



TESLIN TLINGIT COUNCIL

ASSISTANCE TO ARTISTS POLICY

Version 1.0

November 25, 2013

AMENDMENTS AND REVIEW RECORD

| Version | Amendments | Approval |
|-------------|------------|--|
| Draft 10 | | Public Meeting November 13, 2013 |
| Version 1.0 | | Executive Council November 25, 2013 |
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1. INTRODUCTION

The Teslin Tlingit Council (TTC) Assistance to Artists Policy provides program guidance to the TTC Heritage Department staff.

Creating an economy for citizens is goal no. 8 in the TTC Strategic Plan (2006). Language, Culture and Economy are identified as goals in the Strategic Framework (2012). This policy intends to complement other TTC policies and aid in the overall goal of self-sufficiency for all citizens.

This policy governs assistance to artists not covered by other existing funding sources. Assistance granted under this policy is intended as a supplemental funding source. Applicants are encouraged to seek funds elsewhere.

All education or training applications will be referred to the Community Training Policy.

The following principles and beliefs guide the administration of this policy.

- FAIRNESS:** All applicants will be given fair and equitable consideration.
- RESPONSIBILITY:** TTC has a responsibility to expend funds in a manner that results in optimal benefit to citizens.
- Recipients have a responsibility to use the funds for the stated purpose in the application.
- EMPOWERMENT:** Individuals have a right to undertake endeavours that will enhance their career paths, employment or self-sufficiency, and to maintain Teslin Tlingit Identity, Language and Culture.

The intent of this program is to help preserve and showcase Teslin Tlingit Art.

1.1. Definitions

Artist/artisan – a person who has demonstrated artistic talent in a particular medium including visual arts, film, crafts or performing arts and who is recognized by their peers as an artist/artisan.

Authentic Teslin Tlingit art – artwork created by a Teslin Tlingit artist/artisan.

Citizen – as defined by the TTC Citizenship Code.

Director – the Director of the Heritage Department.

Eligible event – includes art festivals, art markets, exhibitions, conferences and other events which provide a venue for artists to showcase and/or sell their creations.

Enrolled – persons who are on the official enrolment list of TTC.

Mentorship – typically a scenario where a master artist teaches an emerging artist in an apprenticeship mode.

Person with disabilities – those persons who self-identify as having a physical, mental or learning impairment that affects their ability to obtain or maintain employment.

Yukon Resident – maintains a primary residence in the Yukon.

1.2. Purpose

The Assistance to Artists Policy is intended to help citizens pursue a career as an artist to enhance the self-sufficiency of citizens.

1.3. Artist Registry

The Director of Heritage is responsible for ensuring the maintenance of an artist database.

This database shall include

- artist's name and contact information;
- medium;
- recognitions and awards received;
- financial support provided; and
- additional portfolio information.

2. ASSESSMENT AND SELECTION PROCESS

2.1. Heritage Centre Advisory Committee (HCAC)

The HCAC functions as an advisory body to the staff of the Heritage Department. It is a standing Committee comprised of two members of the Teslin Tlingit Elders Council, one member of the Executive Council and the Director of Heritage or his/her designate. The Director of Heritage will provide technical assistant as required by the HCAC.

The HCAC has the mandate to review applications for Artists Assistance Program from citizens for art related expenditures and make recommendations to EC through the Director of Heritage for approval. The HCAC also evaluates this policy on an annual basis and recommends changes or additions to it.

2.2. Eligibility

This policy applies to persons engaged in artistic pursuits, and for whom the following two conditions apply.

- A TTC citizen,
- Does not owe TTC any money, unless a repayment plan has been signed and is being honoured

2.3. Eligible Expenditures for Artist Assistance Funding

- Travel and accommodation specific to a stated event, as per TTC policies
- Registration for events
- Materials required to participate in an eligible event
- Skills development through mentorship

- Special programs for persons with disabilities
- Marketing and Promotion
- Equipment and supplies
- Other reasonable requests which would ensure the successful outcome of an artistic endeavour

Failure to repay and/or report will compromise any future application for assistance.

