



Alberta Artist in Residence/  
Arts Ambassador  
Grant program

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2024 Program Guidelines



Alberta

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Alberta Artist in Residence/Arts Ambassador Grant Program: program guidelines | Arts, Culture and Status of Women

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# 1. PURPOSE AND OBJECTIVES

- 1.1** The Alberta Artist in Residence/Arts Ambassador Program seeks to inspire innovation in the arts and to promote a wider understanding and appreciation of the arts and artists in Alberta.
- 1.2** The program outcomes are to:
- Work with communities across Alberta as an Arts Ambassador to promote the importance of Alberta artists and the arts;
  - Communicate and share personal perspectives on the artistic process, the role of artists, and the contributions that artists make to Alberta;
  - Act as an advocate for greater understanding of the realities of artists and the communities in which they work; and
  - Complete an art project that promotes the value of the arts in Alberta.
- 1.3** The Alberta Artist in Residence/Arts Ambassador opportunity is open to all artists who are residents of Alberta that practice any artistic discipline(s) including, but may not be limited to:
- Dance
  - Film and Video
  - Indigenous Arts
  - Literary Arts
  - Music
  - Theatre
  - Visual Arts and New Media
- 1.4** Applications from all artists are encouraged, including artists from the following communities:
- Indigenous artists
  - Artists from culturally diverse communities\*
  - D/deaf artists, artists with mental health disabilities or mental illness, artists with physical disabilities and artists living with chronic, temporary or episodic illness or pain
  - Francophone artists
  - 2SLGBTQQA+ artists\*\*
- \* *Culturally diverse communities are defined as racialized groups that correspond to “visible minorities” under the Employment Equity Act. These are individuals of African, Asian, Latin American, Middle Eastern or mixed heritage that includes at least one of these groups.*
- \*\* *Two-Spirit, Lesbian, Gay, Bisexual, Transsexual, Queer, Questioning, Intersexual, Asexual, plus*
- 1.5** This program is governed by the terms outlined in the Ministerial Grants Regulation.

## 2. PROGRAM OVERVIEW

<b>Funding Range</b>	<p>Up to \$50,000</p> <ul style="list-style-type: none"> <li>• The artist may claim \$25,000 in artist fees for compensation.</li> <li>• The artist may allocate up to a maximum of \$25,000 for art project expenses.             <ul style="list-style-type: none"> <li>- These expenses must include travel and accommodations requirements outlined in the Conditions (Section 7)</li> </ul> </li> </ul> <p>Shortlist artist grants: \$1,000 each</p> <ul style="list-style-type: none"> <li>• Artists selected for shortlist interviews may be awarded grants of \$1,000 each to support development of proposed projects and/or to advance their artistic practices.</li> <li>• Establishing a shortlist of applicants and awarding these additional grants are at the discretion of the Minister.</li> </ul>
<b>Application Deadline</b>	<b>June 10, 2024</b>
<b>Notification Timelines</b>	Successful recipient will be notified by September 30, 2024. (Notification timelines are subject to change.)
<b>Term of Residency</b>	12 months upon signing of grant agreement.
<b>Application Package</b>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Cover Letter</li> <li>• Program of Activities</li> <li>• Project Description</li> <li>• Budget</li> <li>• Resume</li> <li>• Samples of Artistic Work</li> </ul> <p>Details about application procedures and requirements are included in Section 5.</p>
<b>Grant Agreement</b>	For signature, if funding is approved. Will be provided to successful applicant.
<b>Payment Method</b>	Electronic Funds Transfer (EFT) or Cheque
<b>Final Report Timeframe</b>	Final report will be due within 60 days of the end of term of residency.

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## 3. PROGRAM ELIGIBILITY REQUIREMENTS

### 3.1 Eligible Individuals

To be eligible for individual project funding, you must be a resident of Alberta. This means:

- You are a Canadian citizen, permanent resident, or Protected Person with an open work or study permit from inside Canada.
- You have had your primary residence in Alberta for at least one full year before applying.
- You ordinarily live in Alberta for at least six months of each year apart from attending a formal program of study.
  - The successful applicant must live in Alberta for the full term of the residency.

