

Guide to Eligible ArtistsInspire \$1500 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 \$1500 ArtistsInspire School Grants. Each Grant covers:

- Facilitation of hands-on creative arts & culture experiences with educators² and students during the school day.
- Professional Artist Workshop Facilitation Fees & Materials Expenses per Guidelines
- Pre-approved Travel Expenses

Important: All ArtistsInspire Grant fees and expenses are paid to the Artist directly by an eligible non-profit organization. Payment will take place when the school has submitted the required [Feedback Form](#).

To achieve program goals of reaching as many students from Quebec's English-speaking communities as possible, 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 recommend **at least 2 full class periods** of in-person or online facilitation per class, lasting about one hour each.

- Whenever possible, schools are requested to work with qualified local Artists who can make day trips to the school.
- 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.
- Schools requiring overnight travel can submit an application or contact us by phone or email to discuss overnight travel approval.

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.

- Our travel budget is limited. As such, when a school has selected an Artist, the Artist will need to fill out the [Artists Travel Costs](#) form to be approved 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.

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?

During an ArtistsInspire Grant project, Artists will typically work with a minimum of 2 classes per school, and will facilitate a minimum of 2 workshop sessions lasting about one hour each per class. Artists are expected to facilitate 6 to 10 hours of workshop sessions in all. The flexibility 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.

As we encourage schools to experience different art disciplines over the years, an Artist can work with the same school a maximum of 2 times.

During an ArtistsInspire Grant project, the number of visits to a school will also vary depending on the project and the travel required - **the maximum number of trips an Artist may claim expenses for depends on the distance Artists will travel:**

- If less than 50 km each way: an Artist may be approved to claim for travel to the school a maximum of 10 times.

- If more than 50 km each way: an Artist may claim expenses for up to 5 trips.
- As mentioned on page 1, when an Artist needs to travel more than 100 km each way to the school, the travel policy allows for overnight travel when a local Artist is not available. If travel to a region could include multiple schools, a multi-school tour may be required.

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 grant. **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.** The school is required to state that they have received the materials in their feedback. 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 business 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, which will help to determine whether we can approve the travel or not. We may ask the school to contribute to the travel expenses, if possible, 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). In some cases, we may need to use some of the funds from the ArtistsInspire grant in order to offset costs, which may affect the number of workshops the Artist will be facilitating. 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:

- ❖ As described in Artist Facilitation Fees & Expenses, if less than 50 km each way: an Artist may travel to the school a maximum of 10 times. If more than 50 km each way, an Artist may travel up to 5 times.
 - Public Transit: Artists using public transit may claim \$12/day.
 - For travel in the Artist's car: mileage may be charged at the non-profit's current mileage rate. Parking expenses with copy of receipt(s).
 - Other pre-approved transportation expenses will be reimbursed with receipts - for example: bus, Comunauto, taxi, train.

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 \$91.50/day/individual with receipts or \$46.50 per diem with no 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.).

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.

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](#).