

Introduction

This document is a general overview of the event and the application process, as well as a step-by-step guide for completing an application to the Independent Projects Program of Nuit Blanche Toronto.

Please read these guidelines carefully before starting your application. Applications that do not follow the criteria of the guidelines will not be accepted.

Applications must be submitted [online](#) by **Thursday, February 14, 2019** at 11:59 p.m. EST.

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About Nuit Blanche (Toronto)

Nuit Blanche was originally conceived in Paris, France in 2002, with a mandate to bring contemporary art to large and diverse audiences in public spaces. In 2006, the City of Paris producers of the founding Nuit Blanche invited the City of Toronto to join an assembly of more than six founding European cities producing similar art and cultural events. Toronto was the first North American city to model itself based on the City of Paris Nuit Blanche and has inspired similar celebrations. The Toronto event is produced by the City of Toronto.

Nuit Blanche Toronto is a free, 12-hour contemporary art event that has a mandate to connect contemporary art to the broadest possible publics and to create opportunities for the audiences to explore and engage with contemporary art in public space.

2019 marks the 14th edition of the event, with programming taking place in neighbourhoods across the city, including Scarborough, Don Mills, Bloor-Yorkville, Downtown, Fort York, West Queen West, Sterling Road, and more.

On Saturday, October 5, sunset to sunrise, the city will be transformed through contemporary art. This is an exciting opportunity to celebrate and showcase Toronto's arts community and the City's commitment to contemporary art, and create installations geared at engaging both uninitiated and devoted art lovers from Toronto and beyond.

Project Categories

Nuit Blanche Toronto is made up of 3 categories of contemporary art projects, two of which accept applications from artists: Open Call Projects and Independent Projects.

Exhibition Projects:

Exhibition Projects are selected by Nuit Blanche Toronto curators by invitation only for inclusion in their exhibition, in consultation with the City of Toronto. These artworks are commissioned or remounted specifically for Nuit Blanche Toronto as part of the exhibition's curatorial theme.

Open Call Projects:

Open Call Projects are selected by Nuit Blanche curators through an open call application process. These projects are funded and produced by the City of Toronto for up to \$10,000. Proposals should respond to the curatorial theme of each eligible exhibition area. This year, up to four projects will be selected through the Open Call program.

Independent Projects:

Independent Projects are self-produced partners of the event, and can include Toronto-based artists, collectives, galleries, cultural and educational institutions, neighbourhood organizations, and more. Applications are reviewed by a jury composed of members of the Nuit Blanche External Advisory Committee and invited representatives from Toronto's contemporary arts community. Projects can be located throughout the City of Toronto. Proposals should respond to the event-wide theme, *Continuum*.

Applying to Nuit Blanche Toronto

Applications for Exhibition Projects are not accepted.

Artists may apply as both an Independent Project and an Open Call Project (with the same project OR with a different project).

Separate applications must be submitted for each category. Open Call Project and Independent Project applications are reviewed through a different selection process, which will not be influenced by each other. However, only one project from each artist can be accepted. If a project is chosen as an Open Call Project, it will be removed from consideration as an Independent Project upon confirmation with the artist.

Open Call Project applicants will be notified of the results of their application by **February 8, 2019**, allowing time to apply as an Independent Project should their Open Call Project proposal not be selected.

Independent Project Streams

New in 2019, applicants can apply to one of two streams: Independent Projects Program, or the TAC *Animating Toronto Streets – Nuit Blanche* Pilot Program.

Independent Projects Program

Independent Projects are self-produced, self-funded partners of the event, and can include Toronto-based artists, collectives, museums, galleries, cultural and educational institutions, neighbourhood organizations, and more. Applicants from any artistic discipline are eligible for the program, but proposals should have a strong visual component and be rooted in contemporary art practice.

Successful applicants will receive a \$1,500 honorarium to offset costs related to producing their project, such as artist fees, equipment rentals, and staffing.

Projects can take place across the city. Participants are responsible for securing their own location, obtaining either a venue contract or City-issued permit. City of Toronto staff will assist with this process.

TAC *Animating Toronto Streets – Nuit Blanche* Pilot Program

The TAC *Animating Toronto Streets – Nuit Blanche* Pilot Program is an exciting partnership between the Toronto Arts Council and City of Toronto to support public art projects that will take place in the public right of way (defined below) during Nuit Blanche 2019. This pilot program provides prospective Independent Projects Program artists, organizations, or collectives with up to \$20,000 to implement their projects in the public right of way, including Toronto streets, sidewalks, and laneways.

Funding will be awarded to applicants that meet the eligibility requirements and whose projects have been selected by the Independent Projects Selection Committee, in consultation with the Toronto Arts Council.

Applications are accepted for projects involving any artistic discipline(s), including Community Arts, Dance, Literary Arts, Music, Theatre, and Visual/Media Arts. Proposals should have a strong visual component that reflects the spirit of Nuit Blanche as a contemporary art event.

Please read the following guidelines carefully to determine both applicant and project eligibility before submitting an application to this program.

a. Eligibility

To be eligible for the *Animating Toronto Streets – Nuit Blanche* pilot program, applicants must be generally eligible for TAC funding, and the proposed project must take place in the public right of way.

- Projects must take place in the public right of way, including permitted activities taking place on public paths, thoroughfares and streets and/or activities that can be directly experienced on a public path, thoroughfare or street. Additional information on the definition of public right of way is provided below
- Applicants must be Toronto-based professional artists, not-for-profit organizations, or collectives operating on a not-for-profit basis
 - A professional artist is defined as someone who has developed their skills through training and/or practice; is recognized as such by artists working in the same artistic field; actively practices their art; seeks payment for their work; is not currently enrolled in an undergraduate program; and has a history of two or more years of public presentation or exhibition.
 - A collective is defined as a group of two or more artists working together under a group name, either on a single project (ad hoc) or on an ongoing basis. For collectives of two artists, both must be City of Toronto residents. For collectives of more than two artists, the majority of members must be City of Toronto residents
- Funding can be used towards all costs related to production and execution of the project. Capital expenditures are not permitted. Payment of artist fees is a requirement of this program
- Funding cannot be used to support an organization's ongoing staff or faculty salaries
- Grant payments are always payable to the applicant name, and if the applicant is a collective, the payment will be payable to the collective name rather than an individual member of the collective. Therefore, collectives must establish a bank account in the same name used in the application
- If the applicant is an individual artist, they must be Canadian Citizens, Permanent Residents, have an application pending for Permanent Resident Status, OR be a Protected Person (approved refugee claimant). Grant recipients must have a Social Insurance Number. Individuals must have been a resident of the City of

Toronto for at least one year prior to the application deadline, and live and work in Toronto for at least eight months of the year.

- The applicant must have a registration in TAC Grants Online <https://tac.smartsimple.ca/> either as an Individual or as an Organization/Collective. The registration in TAC Grants Online will need to be in the same name and email address as that submitted on the Independent Projects Program application form. This registration allows City of Toronto staff to provide the necessary material to TAC on behalf of the applicant; it also ensures applicant can access and submit the TAC Notification Letter, required in order to receive grant payment.

b. Public Right of Way

The definition of public right of way is public property. Eligible sites are those under the responsibility of the City of Toronto's Transportation Services Department, including roads, laneways, and sidewalks.

If you are unsure whether a particular site you are considering falls under this definition, please contact Shannon Linde, Program Coordinator at Shannon.linde@toronto.ca.

Please note, all fees associated with occupying a public right of way location must be factored into your proposed budget, including permit fees, barricades, and paid duty police officers as needed.

Successful applicants are responsible for securing permits related to occupying a public right of way location, including submitting permit applications. City of staff will assist in the process, offering guidance to ensure that applications are completed to requirement and submitted to the appropriate department by the deadline.

Further information on permits, fees, and regulations related to public right of way can be found online at www.toronto.ca/transportation/events.htm

c. Toronto Arts Council's Strategic Funding

TAC has two distinct funding envelopes: 1) Arts Discipline funding (e.g. discipline-specific project grants and operating grants) and 2) Strategic funding (e.g. Artists in the Library, Animating Historic Sites, Open Door, etc.). Applicants will not be eligible to receive funds from other TAC grant programs for their Nuit Blanche project. Recipients of *Animating Toronto Streets – Nuit Blanche* grants

are not eligible to apply to any TAC Strategic Funding programs in the same calendar year.

d. Value of Grant

Applicants can apply for up to \$20,000 to fund their projects. Eligible expenses include artist fees, funds for project development, travel, materials, and any other project expenses incurred by the applicant to produce the project. Capital expenditures are not permitted.

Applicants are not required to secure other sources of funding. Due to the competitive nature of this program, proposed budgets will be reviewed and grants awarded may be less than the full amount requested.

e. Conditions of Funding

Successful applicants will receive a Letter of Understanding with the notification letter, accessed via TAC Grants Online. The Letter of Understanding will detail the terms and conditions of the funding.

Successful applicants will also sign an artist agreement with the City of Toronto. Payments will be released when the Letter of Understanding is signed and submitted to Toronto Arts Council and when the artist agreement is signed and returned to the City of Toronto.

Grant recipients must acknowledge the support of TAC in all printed materials and publicity related to the project.

Grants may only be used for the purposes outlined in the application. All projects must be completed within dates specified in your grant notification letter.

Individual applicants that receive a grant will be issued a T4A tax slip.

Grant recipients are required to file an artistic and financial report at the end of the project. The due date for the final report will be included with the application results. Failure to submit the report will disqualify the applicant from submitting future TAC applications or receiving further funding. TAC may also request repayment of the grant.

f. Repayment of Grant

The grant must, on the request of TAC, be repaid, in whole or in part, to TAC, if the grant recipient:

- . Breaches any of the terms and conditions of the grant

- . Knowingly provides false information in the grant application
- . Uses the grant for purposes not approved by TAC
- . Breaches any of the provisions of the Ontario Human Rights Code in its operations
- . Ceases operating prior to completion of the project
- . Ceases to operate as a non-profit organization or collective prior to completion of the project
- . Winds up or dissolves prior to the completion of the project
- . Merges or amalgamates with any other party prior to completion of the project
- . Commences or has commenced against it any proceedings in bankruptcy, or is adjudged as a bankrupt, prior to completion of the project

g. Consideration for the Independent Projects Program

Applicants who are unsuccessful in receiving funding through this program that are interested in participating in the Independent Projects Program, which includes a \$1,500 honorarium, can opt in to be considered on the application form. They will then be prompted to submit a supplementary budget that reflects this different funding structure – the scale and scope of a project proposal may reduce as a result.

2019 Theme: *Continuum*

The city of Toronto and its inhabitants are in a constant state of becoming. With shifting boundaries, new developments and changing perspectives we are invested in the desire for a change in experiences, viewpoints, landscapes, and ideas.

This progression follows many paths through the night of Nuit Blanche. The cycle of creation and destruction that simultaneously depletes and feeds, the elevation of the noble into a place of renown nobility, the challenge of finding inner calm and enlightenment in the midst of it all, underlined by the ever-present renewal of night into day. All are part of the continuum. Is there peace without enduring commotion? Is destruction actually the end of something, or does it mark a new beginning? How can we know there is more to our existence without the contrast and comparison?

In a world that feels increasingly polarized, there is a critical need for nuanced conversations and intersectional perspectives. From dusk to dawn, Nuit Blanche Toronto plants seeds of change addressing the more compelling and complex parts of our existence, as individuals, as communities and as a city. In this place of potential, process, awakening and evolution exists.

Note for 2019 Applicants

All Independent Project applicants are encouraged to directly reference the 2019 theme, *Continuum*, in their project descriptions on the application form. The City of Toronto and the Independent Projects Selection Committee will actively adjudicate all applications through the lens of this vision.

Independent Projects Eligibility Requirements

Nuit Blanche Toronto invites proposals from Toronto-based artists, collectives, galleries, organizations, educational institutions, neighbourhood groups, and BIAs to partner with the event as part of the Independent Projects Program.

To be considered for inclusion in the program, all proposed projects must:

1. **Be able to stay open all night:** Projects must be open for the entire 12 hour period (from 7 p.m. to 7 a.m.). Projects that close early undermine the "all-night" mandate of the event and will not be eligible to participate in future events. All Applications will be reviewed closely to assess whether they will stay open from 7 p.m. to 7 a.m.
2. **Be free:** Projects must be free of charge to the public. Cover charge and entry fees to project premises are not permitted.
3. **Be self-funded:** All funding related to the project must be secured by the applicant in advance of the event.
4. **Take place in Toronto:** All projects must be located within the city of Toronto. Anticipated neighbourhoods for 2019 include Scarborough Centre, Don Mills, Davisville, Bloor-Yorkville, Sterling Road, West Queen West, Fort York, and Downtown.
5. **Take place in a venue or location that is accessible:** Venues limited to patrons over the age of 19 are NOT acceptable, as projects must be open to all ages. If possible, venues should be AODA compliant.
6. **Be produced by a Toronto-based professional artist:** All projects must have at least one lead artist/curator who is based in Toronto, and at least one professional artist or arts organization associated with the project.

Areas of Assessment

The City of Toronto and the Independent Projects Selection Committee will base their selections on the following Areas of Assessment:

- 1. Relation to Contemporary Art Practice:** Nuit Blanche Toronto is unique because it is a large-scale, public event rooted in contemporary art. While artists' concepts can be executed in any discipline, proposals should have a strong visual component.
- 2. Merit, Presentation, Originality:** All applications must present a professional, high-quality, original proposal that reflects the scale and spirit of Nuit Blanche Toronto. Repeat projects from previous years are not eligible.
- 3. Audience Engagement:** Applicants should consider how audiences will experience the proposed work, and if applicable, note opportunities for interactivity. How might large audiences access the work during peak times, versus more intimate engagements in the early hours of the morning?
- 4. Feasibility:** Applications should include: a balanced budget that outlines both revenues and expenses; a plan that assesses security and staffing/volunteer needs; a plan that assesses production and technical requirements; and any other logistical details related to developing and presenting your project.
- 5. Project Contributors:** The CV, biography and/or history of participating artists, curators and arts organizations will be considered. The history of applicants who have presented works at Nuit Blanche Toronto in previous years will be taken into consideration.
- 6. Relevance to Theme:** Preference will be given to proposals that respond to the event's 2019 theme, *Continuum*.

The Selection and Notification Process

All Independent Project applicants will receive an e-mail confirming receipt of their application within 48 hours of submission. If you submit an application and do not receive this e-mail, your application has **not** been received and you must follow up with our office, contacting:

Shannon Linde

Program Coordinator, City Cultural Events, City of Toronto
Shannon.Linde@toronto.ca

a. Independent Projects Program

All applications for the Independent Project Program are reviewed first for eligibility by the City of Toronto staff. Eligible projects are then reviewed by the Independent Projects Selection Committee, which is made up of members of the Nuit Blanche Toronto External Advisory and representatives from Toronto's contemporary arts community.

The Independent Projects Selection Committee will choose projects for inclusion in the Independent Projects Program, based on the *Areas of Assessment* outlined on page 11 of this document.

Once the review has been completed, accepted projects will receive a notification from the City of Toronto, notifying artists/producers of their acceptance into the program.

Projects that have been accepted, contingent on the resolution of minor factors, will be notified of this contingent acceptance and will be engaged to resolve these factors.

Projects that have not been accepted will be notified formally by email. Given the large number of applications received each year, staff capacity for feedback on unsuccessful applications may be limited.

All applicants to the Independent Projects Program will be notified of the results by email by 5:00 p.m. EST on March 8, 2019, approximately four weeks after the February 14 application deadline.

b. TAC *Animating Toronto Streets* – Nuit Blanche Pilot Program

Applications to the TAC *Animating Toronto Streets* – Nuit Blanche Pilot Program are also forwarded to a Toronto Arts Council Grant Program Manager to review and confirm eligibility.

Eligible projects are then reviewed by the Independent Projects Selection Committee, which is made up of members of the Nuit Blanche Toronto External Advisory and representatives from Toronto's contemporary arts community and includes the TAC Grant Program Manager. The Independent Projects Selection Committee will choose projects for inclusion in the TAC *Animating Toronto Streets – Nuit Blanche* Pilot Program based on the *Areas of Assessment* outlined on page 11 of this document.

Recommended applications are then forwarded to the TAC Board of Directors for approval.

Accepted projects will receive a notification from the City of Toronto, notifying artists/producers of their acceptance into the program. They will also receive a notification through the TAC Grants Online system.

Projects that have not been accepted will be notified formally by email. Given the large number of applications received each year, staff capacity for feedback on unsuccessful applications may be limited.

Applicants to the program will be notified of results by email by 5:00 p.m. EST on March 29, 2019, approximately six weeks after the February 14 application deadline.

Benefits of Participation

Independent Projects are partners of Nuit Blanche Toronto, contributing programming that transforms the city overnight through contemporary art. As such, all Independent Projects will receive:

Engagement with Audiences: Nuit Blanche Toronto welcomes an exceptionally wide range of audiences for contemporary art. Participation in the event is an opportunity to reach these audiences with your project. Depending on your project location, foot traffic can range from several hundred to tens of thousands of people.

Marketing: All Independent Projects will benefit from an umbrella marketing campaign to promote the overall event, including media partnerships and an integrated advertising campaign (outdoor, print, online, radio, and television). Independent Projects will be included on the event's official website and printed map, and will receive official Nuit Blanche Toronto project signage for the event.

Production Consultation: Independent Projects receive guidance with logistics, permits and processes related to executing their project for the event.

Insurance: All participating partners will be covered by the City of Toronto's general liability insurance and many of the permit costs associated with producing an event on City of Toronto property are often waived.

Venue Support: Independent Projects receive assistance with locating an appropriate venue for their project (as needed).

Funding Opportunities: Independent Projects receive an honorarium of \$1,500; recent OCADU graduates are eligible for an additional award through the *Career Launchers* program; and projects proposed for the public right of way are eligible for up to \$20,000 through the Toronto Arts Council's *Animating Toronto Streets – Nuit Blanche Pilot Program*.

Production and Logistics

Independent Project producers are responsible for all costs associated with their project including, but not limited to, artist and curator fees, event staff, production/technical equipment, materials for creation, and logistical concerns such as security, barricades and/or power distribution.

All projects must be created and executed in strict compliance with the requirements of the Occupational Health and Safety Act and all other applicable legislation.

In the assessment of your project, the City of Toronto may identify City departments or external regulating agencies that require further approval for the safe and legal execution of your project. These departments and agencies may include, but are not limited to, Toronto Police Services, Toronto Fire Services, Public Health and/or the Electrical Safety Authority.

In all cases, it is the sole responsibility of the Independent Project producer to ensure they have the appropriate permissions and/or permits in place for the build and execution of their project. City of Toronto staff will provide guidance through required permit processes as needed.

Sponsorship and Grants

Participants in Nuit Blanche Toronto who wish to solicit their own sponsorship or corporate donations must obtain approval from the City of Toronto before securing funds. The City of Toronto secures overall corporate sponsorships to fund Nuit Blanche Toronto and it is necessary for us to ensure that there are no conflicts with our sponsors. Please note, Nuit Blanche Toronto is not able to credit additional project sponsors on the official event collateral.

Participating artists are encouraged to apply for grants and public funding, but are advised to secure all necessary funding by June 1, 2019, at the very latest.

Funding and Awards (new this year!)

1. Independent Projects Honorarium

For 2019, all successful applicants to the Independent Projects Program will receive an honorarium of \$1,500 to offset costs related to their project, such as artist fees, production expenses, and staffing. Upon acceptance into the program, the City of Toronto will issue a contract outlining each element of program participation, including funding details, and funds will be awarded upon meeting specific deliverables in July 2019.

2. OCAD U Career Launchers Award

Career Launchers are unique, high-profile opportunities to help senior students and new graduates start their professional practice after graduating from OCAD University.

Applicants who have graduated from OCADU in 2017 and 2018, or will graduate in 2019, are eligible for additional funding through Career Launchers. There is a section on the Independent Projects Program Application form to opt in, and include specific details about the eligible applicant. One grant will be awarded for the 2019 event, selected by the Independent Projects Selection Committee in consultation with OCADU.

Recipients of the award will be asked to sign a Recipient Agreement with OCADU, which will outline the terms of the award.

3. TAC *Animating Toronto Streets* – *Nuit Blanche* Pilot Program

New in 2019, projects proposed for a location in the public right of way (including streets, sidewalks, and thoroughfares) by Toronto-based professional artists, collectives, and not-for-profit organizations are eligible for up to \$20,000 in funding through a unique partnership program between the Toronto Arts Council and City of Toronto.

Please refer back to pages 4-8 of this document for full details, including eligibility requirements.

Completing Your Application

Applications must be submitted [online](#) by **11:59 p.m. on Thursday, February 14, 2019.**

IMPORTANT:

Because you cannot save and return to the online application, you should prepare your answers in advance of starting the application process using a text editor program, adhering to strict characters counts (which include spaces and punctuation) in specific sections.

Please read thoroughly through the details below, and prepare any section marked with a **red asterisk (*)** in advance of starting the online application process.

Application Form Details

1. Application Terms

Review the text and check the box to confirm you understand the terms.

2. Project Information

You must complete each field to proceed:

Name of Artist, Collective, or Organization:

Title of Project:

***Brief Project Summary**

(maximum 250 characters including spaces and punctuation - approximately 35 words)

Use this section to provide a short, functional description of your project, adhering to strict character counts listed above. Treat this description as an elevator pitch for your project, focusing on the critical details.

An example of a Brief Project Summary is:

"Infinity Mirrors" is an exhibition of paintings, sculptures, and immersive installations by Yayoi Kusama, in which audiences can explore endless landscapes that subvert time and space.

3. Application Streams

You must check a box to indicate which stream you are applying to:

- **Independent Projects Program**
- **TAC Animating Toronto Streets – Nuit Blanche Pilot Program**

Applicants to the TAC *Animating Toronto Streets – Nuit Blanche* Pilot Program will have an opportunity to be considered for the Independent Projects Program should their application not be selected for this program. You will be prompted to submit a supplementary budget to reflect a different funding model, and describe how your project might change as a result.

4. Eligibility

You will be asked to fill out a checklist to ensure you are eligible for the program before proceeding.

5. Project Description

Use this section to provide a detailed description of your project, focusing on four key areas:

***Concept**

(max 1,400 characters including spaces and punctuation, approx. 200 words)

- this is the “what” of your proposal
- what ideas are motivating this project?
- what are aesthetic and/or conceptual details of the proposal?

***Production details**

(max 1,000 characters including spaces and punctuation – approx. 150 words)

- this is the “how” of your proposal
- what are the technical and logistical details of this project?
- describe what you need to adequately install and execute the project for 12 hrs

***Relation to 2019 theme**

(max 740 characters including spaces and punctuation – approx. 100 words)

- how does your project respond to the theme of *Continuum*?

***Anticipated Audience Experience**

(max 740 characters including spaces and punctuation – approx. 100 words)

- if you have goals for a specific type of audience engagement, list them here
- consider how audiences will access your piece during different periods of the night

We strongly recommend you review the above section *Areas of Assessment* on page 11 of this document before creating your description.

Writing tips:

- Be clear and articulate in your descriptions
- Do not feel inclined to fill the maximum character count for each section, as concise language is preferred
- Have a friend or colleague who is unfamiliar with this work review the description in advance to ensure all of the necessary details are included

6. Project Contributors

Please list all participating artists, collectives or organizations associated with your project. You will be asked to submit an artist or organizational biography (or short CV) that highlights your professional achievements and history of contemporary art practice.

Name of Artist, Collective, or Organization:

Currently based/lives/works in:

Website (if applicable):

***Biography or Condensed CV** (max 1,700 characters including spaces and punctuation – approx. 250 words)

7. Location Details

Please indicate which neighbourhood(s) you are interested in proposing your project for.

Neighbourhood Descriptions:

Downtown: N/S boundaries are College St & Front St; E/W boundaries are Jarvis St & Bathurst St

Fort York: N/S boundaries are Wellington St and Fort York Blvd; E/W boundaries are Bathurst St and Strachan Ave

Scarborough Centre: areas surrounding and connecting Scarborough Town Centre and the Scarborough Civic Centre

Don Mills: areas surrounding and connecting the Aga Khan Museum, Ismaili Centre Toronto, and the Ontario Science Centre

Bloor-Yorkville: areas running north and south and along Bloor Street, between Ossington Ave and Sherbourne St

Sterling Road: running N/S between Bloor St W and Dundas St W

West Queen West: between Bathurst St and Dufferin St

Davisville: area surrounding Davisville Subway Station

Other: if you are proposing a project for a neighbourhood other than what is listed here, please check this box and describe the area(s)

You will be asked to describe your confirmed or prospective venue/location in more detail in this section.

Applicants are responsible for securing their own venue. You **must** contact a venue before listing them on your application. If your project is accepted you will be required to supply us with a copy of your venue agreement, unless the venue is also the applicant.

If you do not have a venue, we can assist you in finding a suitable location for your project, pending availability, upon acceptance into the program.

Projects that require the use of public space such as a park or road are responsible for securing their own permits. We will assist you with this process.

8. Budget

Proposed budgets must reflect **all** potential artistic and production costs associated with producing the project, such as artist fees, staffing, equipment, fabrication, crowd control mechanisms, permits, and venue rental, along with **all** confirmed and projected sources of revenue. Revenues and expenses **must** balance.

Please prepare a budget in advance, and double check your numbers to ensure that revenues and expenses balance. You must total your revenues and expenses in order to proceed with this application.

*Expenses

Include any estimated costs associated with developing, installing, and executing your project for the full 12-hour event. Fill in any line item that applies to your project. You must enter the total of all expenses in order to proceed.

For applicants to the TAC *Animating Toronto Streets – Nuit Blanche* Pilot Program, please refer to the following estimates to account for all costs associated with occupation of the public right of way (which you are responsible for covering out of your budget). Please refer to *Addendum I: Public Right of Way Case Studies* for examples of different types of public right of way occupation and their estimated associated costs.

EXPENSES (fill in any/all that apply)	AMOUNT (\$)
Artist Fees	
Curatorial Fees	
*Public Right of Way Permit Fees	
*Road Closure Expenses (Paid-Duty Officers; Barricades; etc)	
**Permits / Venue Rental Fees	
Materials / Production	
Equipment Rental	
Administrative Costs	
Project Infrastructure (ex. barricades; stanchions; wayfinding; etc.)	
Paid Staff: Performers/Facilitators	
Paid Staff: Installation/AV Technicians	
Paid Staff: Security/Crowd Management	
Transportation	
Documentation	
Hospitality	
Other (please specify)	
Total Expenses	

*for applicants to the TAC *Animating Toronto Streets – Nuit Blanche* pilot program only

**for applicants to the Independent Projects Program only

***Revenue**

Include all confirmed and projected sources of revenue. Total revenues must balance with total expenses.

For applicants to the Independent Projects Program, please list the \$1,500 honorarium as confirmed revenue.

For applicants to the TAC *Animating Toronto Streets – Nuit Blanche* Pilot Program, please list the requested funds (up to \$20,000) as confirmed revenue.

REVENUE	AMOUNT (\$)	CONFIRMED/PROJECTED?
TAC Animating Toronto Streets (up to \$20,000) OR Independent Projects Program Honorarium (\$1,500)		Confirmed
Toronto Arts Council		
Ontario Arts Council		
Canada Council for the Arts		
Private Donations		
Corporate Donations or Sponsorships		
In Kind Donations		
Other (specify)		
Total Revenue	\$	

Arts Council Funding & Sponsorship

If you list Toronto Arts Council (aside from the TAC *Animating Toronto Streets* stream), Ontario Arts Council, or Canada Council funding in your revenue budget, you will be asked to describe which specific funding programs you have or plan to apply to.

Similarly, if you have listed sponsorship, you will be asked to list all prospective and confirmed sponsors. Please list any sponsor you plan to approach to fund your project.

9. OCAD U Career Launchers Award OR Independent Projects Program Opt-In

For applicants to the Independent Projects Program, you can opt in for consideration for an additional award through OCADU Career Launchers.

In order to be eligible, you or a lead artist/curator associated with your project MUST have graduated from OCADU in 2017 or 2018, OR, will graduate in 2019. If you opt in for consideration, you will be asked to list the eligible person’s full name, program of study, and year of graduation.

For applicants to the TAC *Animating Toronto Streets – Nuit Blanche* Pilot Program, you can opt in for consideration for the Independent Projects Program should your application not be selected for this program. You will be asked to submit a supplementary budget to reflect this different funding structure, which includes a \$1,500 honorarium.

10. Applicant Information

Please fill in your contact information as the lead artist or lead applicant on behalf of a collective or organization. The email address you include will be the one we use to notify you of receipt of the application, as well as the results.

Important:

For applicants to the TAC *Animating Toronto Streets – Nuit Blanche* Pilot Program, you must include the same email address used to register for TAC Grants Online.

11. Support Materials

Submit up to 5 images, audio or video files to support your application. It is recommended that at least one of these items is a mockup, rendering, or preview of your proposed project; and that at least two samples illustrate your past work that is most relevant to the proposed project and/or your artistic practice.

There are two ways to submit support materials: either by uploading files into the application form system, or through providing a live link under the Supporting Materials: Descriptions section below the upload section.

Please ensure your files are **maximum 5MB** each, and are one of our accepted file formats:

- **Images:** jpg, gif, png
- **Video:** flv, mp4, m4v, f4v, mov, swf
- **Audio:** m4a, f4a, mp3
- **Other:** csv, pdf

Important: if you are linking to files through a file sharing program such as Dropbox, please ensure your link does not expire for at least 4 weeks after the application deadline, and that it does not require special permissions (i.e. a password) to access and download a file. For audio/video files that are larger than 5MB, we recommend hosting the materials on a website where we can review directly rather than download, such as YouTube, Vimeo or Soundcloud.

*Supporting Materials: Descriptions

Name your files by artist last name or collective / organization name along with a number and the file extension name. We will ask you to fill in a short description (max 200 characters including spaces and punctuation – approximately 30 words).

See sample chart below.

	File Name	Description (max. 200 characters)	Link (if applicable)
1	Kusama_01.jpg	Installation view of “Obliteration Room” (2018) at beginning of exhibition	
2	Kusama_02.jpg	Installation view of “Obliteration Room” (2018) at end of exhibition	
3		Link to timelapse video of “Obliteration Room” (2018) during exhibition; 4 minutes	https://www.youtube.com/watch?v=Le gJq5tNLYg
4	Kusama_03.m4a	Audio clip for proposed project for Nuit Blanche Toronto	
5	Kusama_04.pdf	Rendering of proposed project for Nuit Blanche Toronto	

12. NBTO Email Updates

In this section, you can opt in to receive future email communications regarding Nuit Blanche Toronto. We would also like to know how you found out about this call for submissions.

13. Declaration

You will be asked to declare that the application is reflective of your original artistic vision and that all information is true and correct to the best of your knowledge.

Once you click this, hit ‘Finish’ to submit your application.

You can expect a confirmation email from a City of Toronto staff person within 48 hours of submission. Check your email inbox (or junk folder), and if you have not received this email within the timeframe, please contact Shannon Linde at the email address below.

Contact

Shannon Linde
Program Coordinator
City Cultural Events, City of Toronto
Shannon.Linde@toronto.ca