You must be in good standing with the Government of Alberta to apply.

You must be 18 years or older as of the application deadline.

This program is intended for applicants who can dedicate the equivalent of a part-time employment position, estimated at up to 18 hours per week, to the delivery of the grant and associated duties included in the Conditions (Section 7).

- Artist availability is a key component for this grant.

### 3.2 Ineligible Applicants

- Applicants must not be incorporated under either provincial or federal legislation.
- Partnerships, informal ensembles, collectives, and collaborations are ineligible to apply to this program.

### 3.3 Eligible Projects

**3.3.1** The program provides one-time funding assistance for the recipient to develop an artistic project that promotes the value of the arts in Alberta.

**3.3.2** The artist's proposed project should describe the development, creation and production of any artistic work.

- A project can be confined to a distinct phase of a work.

**3.3.3** The artist's proposed project may include engagement and learning opportunities to support the objectives of their project. The artist should clearly describe the purpose and intended outcomes of each activity, and how this work could be documented.

- Expenses related to all travel and accommodations requirements outlined in the Conditions (Section 7) are the responsibility of the grant recipient.

**3.3.4** The artist is required to document and provide access to an "inside look" of their artistic creative process for the proposed project, through photo or video, for government to share on program-specific traditional communications and/or social media platform(s) during the residency.

**3.3.5** Projects that include the completion of an artwork or a distinct phase of an artwork during the first half of the artist's term of residency, which the artist can subsequently use to promote the value of the arts in Alberta during the remainder of their term, are encouraged.

- Expenses related to exhibiting, performing, or otherwise promoting, advertising, or disseminating an artwork funded and completed during the term of residency are eligible for consideration.
- Any proposed expenses related to exhibiting, performing, or otherwise promoting, advertising, or disseminating an artwork funded and completed during the term of residency are subject to the terms of Section 7.7.1 Artwork promotion, and may not be approved until after government review.
- The first half of the residency is considered complete upon submission of the grant recipient's Interim Report (see Section 8 Reporting Requirements).

### **3.4 Ineligible Projects**

The following projects and expenses are not eligible for funding:

- Any project that is not deemed to meet one of the outlined outcomes (section 1.2).
- Any project that is already receiving funding from the Government of Alberta and its agencies, boards, or commissions (including the Alberta Foundation for the Arts).
- Any project that is ongoing and/or considered part of the artist's normal course of employment with an organization.
- Expenses for capital purchases, such as buildings or property, or for capital development, and studio construction or renovations.
- Recreational training projects.
- Artistic activities or projects undertaken to fulfill credit or thesis requirements.
- Projects that are primarily commercial in nature.
- Contracts for ongoing activities or artists pursuing projects similar in scope to usual activities with a commissioner.
- Expenses already incurred prior to the application submission, including grant writer fees.

**3.4.1** This program provides \$25,000 for artist compensation and up to \$25,000 for project expenses. Projects will be considered ineligible if:

- Project expenses include additional compensation amounts (i.e., artist fees) for the applicant.
  - Artist fees to compensate other artists participating in your project are eligible project expenses and are encouraged.
- Projects that allocate some or all the artist compensation amount to fund additional project expenses (i.e., you cannot pay yourself less to fund your project expenses).
  - Project expenses may exceed \$25,000 only if additional revenue sources are described in the budget and indicated whether they are pending or confirmed.

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## 4. CRITERIA

The following general criteria will be used to evaluate applications:

- 4.1** This funding is administered on behalf of and at the discretion of the Minister of Arts, Culture and Status of Women.
- 4.2** A panel of adjudicators from Alberta Arts, Culture and Status of Women will be convened to consider all eligible grant applications submitted by the grant deadline. The panel will assess the merit of each application both on its own terms and in relation to all other applications received at the program deadline.
- 4.3** Assessment of an application will consider both the proposed project and the ability of the candidate to act as an Arts Ambassador for Alberta.

### **4.3.1 Project assessment**

Assessment of a project is based on the following general criteria:

- The impact of the project on both the applicant and the artistic community in Alberta;
- The artistic, educational and promotional merit of the project;
- The appropriateness of the project budget and project timeline;
- The ability of the applicant to carry out the proposed project; and
- Project viability.

