriching the Canadian experience with the beauty, passion, and diversity of Ukrainian Canadian culture;
- Contribute to strengthening the Ukrainian community in Canada;
- Share Ukrainian Canadian cultural contributions with a broad and diverse public on a community, regional or national level;
- Exhibit financial capability to undertake and sustain the project and/or program within the boundaries of a business plan, either as an organization or an individual;
- Employ new technologies and partnership models on how Ukrainian Canadian cultural heritage is created, produced, disseminated, and preserved.

#### **ASSESSMENT**

The Shevchenko Foundation's assessment for grant-giving is guided by integrity, sustainability, excellence, innovation, and inclusiveness of all Canadians who support the mandate of the Shevchenko Foundation.

When assessing applications, the Foundation uses the following questions.

- Are the goals for the project well-articulated?
- Are the skills of those undertaking the project to completion well-articulated?
- Are the goals for the project within the scope and mission of the Shevchenko Foundation?
- How does the project advance the relevancy of Ukrainian cultural heritage to the enrichment of Canada?
- How well does the project demonstrate an understanding of present-day industry standards of excellence and public engagement in corresponding to the appropriate pillar of Arts, Heritage, Community Development, or Education?
- What is the value-added contribution of this project that distinguishes it beyond existing Ukrainian cultural heritage content and similar activities?
- Is there a sound marketing and distribution plan that articulates accommodating changing demographics, changing patterns of consumption, changing forms of dissemination?
- Are the indicators for success of the project within the organizational and human resources capacity of the applicant?

**Assessment continued on next page**

## **ARTS PILLAR – LITERARY ARTS SECTOR**

### **General Granting Criteria for Individuals**

- How convincing is the financial viability of the project?
  - How will the project still be viable if it does not receive the projected revenues in grant support and public support?
  - Is there evidence of sound fiscal management, a track record of fiscal responsibility, and sound budgeting?
  - How realistic are budget revenue projections? Are cost estimates well researched?
  - If applicable, are ticket sales and fundraising targets within the scope of past performance and similar market realities?
  - If applicable, what is the demonstrated value of funding a project application if it does not generate earned revenue from ticket sales or other earned revenue streams?

#### **ADDITIONAL INFORMATION**

- Grant applications must be made in advance of the starting date of the project.
- Submission of an application is not a guarantee that the Shevchenko Foundation will provide financial grant assistance.
- The Shevchenko Foundation funds up to 50% of total project or program costs of successful applications contingent upon budget resources for the given grant deadline.
- The Shevchenko Foundation strives to create a balance between supporting established returning applicants, new applicants, and applicants exploring emerging practices in the broad scope of cultural development.
- The Shevchenko Foundation does not claim any copyright on projects receiving funding, unless an express agreement is otherwise reached.
- Grants to individuals will cover costs and expenses associated with the project, but will not cover expenses for general living allowances.
- Please check the Shevchenko Foundation website for any posted changes to eligibility and/or assessment criteria.

#### **WHO IS ELIGIBLE?**

##### **Individuals:**

- Must be Canadian citizens or permanent residents at the time of application.
- Must be supported by letters of reference from peers or others familiar with the applicant's body of work, experience in the field, and ability to undertake and deliver the project.

#### **HOW OFTEN CAN ONE APPLY?**

- No new application will be accepted if a Final Report has not been submitted from a previous grant.
- Applications for projects that are phased over more than one year will be accepted. Funding will be granted in phases, subject to meeting annual reporting requirements.

#### **APPLICATION DEADLINES**

**Unless otherwise specified, deadlines for grant applications are APRIL 1 for projects beginning after July 1, and OCTOBER 1 for projects beginning after January 1.**

## **ARTS PILLAR – LITERARY ARTS SECTOR**

### **Literary Arts Sector Objectives and Eligibility for Individuals**

#### **Eligible Applicants:**

The Literary Arts Sector of the Arts Pillar provides support to individuals, writers, and/or illustrators who engage readers and audiences through all forms, and that express a tangible connection to the Ukrainian Canadian experience. Applicants must have final creative control over their proposed work.

