



**TESLIN TLINGIT COUNCIL**

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**ASSISTANCE TO**

**ARTISTS POLICY**

Version 2.1  
March 7, 2019

## AMENDMENTS AND REVIEW RECORD

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<b>Version</b>	<b>Amendments</b>	<b>Approval</b>
Draft 10		Public Meeting November 13, 2013
Version 1.0		Executive Council November 25, 2013
Version 2	Heritage Staff and Policy	March 7, 2019
Version 3	Executive Council Approval	May 28, 2019

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## 1. INTRODUCTION

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

Creating an economy for citizens is goal # 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 (TTC Citizens) not covered by other existing funding sources. To participate in cultural and artistic initiatives. Assistance granted under this policy is intended as a supplemental funding source to encourage and support cultural and artistic activities.

This policy complements other TTC policies and aids in the overall goal of strengthening Tlingit Culture and Language for all Citizens.

All education or training applications will be referred to the Workforce Development Department.

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

- FAIRNESS: All applicants will be given fair and equitable consideration.
- RESPONSIBILITY: TIC 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 TIC.

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

**Participant** – a Citizen, over the age of 18, who has an interest in learning the Teslin Tlingit Cultural/Traditional Activity, practise, or has an interest in art or artistic activities and has applied and received funding.

**Traditional** – refers to Teslin Tlingit activities and pursuits which have been practised throughout Tlingit History and their existence.

**Cultural** - the shared inherited beliefs and practices of the Teslin Tlingit.

**Eligible Activities** – includes Tlingit traditional activities such as, but not limited to painting, carving, sewing, dancing, and language camps.

**Art** - the expression or application of creative skill and imagination in a visual form such as painting, sculpture, carving, music, literature and dance and producing works to be appreciated primarily for their beauty or emotional power.

## 1.2. **Purpose**

The Assistance to Artists Policy is intended to assist Citizens in pursuing traditional and cultural pursuits relating to the arts. The program is meant to enhance and aid in the recognition, preservation and protection of Teslin Tlingit Traditional and Cultural practices and beliefs, and activities as they may have occurred, and to incorporate contemporary art. This Policy recognizes that barriers to successful activities manifest in many different forms. As such, effective support may be required to take the form of funding, materials, staff time or training. Support offered through this policy must fall within an established budget and work-plan.

## 1.3. **Artist Registry**

The Community Arts & Events Coordinator 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**

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### 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. The Community Arts & Events Coordinator will provide technical assistance 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 Executive Council for final 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 three conditions apply;

- A TTC citizen,
- Does not owe TTC any money, unless a repayment plan has been signed and is being honoured for at least six (6) months
- Must be 18 years of age and older

## 2.3. **Eligible Expenditures for Artist Assistance Funding**

Eligible expenditures for applications requesting financial support:

- Travel and accommodation specific to a stated event, as per TTC Travel policy
- Registration for events
- Materials required to participate in an eligible event
- Skills development through mentorship
- Marketing and Promotion (business cards, websites, portfolios, etc.)
- Equipment and supplies
- Other reasonable requests which would ensure the successful outcome of an artistic endeavour

## 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
- An up to date contact information for submission.

All applications submitted to TTC must include;

- An acceptance letter, invitation or registration notice from an eligible event host, if applicable;
- A detailed budget of reflecting costs of registration, travel, accommodation and relevant materials (see budget form attached); and
- Other costs necessary to the success of the endeavour (explain how these costs will aid in the success).

## 2.5. **Mentorship**

Please *see Section 6* of this policy for mentorship details.

## 2.6. **Applications Review**

Applications will be reviewed at least two times per year or at the discretion of the HCAC and must be received by the Community Arts & Events Coordinator. The applicant will be informed in writing within 15 working days of the decision being made.

## 2.7. **Assessment**

All applicants for assistance will be assessed by the Heritage Center Advisory Committee to determine if they have the prerequisite skills, knowledge or education to successfully participate in the eligible event or project.

## 2.8. **Selection Priority**

The HCAC will prioritize applications in the following order;

- First time applicants with properly completed applications;
- Previous applicants who have submitted all reports, financial documentation for previous assistance (receipts are on file), and are in good standing with the Artist Assistance Program;
- **Incomplete applications will not be considered.**

## 2.9. **Conflict of Interest**

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

# 3. **MONITORING PROCESS**

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## 3.1. **Reports**

All applicants who receive assistance are required to report on their sponsored experience. (See attached report form) (Receipts must be included with the report)

**\*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 Special Leave Section of the Personnel Policy.

## 3.4. **Recognition of Artists**

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

# 4. **FINANCIAL ASSISTANCE**

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

If an applicant is receiving funding from other sources; this may limit assistance provided to the applicant under this policy.