### **4.3.2 Candidate assessment**

Assessment of a candidate is based on the following general criteria:

- The ability of the applicant to fulfill expectations of the role;
- The suitability of the candidate to act as a representative of the Government of Alberta for a one-year term;
- Level of training, experience, and expertise;
- Performance and achievements to date; and
- Personal objectives and growth potential offered by the role.

### **4.3.3 Additional assessment components**

Additional assessment components may include:

- The selected artist is recognized in their community and demonstrates a commitment to artistic and creative practice.
- The selection of artists from year to year will be deliberate to reflect the cultural richness of diverse communities across the province.



#### 4.3.4 Applicant Shortlist

The panel may recommend a shortlist of applicants to be interviewed for the role.

- Interviews will be conducted via video conference on Microsoft Teams.
  - In-person interviews may be requested. If granted, interviews will be held in Edmonton. Any associated travel expenses are the responsibility of the applicant(s).
- Applicants may be selected for the role whether they are recommended for an interview or not. An interview process may not be conducted for each annual application intake for this program.
- Minister may choose to award grants of \$1,000 each to artists selected for the shortlist to support the development of their proposed projects and/or to advance their artistic practices. Awarding these grants to short-listed applicants is at the discretion of the Minister.

**4.4** The successful grant recipient is selected by the Minister of Arts, Culture and Status of Women, whose decision is final. Funding is not assured for any application.

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## 5. APPLICATION PROCEDURES

Applications are assessed using the following components and priority is given to those applicants that best meet the criteria:

**5.1** To process applications, the information requested from applicants needs to be fully completed and all questions on the forms must be answered. A checklist is available to ensure the application package is complete and all supporting documentation and mandatory attachments are included. Applicants should submit all required and supporting documents when applying.

Components include:

- **Signed application form:** Includes contact information and 100-word artist biography and project summary. The biography and summary may be made public.
- **Cover letter:** A cover letter explaining why you are interested in the program and what you hope to achieve by participating in it.
- **Program of activities:** A one-page timeline of activities you anticipate undertaking during the term of your residency.
- **Project Description:** A description of the artistic project you wish to complete during the residency that will promote the value of the arts in Alberta.
- **Budget:** Up to \$25,000 of this grant may be directed towards completing a specific art project during the residency. The budget should consider materials, travel, and other expenses required to complete the project.
  - **Incorrect budget documents may make your application ineligible for consideration.**
- **Resume:** A resume of no more than two pages describing relevant experience.
  - All additional support material should be scanned into a single file and included with your application.

- **Samples of artistic work:** All video and audio files must be Windows compatible. MP3 and MP4 files are preferred. See discipline-specific list below for more details:
  - **Dance** – One copy of visual documentation of previous work – please ensure that video excerpts are no more than 5 minutes in length.
  - **Film and Video** – One copy of video excerpt of no more than 5 minutes in length, or scripts or storyboards of previous productions.
  - **Indigenous Arts** – One copy of visual or video/audio documentation of no more than 5 minutes in length, as appropriate.
  - **Literary Arts** – Writing sample of no more than 15 pages. Applicants may provide videos or audio recordings of performances (e.g., poetry readings, slams, busking, etc.). Sample content should be no longer than 5 minutes.
  - **Music** – Two musical selections such as a scratch demo from the proposed project, or high-quality demo, or past commercial recording, or two representative past works with complete scores.
  - **Theatre** – One copy of visual documentation of previous work. Playwrights may provide a writing sample of no more than 15 pages. Designers may provide a portfolio of no more than 10 images.
  - **Visual Arts and New Media** – A portfolio of no more than 10 images, or video/audio documentation of no more than 5 minutes in length.

Applicants may provide additional support materials that may assist in the assessment process, such as letters of reference, media clippings or reviews. All additional support material should be scanned into a single file and included with your application.

**5.2** Individuals can submit their application digitally via email or hard copies via post.

### 5.2.1 Digital materials

Submit via email to [ArtsBranch@gov.ab.ca](mailto:ArtsBranch@gov.ab.ca) as email attachments. Support materials may also be provided as downloadable links.

- Please format your subject line: <your first initial, last name and project title>, eg. "H.Lee-MyResidencyApplication"
- Please ensure any included links contain downloadable files (MP3 or MP4 preferred)
- Full application must be received no later than 11:59 p.m. Mountain Time on the deadline date.

### 5.2.2 Hard copy

Mail a hard copy on USB to 10708 – 105 Avenue NW, Edmonton, AB, T5H 0A1

- Please include your first initial, last name and project title on the USB
- Full application package must be postmarked no later than 11:59 p.m. Mountain Time on the deadline date.

**5.3** Incomplete applications will be ineligible for consideration.

- 5.4 Applicants are encouraged to contact the program office for application assistance if required. You may email [ArtsBranch@gov.ab.ca](mailto:ArtsBranch@gov.ab.ca) or call 780-427-6315 (toll-free in Alberta by first dialing 310-0000) for assistance.
  - 5.5 It is the applicant's responsibility to keep a complete copy of their application.
  - 5.6 Applications are fully reviewed against the program criteria, program priorities, supporting documentation provided, and applicant interviews/presentations as applicable. Applicants may be contacted if further information or clarification is required.
  - 5.7 The program provides payment through cheque or electronic funds transfer (EFT) to successful grant recipients.
  - 5.8 Applicants that have overdue or incomplete accounting/reporting related to previously approved Alberta Arts, Culture and Status of Women funding will not be considered until their outstanding accounting and reporting requirements have been met.
  - 5.9 The Minister of Arts, Culture and Status of Women may exercise discretion in approving applications that fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the potential and vital contributions to the community that the applicant could make through this role.
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## 6. NOTIFICATION

- 6.1 Applicants will receive written or email notification of the decision regarding their application.

### 6.1.1 Shortlist Notification

Incorporating an interview process into the selection process will be at the discretion of the selection panel. Only applicants selected for interviews will be notified.

### 6.1.2 Shortlist Video

Shortlist applicants may be required to provide a short introduction video to be used for promotional purposes. This requirement will be communicated directly to applicants as necessary.

- 6.2 All decisions on grant applications are final, and no appeals will be considered.
- 6.3 Notification dates are subject to change.

# 7. FUNDING CONDITIONS

Applicants that are successful in receiving grant funding must be aware of and observe the following funding conditions:

- 7.1 After the review, approval and payment of a grant relative to an application to the Alberta Artist in Residence/Arts Ambassador Grant Program:
  - The applicant is bound by the terms and conditions of the grant; and
  - Program staff will provide notification of reporting requirements to the grant recipient.
- 7.2 Funding is intended for the purposes described in your application. By accepting funding, you agree to undertake the project as proposed in your original application and according to the outreach activities listed below.
- 7.3 The grant funds must be spent according to approved eligible costs as determined by program staff. If you do not receive the full grant amount requested, you are still required to complete the project as proposed if you accept the grant. You must return the grant funds if the program cannot be completed as proposed.
- 7.4 Grant funds are paid in three installments, with the first installment paid upon signature of the Grant Agreement:

	<b>Milestone/Date</b>	<b>Payment percentage</b>
<b>Installment #1</b>	Upon signature of grant agreement  (September/October 2024)	50% of total approved grant amount
<b>Installment #2</b>	Upon approval of Interim report  (March/April 2025)	40% of total approved grant amount  (May be subject to conditions listed under Section 3.3.5.)
<b>Instalment #3</b>	Upon approval of Final report  (November 2025)	10% of total approved grant amount

- 7.5 Grant funding not used or accounted for in accordance to the Conditions shall be repayable by the grant recipient to the Government of Alberta, as referenced in Section 8, 'Repayment of Grant,' in the Community Development Grants Regulation. Program staff should be contacted for instructions if repayment is required.
- 7.6 Any funding recipient who does not provide a report prior to the date noted in the successful notification document or does not fulfill any conditions associated with a grant or whose report is not approved will be made delinquent and ineligible for subsequent payment installments and/or alternate grant funding from the Government of Alberta until the delinquency is resolved.

## 7.7 Created Work

No artistic work is commissioned by government as part of the Alberta Artist in Residence/Arts Ambassador program and the artist will retain ownership and copyright of any work completed during the residency.

### 7.7.1 Artwork promotion

The Government of Alberta retains the right to promote, publish and publicly share any work that is completed by using grant funds from this program. The intellectual property of any work published during the program will remain with the artist.

- The Government of Alberta does not guarantee promotion or publication of any work completed during the program.
- The Government of Alberta will require review of any work intended for promotion or publication by the government during the program.
- The Government of Alberta does not exercise any exclusivity over work created by the Alberta Artist in Residence/Arts Ambassador once their term has ended. The term of the residency is considered complete upon submission of the grant recipient's Final Report (see Section 8 Reporting Requirements).

### 7.7.2 Change of project scope

The grant recipient must notify program staff of any anticipated fundamental change of scope in the purpose for which the recipient wants to use the grant funds – or any proposed reallocation of funding or shortfall of expenses for the project – prior to spending any grant funds on a new or revised purpose.

The grant recipient may be requested to:

- Submit a written request to use the remaining funds for the proposed project change/new purpose and, only if approved, apply the unexpended funds to this purpose; or
- If the change of scope is not acceptable, to submit a cheque made payable to the Government of Alberta for the remaining unexpended funds once this amount has been confirmed by program staff. Repayment must be submitted to program staff for processing and file closure.

The decision on change of project scope requests is communicated in writing to the grant recipient by designated program staff along with appropriate documentation to confirm.

## 7.8 Community Invitations

The artist is expected to be accessible to community organizations that may wish to invite the artist to attend a community event or to meet with stakeholders. In these cases, interested organizations must apply to host the artist through the Alberta Artist in Residence/Arts Ambassador website.

The artist can agree or decline individual community event invitations depending on their schedule but **must accept a minimum of three invitations** during the term of the residency:

- Communities applying to host the Alberta Artist in Residence/Arts Ambassador are required to cover associated travel and accommodations. Should the community request a workshop, the community must provide all materials and cover any additional associated costs, including per diems for extended stay (i.e., more than one day, excluding travel time).

- The Alberta Artist in Residence/Arts Ambassador may not accept compensation for these community visits.
  - Exhibition fees or any other payment related to the display or presentation of the artist's work are beyond the scope of the community invitations program. These may be negotiated separately with the host organization but not as a prerequisite for accepting the invitation.
  - Any additional requests of the artist made by the host organization after the original invitation is submitted must be reviewed by program staff before the artist agrees.
- Program staff will provide logistical and communications support in coordinating any community invitations.
- Community invitations that are assessed to be a public health and/or security risk to the artist or the community organization will not be considered.

## 7.9 Government Interaction

**7.9.1** The Alberta Artist in Residence/Arts Ambassador is also a ceremonial position, and the recipient is expected to attend and bring greetings (as appropriate) **for up to six Government events** at the Minister's request during the term of the residency. Event invites are at the Minister's discretion. The Minister should provide event details at least two calendar weeks prior to the event.

- Events may include government announcements, for which media may be invited.
- The department will limit the number of requested events the artist will be expected to attend during a one-month period to three events, except under extraordinary circumstances.
- Department staff will provide logistical assistance to the artist to help them prepare for the event as required.
- It is anticipated the Artist will be requested to attend events during Month of the Artist and Alberta Culture Days (September annually).
- Travel and accommodations expenses (if any) are the responsibility of the artist. The artist will not be expected to travel out of province, and the maximum travel for a single trip would be no more than three days. Expectations for this requirement may be modified in the final grant agreement based on the location of residence of the successful grant recipient.

**7.9.2** The Alberta Artist in Residence/Arts Ambassador is expected to attend **at least two meetings** with the Minister of Arts, Culture and Status of Women, at the Minister's discretion. The meetings will be scheduled near the beginning and end of the term of residency and will provide opportunities for the artist to provide their perspective on how the government can better serve and support artists in Alberta.