If the project is a collaboration with other writers or artists from other disciplines, select one artist to apply on behalf of the project. This lead applicant will take responsibility for all reporting.

#### Eligible literary works include:

- Fiction
- Poetry
- Literary criticism
- Creative non-fiction
- Contemporary literary biography/autobiography
- Biographic treatments of artists, historical figures, or individuals which demonstrate an approach that is distinctive, and conceived for engagement with a broad reach of readers and audiences
- Children's literature
- Illustrated picture books
- Graphic novels

#### Dissemination to reach readers and audiences can occur through:

- Traditional and digital publications
- Digital presentations
- Live literary and storytelling events, readings, talks, recordings, and podcasts
- Reader development projects, workshops and residencies
- Collaborative writing projects, spoken word/live literature, and experimental writing projects/practices
- Promotion of completed literary forms

**Eligible Projects continued on Page 4**

## **ARTS PILLAR – LITERARY ARTS SECTOR**

### **Literary Arts Sector Objectives and Eligibility for Individuals**

**Please Note:**

Applications for self-published works in book form are only eligible to apply for up to 50% of printing costs.

Education-focused literary forms are only eligible for grant consideration with the submission of documentation from an educational authority, verifying that the content is accepted into curriculum delivery.

Not Eligible through this program are:

- Projects created toward fulfilling requirements for a degree or a diploma
- Application costs from writers wishing to “buy time” to develop a specific piece of writing or content

Priority will be given to projects that can demonstrate their feasibility by providing a best-practice model for the delivery of all stages of the project, can provide evidence of realistic budgets, and can provide evidence of financial and/or in-kind supports from other sources.

#### **CANADA REVENUE AGENCY**

Individuals and organizations who do not have their own charitable number as defined by the Canada Revenue Agency (CRA) may be subject to participation in an Agency Agreement with the Shevchenko Foundation. The Agency Agreement documents the disbursement of funding, the roles and responsibilities of the individuals or organization receiving funding, and the monitoring and reporting procedures. For more information, please take the time to read the [Government of Canada Charities Policies and Guidance Document](#).

## ARTS PILLAR – LITERARY ARTS SECTOR

### Application Checklist

Your application must include all the items on this checklist and be submitted in this same order.  
**Incomplete applications will not be adjudicated.**

1. **Grant Registration Form** (page 6)
2. **Résumé:** (2 pages maximum) Focus on your literary experience, education, training, and body of work relevant to the project.
3. **Project Proposal:** (4 pages maximum) Outline the project and how it fulfills the Community Stewardship and Assessment priorities of the Shevchenko Foundation set out in the General Granting Criteria section of this application. Articulate how this project is important to the development of your artistic practice or career.
4. **Project Budget** (pages 7 and 8 of this file)
  - Your budget should list all sources of revenue for the project. These should include the amount you are requesting from the Shevchenko Foundation, the monies you expect to raise through ticket sales, fundraising, the amounts from grants you are seeking from other funding agencies, and any other sources of revenue. Note: We recommend that you research previous Shevchenko Foundation Annual Reports online or contact the Shevchenko Foundation office for a guide on the level of funding awarded for similar projects.
  - The budget should also list all expenses for the project. These may include travel and accommodation costs, communication or promotional costs, professional fees, equipment or facility rental, distribution costs, licensing and royalty fees, among others. The Shevchenko Foundation requires prudent and responsible fiscal planning. Total project expenses should not exceed total project revenue.
5. **Support material relevant to your project**, such as résumés of other artistic personnel or entities engaged in your project. Electronic file sharing is strongly preferred. Links to digitally stored examples of your work should be provided.
6. **Two letters of reference** from peers or specialists in the field (non-family members) supporting the skills and experience of the applicant to undertake the project.
7. **Letters of support** from groups/institutions relevant to the project.