#### 4.1. **Materials and other costs**

All costs must be itemized and included in Appendix A – Budget Summary

#### 4.2. **Registration fees**

Registration fees may be paid directly to the event host on the advice of the Director of Heritage and/or his/her designate

#### 4.3 **Limits to Assistance**

Applications for assistance cannot exceed the budget available for the Assistance to Artist fund. In the interest of equality of funding for all citizens, assistance to individual applicants will be to a maximum of \$2,000.00 per fiscal year at the discretion of the HCAC. 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
- Failure to provide required financial information and reports

#### 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.

## **5 ARTIST OBLIGATIONS**

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All artists are expected to;

- attend the event or complete the endeavour as per the application submitted;
- must provide a report/evaluation of the event to the Community Arts & Events Coordinator within thirty (30) days of the event or project completion;
- provide immediate notice of withdrawal from the event to the Director of Heritage and/or the Community Arts & Events Coordinator;
- provide notice of withdrawal at least 5 working days prior to an event to the Event Host;
- Notify TTC promptly of any change in address.

## **6 MENTOR SELECTION**

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### **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.

Artists seeking Mentorship must complete the application (Appendix A).

## 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 and/or the Community Arts & Events Coordinator 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

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Any applicant may appeal a decision by writing a letter to the Director of Heritage. The Director will review the decision with the HCAC and the applicant and make a decision.

If the applicant does not agree with the decision, they can then write to the Executive Director advising of the reasons for the appeal. The letter must be received within 30 days of the applicant being informed of the decision. After 30 days have passed, the decision in question can no longer be appealed.

Within 10 working days of receiving the letter, the Executive Director will:

- Review the appeal with the affiliated staff. The appellant may be required to meet with the Executive Director at this stage.
- Make a decision regarding the appeal, and
- Advise the applicant in writing of the appeal decision and the reasons for it as well as any action taken.

If the applicant accepts the decision of the Executive Director, the appeal process is considered complete. If the applicant does not accept the decision of the Executive Director, they must submit another appeal letter to the TTC Executive Council within 10 days of receiving the Executive Director Decision letter.

Within 10 calendar days of receiving the second appeal letter, the TTC Executive Council will address the appeal at a duly convened meeting. The applicant will be advised of the decision made by Executive Council within 10 days. *The decision of TTC Executive Council is final.* The applicant has a right to present his/her case in person to the TTC Executive Council. The HCAC/Heritage Department will have the right to present their case to the TTC Executive Council.

**8 REVIEW AND AMENDMENTS**

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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.

This is to certify that the Executive Council approved the above policy on May 28<sup>th</sup>, 2019



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Naa Shaadé Hání on behalf of Executive Council

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*For official use only*

*Executive Council review date (DD/MM/YY):* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Approved:* Yes \_\_\_\_\_ No \_\_\_\_\_

## Appendix A

# TTC ASSISTANCE TO ARTISTS APPLICATION FORM

*Incomplete applications will not be considered.*

### PERSONAL INFORMATION

Surname:	Given Name:	Initial:
Clan:	Year of Birth:	
Mailing Address:	Email Address:	
Home Phone Number:	Cell Number:	
Citizen Enrollment Number:		

### PLEASE COMPLETE THE RELEVANT SECTION

#### 1. ATTENDING AN EVENT

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

Event title: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

2. Description of project: \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

*Required Materials: Please attach a detailed list.*

**3. SEEKING MENTORSHIP**

Have you identified a mentor? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please attach a biography or CV of Mentor.

What is your objective in working with the mentor? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

How many hours/days are you planning to work with the mentor? \_\_\_\_\_

**4. PURCHASING MATERIALS ONLY**

Please attach a detailed list of materials needed, the cost and purpose of each item.

**5. ART CAREER OR TRAINING HISTORY**

List the important events or exhibitions in which you have participated: (or attach a CV)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your art career goals?

\_\_\_\_\_  
\_\_\_\_\_

**6. ASSISTANCE HISTORY**

Have you received artist assistance from TTC before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please complete the table below:

YEAR	EVENT/ PROJECT	AMOUNT RECEIVED	COMPLETED YES / NO	REPORT SUBMITTED	CERTIFICATES/ AWARDS	NOTES

**7. BUDGET SUMMARY**

*Please complete the following budget charts as accurately as possible.*

EXPENSE ITEM	COST
1. Registration fees/booth fees:	
2. Materials & supplies: (attach a detailed list and cost for each item)	
3. Mentorship: Mentorship fees	
4. Travel Expenses: Hotel accommodation/per diem/incidentals/mileage	
5. <b>Total Expenses:</b>	\$

<b>Description of Financial Resources</b>	<b>Total Amounts</b>
<b>A.</b> Grants/Bursaries or Scholarships	
<b>B.</b> Other assistance	
<b>C.</b> Personal contribution (at least 10% of the total budget)	
Total Financial Resources (Total of A, B, & C)	\$
<b>Total Expenses</b> (enter amount from line 5 above)	\$
<b>Assistance Requested</b> (total expenses minus total financial resources)	\$

**Appendix B**  
**TTC ASSISTANCE TO ARTISTS REPORT FORM**

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1. What was your assistance used for?

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2. What did you create from the materials and supplies purchased?

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3. What did you like most about the event/project/mentorship?

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4. What was your most important learning experience from the event/project/mentorship?

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5. Attach photos if available. (Products created, event attended, project developed)

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6. Would you recommend this activity to other artists?

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Receipts attached?

Yes \_\_\_\_\_ No \_\_\_\_\_

**APPLICANT DECLARATION**

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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\_\_\_\_\_