- Program staff will provide support as needed to coordinate visits.
- Meetings are anticipated to take place in Edmonton or Calgary. Video conferencing will be considered upon request.
- Any associated travel and accommodations expenses are the responsibility of the grant recipients. Expectations for this requirement may be modified in the final grant agreement based on the location of residence of the successful grant recipient.

## 7.10 Communications

**7.10.1** As the Alberta Arts Ambassador, the artist will be considered as a key stakeholder for the arts community and will be engaged by government as appropriate along with other key stakeholders on government initiatives and programs.

- The artist will be required to meet with department staff for the equivalent of one hour per week (for a total of 52 hours during the one-year term) for support, coaching, and mentorship, as well as assistance with communications requirements included in the grant agreement.

**7.10.2** The Alberta Artist in Residence/Arts Ambassador is expected to provide content to share over a specialized social media (Instagram) account, owned and managed by the Government of Alberta.

- Content includes photos or short videos with suggested messaging to accompany the content.
- Content is provided directly to program staff, who will be responsible for reviewing, editing (as necessary) and publishing content to the account on the artist's behalf.
- Grant recipients will retain ownership and copyright of any artistic work developed as social media content for this social media account; however, the Government of Alberta also retains the right to promote, publish and publicly share any artistic work developed as social media content during the residency.
- At minimum, Alberta Artist in Residence/Arts Ambassador is expected to share the equivalent of one content upload for every two weeks (for a total of 26 posts during the one-year term).

**7.10.3** The Alberta Artist in Residence/Arts Ambassador is expected to make themselves available for media interviews, profiles, or government news releases/stories related to the Artist in Residence /Arts Ambassador program, as required. Media may include photo or video shoots.

- Program staff will provide logistical support and coordination for media requests as required.
- Should a media outlet contact a successful grant recipient directly, they are requested to notify program staff before agreeing to an interview or profile.
- Program staff may provide information and support materials as required.

## 7.11 Extensions

If the grant recipient anticipates that the project will not be completed within the allotted timeframe and wishes to request an extension, a request must be submitted to program staff in writing and submitted in advance of the change being made.

**7.11.1** The extension request should include:

- The reasons why the project component could not be completed within the timeframe;
- A description of what has been completed and costs incurred to date (to demonstrate the amount of progress that has been made); and
- A description of what remains to be done and a reasonable timeline for completion.

**7.11.2** The decision on extension requests is communicated in writing to the grant recipient.

**7.11.3** Approval of a project extension does not constitute an extension of the term of residency. Should an approved project extension date occur after the residency is scheduled to end according to the grant agreement, the grant recipient may no longer act as an Arts Ambassador for the Government of Alberta while completing outstanding components of the art project, unless noted otherwise in the written decision.

**7.12** Approval of program funding in no way constitutes a commitment, implicit or otherwise, of longer-term funding by the Government of Alberta to the project or the applicants.

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## 8. REPORTING REQUIREMENTS

**8.1** An interim report and a final report must be completed and submitted to program staff within the timeframes specified in these guidelines unless an extension of reporting date(s) has been approved. Anticipated reporting dates are:

Report type	Due Date
Interim report	April 2025
Final report	November 2025

Exact dates will be provided in the successful notification document. For any dates that fall on a weekend or statutory holiday, the report due date will move to the following business day. Dates are subject to change.

**8.2** Grant recipients must complete their reporting requirements for the project using the Interim Report and Final Report templates provided and include backup documentation as specified. These templates will be provided to the recipient.

**8.3** Recipients must provide access, upon request, to the Minister or Minister's representative, or auditors engaged by the Minister, to all financial documents or records relative to all expenses and revenues related to the project including the program grant funding as set out in the agreement.

**8.4** Recipients shall permit, if requested, the Minister or Minister's representative, or auditors engaged by the Minister, to examine during regular business hours, the books or records relating to the project for which the program funding was used as set out in the agreement.

**8.5** Records should be kept for seven years from the date of the notification letter of file closure from program staff.

**8.6** Any recipient that does not comply with the reporting requirements are ineligible to receive additional funding from any Government of Alberta program until acceptable reporting is provided.