2.4. Application

All applicants will be provided with an information and application package containing

- application and budget form;
- the Assistance to Artists Policy;
- deadline for application submission; and
- contact information.

All applications submitted to TTC must include

- an acceptance letter, invitation or registration notice from an eligible event host, if applicable;
- a budget reflecting costs of registration, travel, accommodation and relevant materials; and
- other costs necessary to the success of the endeavour.

2.5. Mentorship

Mentorship initiatives will be referred to TTC Workforce Development Department.

2.6. Applications Intake

Applications will be reviewed at least two times per year or at the discretion of the HCAC and must be received by the Director of Heritage. Applicants are advised to apply at least six weeks prior to when the funds are required. The applicant will be informed in writing within 15 days of the decision being made.

2.7. Assessment

All applicants for assistance will be assessed to determine if they have the prerequisite skills, knowledge and education to participate in the eligible event or project.

Emerging artists will be considered. All artistic mediums will be considered.

2.8. Selection Priority

When budgetary constraints are necessary, there will be a deprioritization of applications from:

- persons who have received Assistance to Artists funding in the last 2 years;
- persons who have used assistance for unintended purpose;
- persons who have obtained assistance by fraud or who have outstanding repayments for previous assistance.

2.9. Conflict of Interest

Conflict of Interest is as defined in the TTC Personnel Policy (Section 7.6) and any occurrences will be dealt with in accordance with that policy.

3. MONITORING PROCESS

3.1. Reports

All Artists who receive assistance are required to report on their experiences at the sponsored activity for publication purposes.

Failure to report will compromise any future application for assistance.

3.2. Awards

All artists are requested to submit a copy of any award received at the end of an assisted event.

3.3. Attendance

Absences from an assisted event for medical reasons will only be accepted if there is an authorized doctor's certificate.

Absences for death or serious health crises in the immediate family are accepted and will be guided by the time frames outlined in the Special Leave Section (6.11) of the Personnel Policy.

3.4. Recognition of Artists

TTC will recognize achievements through publications, web sites, and any other appropriate avenues.

4. FINANCIAL ASSISTANCE

All assistance provided pursuant to this policy is subject to availability of funds and normal TTC expenditure approval processes.

Where this policy is inconsistent with any valid relevant funding agreement, that agreement will prevail to the extent of the inconsistency.

4.1. Materials and other costs

Required materials and other costs will be covered according to Appendix A, unless extraordinary costs are documented and approved. Receipts are required for claiming expenses.

4.2. Registration fees

Registration fees may be paid directly to the event host on the advice of the Director of Heritage.

4.3. Limits to Assistance

Since applications for assistance typically exceed the budget available for assistance, in the interest of equity of treatment for all citizens, assistance to individual applicants will be 90% of the total budget to a maximum of \$2,000 per fiscal year at the discretion of the decision body. Demand and budgetary restraints may result in this figure being reduced.

Only those costs identified as eligible in this policy are allowed. Other costs such as loss of wages will not be covered.

Assistance for artists choosing to attend an event in another country will be paid in Canadian dollars at the standard TTC rates.

4.4. Suspension of eligibility

Financial assistance may be terminated for reasons which include but are not limited to the following.

- Withdrawal from the event
- Evidence of fraud

4.5. Repayment of financial assistance

Repayment of assistance including travel and registration may be required if the funding is not used for the intended purposes as indicated on the application form.

4.6. Income Tax

Assistance received from TTC is taxable. Artists must claim this on their tax returns. Revenue Canada advice should be sought each year to ensure that the rules are followed.

5. ARTIST OBLIGATIONS

All artists are expected to:

- attend the event or complete the endeavour as per the application submitted;
- provide a report/evaluation of the event to the Director of Heritage within three months of the event or project completion;
- provide immediate notice of withdrawal from the event, allowing at least 5 working days notice prior to the start of the event;
- notify TTC promptly of any change in address.

6. MENTOR SELECTION

6.1. Selection criteria

Mentors must be qualified and experienced in the subject matter and must provide the Director of Heritage with a Curriculum Vitae, if requested.

Preference will be given to qualified Teslin Tlingit citizen mentors. The next preference will be local or Yukon-based mentors. Mentors may mentor more than one artist at a time.

6.2. Mentor fees

Mentors will be paid fees appropriate to their expertise. TTC travel rates and policies will be used for calculating reimbursement for travel expenses.

All Mentors will be hired by contract and all contracts will be consistent with the TTC Contracting Policy.

6.3. Evaluation and report

The mentor must ensure that all artists complete an evaluation of the mentorship. These evaluations must be submitted to the Director of Heritage on the final day of the mentorship.

Mentors are required to submit a report which will include the following.

- Artist attendance
- Artist performance evaluation
- Scope of training
- Facility evaluation
- Recommendations

7. APPEAL PROCESS

The TTC Appeal Process will be followed if an artist wants to appeal a decision.

8. REVIEW AND AMENDMENTS

The TTC Assistance to Artists Policy shall remain in effect until such time as it is officially reviewed and amended as per TTC processes.

The Director of Heritage may approve changes to forms, procedures and administrative support documents related to this policy.

Approved by Executive Council on this 25 day of November, 2013

Signed on behalf of Executive Council



Chief Executive Officer

Appendix A
TTC ASSISTANCE TO ARTISTS APPLICATION FORM

Failure to fill out this form completely and accurately will delay review of this application

PERSONAL INFORMATION

| | | |
|---------------------------------------|-------------------|----------|
| Surname: | Given Name: | Initial: |
| Clan: | Year of Birth: | |
| Address: | Heritage Address: | |
| Home Phone No.: | Work/Message No.: | |
| Are you registered as a TTC Citizen?: | | |

EVENT OR PROJECT DESCRIPTION

Have you attached a letter of acceptance to the event? Yes ___ No ___

Event or project title: _____

Location: _____

Start date: _____ Completion date: _____

If undertaking a mentorship, estimated hours of teaching per week: _____

ART CAREER OR TRAINING HISTORY

List the important events or exhibitions in which you have participated:

What education or training have you taken that are relevant to your art career?

What are your art career goals?

ASSISTANCE HISTORY

Have you received artist assistance from TTC before? Yes ____ No ____

If 'Yes', how much did you receive? _____ In what year? _____

For what events or projects?

Did you complete the events and/or projects? Yes ____ No ____

Did you submit a report on the event and/or project? Yes ____ No ____

If 'No', what were the reasons for not completing a report?

Did you receive any certificates or awards? Yes ____ No ____

Please specify. Attach a CV if available.

List all other funding sources you have applied to for assistance for this event or project:

BUDGET SUMMARY

Please complete the following budget charts as accurately as possible.

| <i>Expense item</i> | <i>Total costs</i> |
|---------------------------------------|--------------------|
| Tuition/registration/booth fees | |
| Materials & supplies | |
| Other required costs (please specify) | |
| Travel Expenses | |
| Shipping of Art | |
| Total Expenses | \$ _____ |

| <i>Description of financial resources</i> | <i>Total Amounts</i> |
|---|----------------------|
| Bursaries or scholarships Indicate sources: _____ | |
| Other assistance Specify sources: _____ | |
| Personal contribution At least 10% of the total budget | |
| Total Financial Resources | \$ _____ |
| Total Expenses (enter amount from the chart above) | \$ _____ |
| Assistance Requested (Total Expenses minus Total Financial Resources) | \$ _____ |

APPLICANT DECLARATION

I declare that the information submitted in this application is true, correct and complete to the best of my knowledge. I also declare that the financial assistance sought will be used for the purposes described above. I understand that if I have given any false or misleading information, I could be charged with a criminal offense and will be liable for full repayment of any assistance received. I hereby give permission to the TTC Heritage Department to verify the information in this application and my attendance at the assisted event. I will notify the TTC Heritage Department should there be any changes in my circumstances or contact information.

Applicant signature: _____

Signed on this _____ *day of* _____, 20__

For official use only

Executive Council review date (d/m/y): __ / __ / 20__

Approved: Yes____ No____