

ArtistsInspire Grants: School Guide for Artist Fees/Expenses

This Guide is for eligible Schools that submit an online application for the \$1500 ArtistsInspire Grant to pay Artist(s)/Arts Organizations for Artist Fees & Material Expenses (Part 1) to facilitate creative experiences.

Whenever possible, schools are requested to work with eligible local Artists. When local Artists are not available in the arts disciplines and/or specialties requested by Schools, Travel Expenses will be approved based on the Travel Expense Guidelines (Part 2).

As soon as the ArtistsInspire experience is facilitated, the School needs to complete the Feedback Section (Part 3) in the artistsinspire.ca School Application.

We are in the process of revising our Artist fees & expenses guidelines to reflect the Coronavirus reality based on school protocols. The \$1500 School Grant should be used for the Artist to virtually facilitate arts & culture experiences with teachers and students. The maximum amount an Artist can use for materials is \$300 including taxes and shipping. The Artist is responsible for material purchases and needs to submit receipts that show the materials were delivered to the school.

See Below:

Part 1: Artist Fees & Expenses for the \$1500 ArtistsInspire Grants

Part 2: Travel Expense Guidelines

Part 3: Feedback Section

Part 1: Artist Fees & Expenses for the \$1500 ArtistsInspire Grants

The School may apply for one or more artists, or an arts organization¹, to facilitate students and teachers/staff in a creative artistic/cultural experience during the school day.

Artist Fees:

- The minimum Artist fee is \$75/hour. Artists negotiate their fees with the school depending on their experience, customization/planning time required, number of visits, travel time etc.
- The school decides how many students/teachers the Artist will work with and schedules time with the Artist. We recommend at least two hours of facilitation in one or more visits to the school, to allow students to fully engage in learning about and in the art discipline.

Materials Expenses: The school may apply to have Artists use up to 20% of the grant (\$300 including taxes) to purchase materials. Materials purchased become the property of the school.

Snow/weather cancellation policy: We will determine compensation for artists if they are unable to facilitate the scheduled creative experience because of the weather/unforeseeable circumstances, on a case-by-case basis.

1 Artist(s)/Arts Organizations – to simplify, the word Artist may be used to represent one or more Artists or an Arts Organization

Part 2: Travel Expense Guidelines

Each approved Artist/Arts Organizations will submit their approved Travel Expenses to LEARN using a template provided by LEARN. LEARN will issue payment to the approved Artist(s)/Arts Organization within 30 days of receipt.

- A. Local - Working within a public transit area or within 25 km round-trip, with no parking expenses:** \$12/Artist/Day (no receipts required). Not eligible for meal expenses.
- B. Day Trips - Requiring mileage up to 250 km round-trip, with/without parking expenses:** Mileage may be charged at \$0.54/km. Parking expenses as needed with copy of receipt. Not eligible for meal expenses.
- C. Multi-day travel - Involving two or more consecutive days in school(s), requiring the artist to drive more than 250 km round-trip:**
 - Mileage \$0.54 per kilometer. Parking expenses as needed with copy of receipt.
 - Daily meal expenses (maximum \$91.50/day/individual with receipts or a \$46.50

per diem with no receipts).

- Receipts are required for all other approved travel expenses (accommodation, transportation by bus/train/plane/car rental, etc.). If travel is required that includes reserving tickets for transportation, artists will be eligible for advance payment based on ELAN/LEARN approval.

In the interests of safe driving, artists shall not normally be expected to drive more than:

- 250 kilometers after having worked a full school day;
- 350 kilometers after having worked one-half school day; or
- 500 kilometers on a day with no other work.

D. Travel including weekends - Required because the cost to return home is greater than the cost to stay in the region: The transportation limit is \$750.

- Eligible for daily meal expenses (maximum \$91.50/day/individual with receipts or a \$46.50 per diem with no receipts.)
- Receipts are required for all other approved travel expenses (hotels, transportation by bus/train/plane/car rental, etc.). If travel is required that includes reserving tickets for transportation, artists will be eligible for advance payment based on ELAN/LEARN approval.

Part 3: Feedback Section

After the ArtistsInspire experience takes place, the School needs to complete the Feedback Section of the online School Application. It should only take 15-20 minutes.:

- A satisfaction rating (1-5) for the Artist's facilitation of the creative experience
- A brief description of the actual activities that took place and an explanation of your satisfaction rating
- A breakdown of the expenses that the artist will be submitting – totals for Artist's fees, material expenses and approved travel expenses
- A satisfaction rating (1-5) for the program administration
- A photo, video, or link to a social media or website post including a photo or video, that ELAN, LEARN and the funder have permission to share on their websites/social media to celebrate the artistic/cultural experience of each school