



Artist Next Door Call for Proposals



Deadline: Monday, June 5, 2023 – 10am

I. Overview

This Town of Halton Hills program is for the creation of new community-engaged artwork, in any artistic discipline. Funding up to a maximum amount of \$1,000/project (plus HST where applicable).

The number of projects funded will depend on the total budget needs of the successful projects; a maximum of \$7,000 will be awarded through this program in 2023. 80% of project funding will be released upon approval, and 20% upon receipt of all final reporting.

In addition to their intrinsic merits, the arts have the capacity to build and strengthen community relationships, improve health and wellbeing, allow for creative placemaking and enjoyment, as well as create opportunities for public engagement and learning. Eligible projects must demonstrate community participation. Examples of community involvement in projects include:

- Public engagement as part of the creation or presentation process, e.g., work can incorporate community inputs and/or involve participants in the public presentation of the work; can be virtual or in-person.
- Place or community-based projects that build connections, i.e., projects that (i) engage or respond to a distinctive aspect of the community, including location, or (ii) foster connections among community members.
- Use of an accessible public or public facing space (permits must be obtained prior to application, where applicable) or an accessible digital platform, e.g., art could be presented in an unexpected, public space, and/or take processes that are usually “behind-the-scenes” into the public sphere.

Please note that [Culture Days](#) activities are eligible to be funded through this program. For more information about Culture Days in Halton Hills visit haltonhills.ca/culturedays.

For examples of past projects that have been funded: haltonhills.ca/artsandcultureprograms.



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II. Eligibility:

Applicants must be:

- Artists, including artist teams, collectives, cultural businesses, and arts/culture groups
- Active with an artistic and/or culturally engaging practice
- Able to demonstrate a publicly presented body of work, dating back at least one year
- A resident of the Town of Halton Hills, or operate an arts/cultural practice/organization/business within the Town of Halton Hills

Please note:

- Elected officials and employees of the Town of Halton Hills are not eligible to apply
- Projects must be complete **June 29 – October 22, 2023**, with final reporting (see section XII) submitted by December 1, 2023

III. Selection Criteria:

Applications will be juried by representatives of the Public Art Advisory Board. Proposals will be evaluated on a 25-point scale, using the following criteria:

Criteria	Point Value
• Overall artistic strength and creativity of the proposed project	10 points
• The level of public access to, and engagement with, the project through placemaking or community engaged practice	10 points
• Demonstrated ability of artist(s) to deliver fully realized projects	5 points



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IV. Schedule:

Date	Project Phase
May 31, 2023 (Cultural Centre Studio, 6-8 pm)	Mandatory workshop for all applicants to learn about community engaged projects and best-practices. Applicants are encouraged to attend the in-person session; if this is not possible a 1-on-1 virtual meeting can be requested instead (request must be sent to pschachter@haltonhills.ca before May 26)
June 5, 2023	Application deadline, all materials must be submitted by 10am.
June 23, 2023	Applicants to be notified, on or before this date, of the jury's decision.
June 24 – October 22, 2023	Projects to be completed and delivered in their entirety.
July 18, 2023 (Cultural Centre Studio, 6-8pm)	Mandatory marketing workshop for all successful funding recipients; if this is not possible a 1-on-1 meeting can be requested to fulfill this requirement (request must be sent to pschachter@haltonhills.ca before July 10.
December 1, 2023	Final reporting to be submitted in full.

V. How to Apply:

Submit a completed application, in PDF format with supporting media files as needed, to culture@haltonhills.ca by **Monday, June 5, 2023 at 10 a.m.** Applications must include:

1. Project Proposal (500 words max.) including a timeline. Please address the following:

- What is your project?
- When will your project take place?
- Who will you engage through your project, and how?
- How many members of the public will your project engage?



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2. Artist Statement, or for mission statement for creative businesses (250 words max.)
3. Artist Resume(s) or, in the case of arts and cultural organizations, a list of recent works/events presented, with professional social media handles included
4. Up to 5 digital files including examples of work or supporting material
5. A completed budget, including material costs, other sources of project funding and the amount of funding requested (template enclosed)
6. A signed Artist Declaration (enclosed)

If the file size exceeds 9 MB, please use an external file share program. Only one application per artist/artist collective/arts and culture organization will be accepted.

Incomplete applications or applications received after the deadline will not be adjudicated.

Applicants will be notified of the jury's decision by Friday, June 23, 2023, and may receive complete or partial funding offers based on their application. All decisions are final.

On May 31, 2023 (6-8 p.m.), Pearl Schachter, Cultural Program Producer will host a workshop in the studio at the Halton Hills Public Library & Cultural Centre (9 Church Street) to discuss what constitutes a community engaged arts project, clarify project eligibility, and answer any questions about the application process. This workshop is mandatory for all applicants, and all applicants are encouraged to attend in-person. If this is not possible, a 1-on-1 virtual call may be scheduled instead. Please contact pschachter@haltonhills.ca by May 26th to confirm your spot or to schedule an alternate call.

VI. Budget – Template:

[Click here to view and/or download the template.](#)



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VII. Reporting Requirements: ^{OBJ}

To be submitted before December 1, 2023, to receive final 20% of funding and be eligible for The Artist Next Door funding in future years.

Social Media

- Documentation of your project should be shared on a public facing social media account (i.e., a Facebook Page or public Instagram account), and engage the community.
- If it is not already built into your project proposal, please share elements of your process (project creation) and the finished artwork on a digital platform (website, social media).
- You should indicate in at least one post that your project has been funded, wholly or in part, by the Town of Halton Hills “The Artist Next Door” program; if sharing content from your project on a website or in print, please include the Artist Next Door logo.
- Please use the hashtag #hhIsCulture and, where applicable #hhCultureDays in your social media posts about your funded project and tag the Town of Halton Hills account.
- Upon the completion of your project, please send us the number of social media posts made on each platform (Facebook, Instagram, etc.), your account handles and any engagement metrics you have (view count on videos, numbers of likes, shares, impressions per post), and any relevant hashtags.

Additional requirements

- Quality photographs of your project and process (5 maximum).
- Short paragraph on your experience with the project and any resulting impacts to your artwork, creative practice, or organization (500 words maximum).
- Number of artists who participated in your project.
- Number of community members who participated in your project.



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VIII. Reserved Rights of the Town of Halton Hills:

The Town retains the sole discretion to determine whether an application is responsive and if the prospective Artist, Artist Team or Collective or Arts or Culture Organization is capable of performing the Work. The Town reserves the right, at its sole discretion, to determine the number of grants awarded.

IX. Publication of Competition Information:

The Town shall have exclusive right to issue all public announcements regarding the competition.

X. Copyright and Ownership of Artistic Products:

The artist retains copyright of their work. The Town of Halton Hills reserves the right to use images of the successful work for promotions and marketing purposes.

XI. Contact:

Pearl Schachter
Cultural Program Producer
pschachter@haltonhills.ca
905-873-2600 ext. 2984



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XII. Artist's Declaration:

The following Declaration is to be signed by the Artist or Artist Team and submitted as part of their proposal package:

I/We hereby declare that the information provided herein is true and correct to the best of my/our knowledge.

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____