Please e-mail this registration form along with your completed application as ONE PDF DOCUMENT to [admin@shevchenkofoundation.ca](mailto:admin@shevchenkofoundation.ca)

You are welcome to contact our office toll-free at 1-866-524-5314 if you have any questions or require assistance with your application.

## ARTS PILLAR – LITERARY ARTS SECTOR GRANT REGISTRATION FORM for Individuals

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Alternative \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Project Title \_\_\_\_\_

### Project Summary

A brief description of no more than 25 words which the Shevchenko Foundation can use for promotion & reporting.

This project will begin on (d/m/y) \_\_\_\_\_ and finish on (d/m/y) \_\_\_\_\_

**Unless otherwise indicated, deadlines for grant applications are APRIL 1 for projects beginning after July 1, and OCTOBER 1 for projects beginning after January 1.**

Amount requested \_\_\_\_\_

Have you received funding from Shevchenko Foundation in previous years? \_\_\_ YES \_\_\_ NO

If YES, please note that no new application will be accepted if a Final Report has not been filed from a previous grant. Please indicate the most recent year funding was received \_\_\_\_\_ Amount received \$ \_\_\_\_\_

**For Internal Use Only:** Grant File # \_\_\_\_\_

Client # \_\_\_\_\_

Date Application Received \_\_\_\_\_

Amount Approved \$ \_\_\_\_\_

Date Approved \_\_\_\_\_

Date Final Report Rcvd \_\_\_\_\_

**ARTS PILLAR – LITERARY ARTS SECTOR  
Project Budget Form (Part 1)**

*Please use Budget Notes area if you have additional information*

<b>REVENUES</b>	Amount	% of Total Revenue	Check if confirmed
<b>Amount requested from Shevchenko Foundation (not to exceed 50% of total budget)</b>			
Earned Revenue: (eg: ticket sales, admissions, etc.)			
Subtotal	\$		
Fundraising:			
Subtotal	\$		
Non-Government Grants:			
Subtotal	\$		
Government Grants:			
Subtotal	\$		
In Kind:			
Subtotal	\$		
Other:			
Subtotal	\$		
<b>Total Revenues</b>	<b>\$</b>		

**ARTS PILLAR – LITERARY ARTS SECTOR  
Project Budget Form (Part 2)**

EXPENSES	Amount
Salaries/Professional Fees:	
Program Costs:	
Equipment & Supplies:	
In Kind (Please specify where In Kind Revenue is applied in Expenses):	
Other (Specify):	
<b>Total Expenses</b>	<b>\$</b>

<b>BALANCE</b>	<b>\$</b>
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\*Expenses must not exceed Revenue

Budget notes:



**DECLARATION**

- I am a Canadian citizen or permanent resident of Canada.
- I have read and understand the General Granting Criteria for Individuals section of the Shevchenko Foundation Grants Program.
- I confirm that the statements and financial information in this application are true.
- I accept the eligibility conditions and application requirements of this program and agree to abide by the funding decision of the Shevchenko Foundation.
- I understand and agree that unless I receive a letter from the Shevchenko Foundation awarding grant funding for the purpose(s) set out in the Application, and setting out the amounts and timelines for the payment of the Grant, there is no obligation between the parties.
- I understand and agree that the Shevchenko Foundation may award a Grant for less funding than I have requested in this Application.
- I will use the Grant for the Approved Purpose.
- I confirm any part of the Grant not spent as set out in this Application, or upon termination of this Grant, must be repaid to the Shevchenko Foundation.
- I understand that funding for the project may be terminated upon mutual written consent with 30 days written notice in the event of a breach of any term or condition of this Grant award.
- I understand that the Shevchenko Foundation is subject to the Freedom of Information and Protection of Privacy Acts and the above information is protected under the Act.
- I agree to indemnify and hold harmless the Shevchenko Foundation, including its employees.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed