

# Submitting Guidelines

## SUBMITTING A TEC APPLICATION

### IMPORTANT

- Think about your reader as you write. It's important to re-read your own writing.
- Make sure you've clearly answered every question and addressed all the criteria.
- Be clear and concise.
- Show that your project is well thought through, and that it can realistically be produced.

## PART A: GENERAL INFORMATION

- **The person applying for the TEC:**
  - Must meet the eligibility criteria (currently enrolled at NTS, or graduated within three years).
  - Will act as the School's contact person for the project.
  - Must play a significant role in the project (in other words, cannot be someone added to an existing project for the main purpose of seeking funding).
  - Will receive payments directly, or on behalf of the company (of which they are a part). If payments are made to an individual, that person will be issued a T4A and must declare the amount on their income tax return.
- **Types of funding:**
  - type 1: projects that include elements of community engagement (maximum request \$2500)
  - type 2: a community-engagement-centered project that benefits its targeted community (maximum request \$5000)

When evaluating TEC applications, the jury could see that some projects, while being interesting and innovative in themselves, nevertheless had only a limited community engagement dimension. By contrast, there were other applications that successfully made community engagement central to the project.

Given this situation, and recognizing the artistic merit of both types of projects, we have decided to adjust the TEC program's structure to provide two types of funding, one lower and one higher.

The distinction between the two types of funding reflects this reality and encourages a range of projects, while offering a higher level of support to projects that include more significant and substantial community engagement.

- **Types of projects:** Production, tour, festival, workshop, other (specify).
- **Target community:** Be as specific and descriptive as possible.
- **Start and end date of the project:** Since TEC projects must be realized within 12 months, make sure your timeline reflects this. For example, if your project is financed in October 2018, you must complete the project by the end of September 2019.

## **PART B: DETAILED DESCRIPTION OF THE PROJECT**

Keep in mind the criteria used by the jury:

### **Criteria related to the community:**

- Clear definition of the target community
- Ability to connect with this community
- Expected impact on this community
- Originality of the approach

### **Artistic criteria:**

- Artistic drive behind the project
- Degree of originality and innovation
- Quality of the proposed artistic collaborations
- Demonstrated experience and skills of the participating artists

### **Administrative criteria:**

- Concrete implementation plan (timeline, etc.)
- Balance between various expenses, and diversified funding sources

In summary, does your description include the following points, and are they clearly explained for someone who is hearing about your project for the first time:

- Is the chosen community well defined, along with the way to connect with it?
- Is the artistic vision clear?
- In what ways is the project innovative?

### **Other advice:**

- Feel free to explain how you plan to evaluate your own results: reaching the target community, attendance goals, impact on the participants, etc.
- You may illustrate your vision with photos, sketches, diagrams, etc. as appropriate.

## **PART C: PROJECT TIMELINE/CALENDAR**

Give a broad idea of the timeline; it is not necessary to give a day-to-day production schedule.

## **PART D : BUDGET**

- In the request for funding, you must complete the first two columns: *Expenditures/Revenues* and *Initial Budget*. You may also use the column labelled Notes.
- In these columns, fill in the cells that apply to your project and leave the others blank.
- If some sources of funds are awaiting confirmation, indicate this in the Notes column, noting the expected date of confirmation.
- Reminder: To be funded, a project must have other sources of funding beyond TEC. These other sources could include in-kind donations or services. *For example, free use of a rehearsal space.*
- The *revised budget* column is only to be completed if your project is accepted, and if the actual budget is different from the original proposed budget (e.g., you received less financing than expected).
- The *final budget* column is to be filled in when accepted projects are completed. It is to be submitted along with a final report.
- Ensure that all calculations are correct and that the total expenses are equal to the total revenues.

## **PART E: TEAM MEMBERS AND SIGNATURES**

- Each person participating in the project must be named and their role specified.
- The applicant on behalf of the project must sign the request for funding on behalf of the team and, in so doing, affirm that all team members listed have in fact agreed to contribute to the project and have approved the content of the application being submitted.

### **Submitting your application**

Applications are accepted by email only, at [tec@ent-nts.ca](mailto:tec@ent-nts.ca).

### **After submitting the application**

Processing timeline:

- Within a week, you will receive confirmation that your application has been received.
- You will receive a notification of the decision within 4 weeks of the submission.
- If your project is accepted, you must sign a funding agreement. If your project is not accepted, you will receive an official letter with the jury's comments.

### **Contact**

You can reach the administrator of the TEC program at [tec@ent-nts.ca](mailto:tec@ent-nts.ca).