**8.7** If the grant recipient is applying for new funding, overdue financial reporting relating to other Alberta Arts, Culture and Status of Women grants must be provided to the relevant grant program(s) in a satisfactory manner.



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## 9. ACKNOWLEDGEMENT STANDARDS & REQUIREMENTS

- 9.1** Recipients of program funds are to acknowledge the Government of Alberta wherever possible and appropriate.
- 9.1.1** Should a grant recipient choose to publish, perform, or otherwise sell work created during the residency, it is expected that the artist acknowledge the Alberta Artist in Residence/Arts Ambassador program as appropriate.
- 9.2** The Government of Alberta logo is available upon request.

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## 10. CONFLICT OF INTEREST

- 10.1** In addition to complying with the program guidelines and the Community Development Grants Regulation, an individual affiliated with a grant recipient should not place themselves in an apparent or actual conflict of interest when using the grant funds. A conflict of interest arises when a conflict between an individual's personal interests (what they could gain financially or otherwise) and their duty to perform in a government role in an accountable and transparent manner are in question.
- 10.2** A conflict of interest may be actual or perceived.
- *Actual conflict exists* where an individual's personal interests could improperly influence the recipient's duty to utilize the grant funds in a responsible and accountable manner. For example, if the grant recipient leads an arts organization, and they want to use the grant funds to rent space from that arts organization. An actual conflict of interest exists because the grant recipient's organization benefits from this decision through an increase in revenue.
  - *Perceived conflict of interest exists* when there is the appearance that an individual has a private interest that could improperly influence the individual's activities. For example, with whom to meet and bring forward issues to the government for action.
- 10.3** Whether a conflict of interest is categorized as actual or perceived, the individual affiliated with the grant recipient should avoid placing themselves in a situation where their personal interest could interfere with their duty to be transparent and accountable with the use of the grant funds.
- 10.4** As soon as reasonably possible after becoming aware of a personal interest that causes or is likely to cause a conflict of interest in relation to the use of the grant, the grant recipient must give notice of the conflict to the Minister. After giving notice of a conflict, the grant recipient may not commence nor continue their activities until instructed to do so by the program staff. If, in the opinion of the Minister, a conflict of interest warrants such action, the recipient may be given notice of termination of the agreement and be required to return the grant funds.

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# 11. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 11.1** The personal information that is provided on the grant application form is used for the purpose of administering the program and advising the applicant of grant program updates and relevant Ministry initiatives. It is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP Act) and is protected by the privacy provisions of the FOIP Act.
- 11.2** The FOIP Act applies to any information that is provided to Alberta Arts, Culture and Status of Women. This information may be disclosed in response to an access request under the FOIP Act, subject to any applicable exceptions to disclosure under the FOIP Act.
- 11.3** Please note, once an application has been approved and funding issued to an individual, the grant recipient, project, amount funded, community/city, and fiscal year become a matter of public record. Information on grants awarded by Government of Alberta programs is published on the Government of Alberta Grant Payments Disclosure database at the following link: [www.alberta.ca/grant-payments-disclosure](http://www.alberta.ca/grant-payments-disclosure).
- 11.4** If agreed to by the applicant on the application form, occasionally, Alberta Arts, Culture and Status of Women may contact applicants to provide information about Ministry initiatives or announcements related to the following topics:
- Grant program changes, funding announcements and opportunities to provide input/opinion on programs; and
  - Awareness of Ministry resources available to the non-profit sector including Ministry sector events.
- 11.5** For questions about the collection and use of this information, please contact program staff.

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## 12. OFFICE CONTACT INFORMATION

General contact and address information is:

**Arts Branch, Government of Alberta**

10708 – 105 Avenue NW

Edmonton, AB T5H 0A8

Tel: 780-427-6315 (general office)

Cell: 780-289-3781 (program staff contact)

Toll-free: dial 310-0000 first

Email: [ArtsBranch@gov.ab.ca](mailto:ArtsBranch@gov.ab.ca)

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## 13. GUIDELINES REVIEW

These guidelines will be reviewed, at a minimum, every three years to ensure they best support the needs of Alberta's communities as well as align with best practices in grant administration.