

Guide to Eligible ArtistsInspire School Grant Expenses: Artist¹ Payments for Facilitation Fees, Materials, & Travel Expenses

This Guide is for Quebec English public elementary and secondary schools eligible for annual ArtistsInspire School Grants. Schools can apply for one of the following two options:

- a stand-alone \$1500 School Grant featuring hands-on workshops
- a \$1500 School Workshop Grant (same as above) plus a One Day Event add on, for a total value of \$3000

Each Grant covers:

- Facilitation of hands-on creative arts & culture experiences with educators² and students during the regular school day - not at lunch hour nor after school.
- Professional Artist Workshop Facilitation and One Day Event Fees & Materials Expenses per Guidelines
- Pre-approved Travel Expenses only for travel over 100 km one-way from their place of residence as per guidelines mentioned on this guide

Important: All ArtistsInspire Grant fees and expenses are paid to the Artist directly by an eligible non-profit organization. The grant never comes through the school. Payment will take place when the school has submitted the required [Feedback Form](#). One Day Events will not be available without a School grant as they were previously. Grants are available while funds last.

To achieve program goals of reaching as many students from Quebec's English-speaking communities as possible, project criteria are as follows:

- School Grant:
 - Artists are expected to work with a **minimum of 2 separate classes** during the project. For students to fully engage in learning about, in, and through the arts, we expect **at least 2 full class periods** of facilitation per class, lasting about one hour each. Plan for **6 to 10 hours of live workshop sessions over at least 2 days**.

¹ The word Artist is used to represent one or more qualifying Artists or an Arts Organization.

² Educators who would normally be present with a class must be present during Artist facilitation. Artists are not replacing teachers/staff - they are facilitating engaging experiences with students and their educators.

- School Grant plus One Day Event: The above criteria applies to the workshop element of the grant (minimum of 2 separate classes, at least 2 full class periods per class, 6-10 hours of workshop session over at least 2 days.) The format and duration of a One Day Event depends on the school requesting it and what the Artist is offering, and should feature a minimum of 2 X 45-minute performances with 15-minute Artist talks. See below for more details.

In total, plan for **6 to 10 hours** of live workshop sessions **over at least 2 days**, and, with an **optional add-on of a One Day event, a total of at least 3 days** of creative experiences.

Please note:

- Whenever possible, schools are requested to work with qualified local Artists who can make day trips to the school. Travel under 100 km one way is at the Artist's expense.
- When local Artists are not available in the arts disciplines and/or specialties requested, overnight travel **may be approved**. When an Artist needs to travel long distances to rural/remote areas where there are multiple schools within proximity, we encourage schools to collaborate with the ELAN ArtEd team in their Artist selection so an Artist can do a longer multi-school tour. In the event of a One Day Event that involves more than one Artist, only the ArtistsInspire artist who facilitated the workshops is eligible for travel expenses.
- Artists traveling more than 100 km one-way from their place of residence and potentially requiring overnight accommodation must fill out the [Artist's Travel Costs](#) form to receive pre-approval by the ArtEd team. When considering travel, the ArtEd team will look at the impact the project will have on the school and community and whether there are other more local Artists that could facilitate a similar experience.
- In regions where a visiting Artist/Arts organization is required to travel further than 100 km each way, ELAN may request that schools select an Artist/Arts Organization available to work with multiple schools in a School Board and/or geographic region when possible. See more details below.

Artist Facilitation Fees & Materials Expenses

The total ArtistsInspire Grant for Facilitation Fees & Materials Expenses is \$1500. The total ArtistsInspire Grant and One Day Event for Facilitation Fees & Materials Expenses is \$3000.

Artist Fees: Artist fees vary depending on Artist's experience and on the preparation and collaboration time required to **Connect, Collaborate, Create & Celebrate**.

How many times can an Artist work with a school?

School Grant: During an ArtistsInspire Grant project that features workshops and **no One Day Event**, Artists will typically work with a minimum of 2 classes per school, and will facilitate a minimum of 2 workshop sessions per class or group lasting about one hour each. Artists are expected to facilitate a total of 6 to 10 hours of workshop sessions over a minimum of 2 days.

School Grant and One Day Event: During an ArtistsInspire Grant project that features workshops **and** a One Day Event, Artists will abide by the same criteria listed in the previous paragraph, and add an additional day for the One Day Event. The duration of a One Day Event depends on the school requesting it and what the Artist is offering, and should feature a minimum of 2 X 45-minute performances with 15-minute Artist talks. The same artist who facilitates the School Grant workshops must also be part of the One Day Event.

The flexibility in this criteria is to allow for the different needs of each project. This must be planned and agreed upon by the Artist and the school contact person. Teachers should expect to have at least one telephone or video conference planning call prior to beginning the project. In our experience, satisfaction with projects is directly related to clear planning conversations that occur before the project begins.

As we encourage schools to experience different art disciplines over the years and to promote equity among our Artists, an Artist can work with the same school a maximum of two times in a row, or for two consecutive years. A different Artist must then be chosen by the school for the following year. The initial Artist may return to the school the following year, for two consecutive years, if requested. A School Grant and One Day Event counts as one project, so the same artist can return the following year.

Materials Expenses: Artists may purchase and invoice for materials that the school does not have available to facilitate the creative experience, using up to \$300 including taxes from the \$1500 School Grant, and up to another \$300 including taxes for the One Day Event add-on. **Receipts are required and must be submitted to the non-profit along with the Artist's invoice - this is between the Artist and the non-profit. Materials become the property of the school.** Should the school and the Artist decide to use part of the grant to cover the cost of materials, the Artist will adapt the number of workshops accordingly. In order to maximize the number of workshops that the Artist will facilitate, it may be worthwhile for the school to cover the cost of materials using other funds, if possible.

Travel Expenses

The Travel category the Artist is eligible for will be specified in the Approval letter. Our budget for travel is very limited. Whenever possible, schools and Artists are encouraged to find ways to minimize costs when an Artist is not local. The Artist's normal place of residence is the starting point - the distances will be verified by the non-profit in their accounting and auditing processes. All Artists must fill out the [Artist Travel Costs](#) form when they are traveling more than 100 km one way from their place of residence, which will help to determine whether we can approve the travel or not. We typically ask the school to contribute to the travel expenses, using other funds (e.g. combining an ArtistsInspire grant with Culture in the Schools funding is a great way to extend a project and cover costs). We may also ask that a school rearrange their schedule so as to accommodate consecutive workshops in order to save on travel expenses (e.g. accommodation and food).

Day Trip Travel - Not eligible for meal expenses

For Artists making day trips from the Artist's address to the school:

- ❖ It is up to the Artist and the school to schedule the number of times the Artist will visit the school in order to meet the guidelines - 2 classes minimum, receiving at least 2 separate workshop hours over at least 2 separate days, for a total of 6 to 10 hours of live workshop facilitation. When a One Day Event is added on, the Artist will travel to the school a minimum of 3 separate days - 2 separate days for the workshops, and one separate day for the One Day Event. All travel under 100 km one way is at the Artist's expense.
- ❖ Projects requiring the Artist to travel more than 100 km one way must first be pre-approved by the ArtEd team. The [Artist Travel Costs](#) form must be filled out by the Artist around the same time the application is filled out by the school. Mileage will be charged at the non-profit current mileage rate of \$0.58/km.

Overnight Travel - Only with Pre-Approval

When an Artist is required to travel more than 100 km each way to a school, they may be eligible for Multi-Day Weekday Overnight Travel for a single school or Travel including Weekends for multiple schools. Eligible travel expenses include:

- ❖ Mileage at current rate. Parking expenses with copy of receipt(s).
- ❖ Daily meal expenses (maximum \$69.00/day/individual with receipts). **Meal expenses will only be paid with proof of overnight travel.**³
- ❖ Receipts are required for all other pre-approved long distance travel expenses (accommodation, transportation by bus/train/plane/car rental, etc.).

Snow/weather cancellation policy: We will determine compensation on a case-by-case basis for Artists if they are unable to facilitate the scheduled creative experience because of the weather/unforeseeable circumstances. Class or school closure due to COVID-19 is not considered unforeseeable - see our [COVID-19 Protocol](#).

³ Unfortunately, school boards reported from past experience with other arts & culture programs that they knew of Artists claiming overnight travel expenses when actually making day trips. Our audit processes will be strict to ensure the program maintains a positive reputation with our school boards and funders.

I'm confused - What is a One Day Event, and how is it different from workshops?

The focus of the workshops is for students to have a hands-on Arts & Culture experience during which students follow a creative process. A One Day Event is an artistic performance or installation of some sort that showcases an Artists' professional practice, as well as an Artist Talk where Artists have the chance to answer questions from students about their practice and career path. While the workshops are generally limited to one or two classes at a time, depending on the situation, we would like the One Day Event add-on to allow as many students as possible to benefit from the expertise of an Artist. Interactive events in which students participate in the creative process are encouraged. As with the workshops, these One Day Events are expected to have educational outcomes. All Artists on the ArtistsInspire roster can potentially facilitate One Day Events. Schools should ask Artists what is possible.

The duration of a One Day Event depends on the school's interests and what the Artist offers. For performances, the One Day Event should feature a minimum of 2 X 45-minute performances with 15-minute Artist talks. Here are some examples of potential One Day Events:

- Solo or group musical concert
- Dance performance
- Theatrical play
- Live visual art creation
- Comic jam
- Mural painting
- Story reading
- Film screening by the filmmaker

Due to the wide variety of forms a One Day Event can take, details must be discussed and agreed upon between the school and the artist prior to filling out the application form. Please note that schools are expected to provide space, an electrical outlet if necessary, and adequate teacher supervision during the course of the event. Artists should prepare to bring all necessary equipment for a successful experience. In the event of a film screening, schools may be asked to supply an interactive whiteboard with projector and speakers, but this must be discussed by the Artist and the school ahead of time.