

ArtistsInspire Grants

4-Step Guide to Paying Approved Artist(s)/Arts Organizations' Fees/Expenses

Step 1: Eligible Schools Complete Online Application

- Schools request approval for their plan to pay eligible artist(s)/arts organizations' fees and expenses using the \$1500 grant.
- Artist fees: The school may apply for one or more artists, or an arts organization, to facilitate students and teachers/staff in a creative experience during the school day. The minimum Individual Artist/Arts Organization fee is \$75/hour. Fees are determined with the school depending on experience, customization and planning time required, number of visits, travel time etc.
- Material expenses: The school may apply to use up to 20% of the grant for materials. Artists may claim up to \$300 including taxes with receipts. Materials purchased become the property of the school.
- Travel expenses: Whenever possible, schools are requested to work with eligible local Artists. When local Artists are not available in the disciplines and/or specialties requested by schools, Artist travel will be eligible. In regions where a visiting Artist/Arts organization is required to travel further than 125 km each way (Travel Guideline scenarios C & D below), ELAN will request that schools select an Artist/Arts Organization available to work with multiple schools in a School Board and/or geographic region when possible.

Step 2: Eligible Artist(s)/Arts Organizations are issued a Service Contract by LEARN

- The first time that a school selects the Artist/Arts Organization to facilitate a Creative Experience, LEARN will issue a service contract to each approved Artist or Arts Organization. The terms of the signed Service Contract applies to ALL schools engaged with from October 1st, 2019 to March 31st, 2020.

Step 3: Creative Experience Completion & Feedback from Schools received by ELAN

- As soon as the Creative Experience is facilitated, Schools must complete the Feedback Section in the online application, including a summary of the Artist(s)/Arts Organizations' Fees and Expenses to be paid.

Step 4: Payment of Eligible Artist(s)/Arts Organizations' Fees & Expenses by LEARN

When LEARN is notified by ELAN that the School Feedback section is complete:

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

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.



Funded by the Government of Canada
Financé par le gouvernement du Canada

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Travel Expenses Guidelines for Creative Experience Facilitation

ALL Travel expenses must be pre-approved by ELAN. Four travel scenarios are available:

- 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. Artists need to submit a photocopy of the parking receipt, if any. 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. Artists need to submit a photocopy of the parking receipt, if any.
 - Daily meal expenses (maximum \$91.50/day/individual with receipts or a \$46.50 per diem with no receipts. Note that the amount claimed will appear on a T4-A as income - keep your receipts for the CRA/RevQue).
 - 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. Note that the amount claimed will appear on your T4-A as income - keep your receipts for the CRA/RevQue).
 - 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.