



GUELPH ARTS  
COUNCIL

# Guelph Arts Council Sue Richards Artist Relief Fund Application Guidelines

The **Guelph Arts Council Sue Richards Artist Relief Fund** provides emergency financial relief to local artists living with debilitating health issues. This fund was created in response to a growing community realization of the plight of self-employed artists whose health leaves them unable to work. Guelph Arts Council provides this relief, within the limits of the funds available annually, through donations made in honour of the late Guelph artist Sue Richards and a 2017 bequest from her estate.

An application form and list of additional resources follows. Applicants are encouraged to contact these organizations for additional support.

## **Application process**

Applications are reviewed in confidence on an ongoing basis by the Guelph Arts Council Artist Relief Fund Committee. Not every applicant is guaranteed funding; each eligible application is reviewed on a case-by-case basis and the approval process (based on the eligibility criteria) is at the discretion of the Committee. The Committee has the right to ask applicants for additional information or documentation as required. All decisions of the Committee are final. Applicants will be contacted by telephone, within three weeks, when the Committee has reached a decision.

## **Eligibility Criteria**

Eligible applicants are selected based on their need for funds rather than on the quality of their artwork.

- Applicants must be professional artists living in Guelph/Wellington County and earning a meaningful portion of their income through their artistic endeavours.
- Applicants must provide relevant documentation (see below) that reflects their health issues and their financial situation.
- Applicants who have received assistance from the Fund in the last 12 months may be ineligible.

## **Amounts**

The amount awarded is dependent on the number of applicants, the specific needs of each eligible artist, and the funds available. The maximum amount available for each individual application is \$1,000.

## **Documentation**

Along with a completed application form, applicants are asked to submit documentation outlining their current health situation. Where appropriate, provide copies of relevant bills, medical invoices or assessments, unfilled prescription quotes, or dental estimates. Additional documentation may be requested. This support documentation will not be returned to the applicant.

*NOTE: Guelph Arts Council commits to maintaining confidentiality with respect to all personal and financial information provided in or with an Artist Relief Fund application, in accordance with our privacy policy.*

Completed application forms and documentation should be sent to:

**Guelph Arts Council  
Attention: Artist Relief Fund Committee  
10C Shared Space  
42 Carden Street  
Guelph, ON N1H 3A2**

**Phone: 519-836-3280    [guelpharts.ca](http://guelpharts.ca)**

# Guelph Arts Council Sue Richards Artist Relief Fund Application Form

## Personal Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apartment # \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: (        ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

## Background:

Please attach a letter that describes the circumstances that have led you to apply to the Artist Relief Fund, and why your current sources of income are not sufficient to meet your immediate needs. You are welcome to submit any additional documentation that you feel will support your request.

## Professional Information:

Please attach a current CV or résumé.

## Declaration:

I, \_\_\_\_\_ (print name) certify that the information provided in the Guelph Arts Council Sue Richards Artist Relief Fund application and on any attached documents is correct and complete. I understand that Guelph Arts Council may contact me for additional information or documentation as may be deemed necessary by the Artist Relief Fund Committee to expedite a decision on this application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_

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## Application checklist:

- Completed Application form
- Background letter
- Current curriculum vitae (CV) or résumé
- Financial documentation, where appropriate (copies of relevant invoices, estimates, etc...)
- Medical documentation

Applicant Name: \_\_\_\_\_

**Financial Information**

Average annual income earned through artistic practice \$\_\_\_\_\_

Are you currently employed elsewhere? Part-time / Full-time (Please circle) If yes, where?

\_\_\_\_\_

\_\_\_\_\_

Other sources of income (please specify)

\_\_\_\_\_

\_\_\_\_\_

Total annual income including art/employment/other income \$\_\_\_\_\_

Average annual expenses associated with art practice \$\_\_\_\_\_

Please describe in the table below what form of financial relief you are requesting, with dollar amounts for specific expenses (including any dollars that might already be spent, with relevant receipts).

Expense	Amount	Payable to	Due/when needed
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
<b>Total amount requested</b>	\$	<b>(Maximum \$1,000)</b>	

Guelph Arts Council  
 Attention: Artist Relief Fund  
 10C Shared Space  
 42 Carden Street  
 Guelph, ON N1H 3A2

Phone: 519-836-3280      [guelpharts.ca](http://guelpharts.ca)

# Guelph Arts Council

## Suggestions for Long-term Financial Support

Some applicants may require more financial support than the Guelph Arts Council Sue Richards Artist Relief Fund is able to offer. Artists looking for long-term emergency financial support may wish to contact **Ontario Works** or the **Ontario Disability Support Program**.

**Ontario Works** provides financial and employment assistance to people in financial need. Every person has the right to apply for assistance and to have an application taken. Eligibility will depend on individual circumstances including income and assets. If an applicant is determined to be eligible for assistance, that individual will continue to receive assistance as long as he/she is eligible. The amount depends on individual circumstances.

**In Guelph, the Ontario Works office is located at 129 Wyndham Street North, Guelph, ON N1E 4E9 519-837-2670 <https://www.wellington.ca/en/social-services/applyingforontarioworks.aspx>**

An applicant requiring long-term financial support may qualify for the **Ontario Disability Support Program (ODSP)**. This program helps people with disabilities who are in financial need pay for living expenses, like food and housing. The program provides eligible people with disabilities with both income and employment support.

Applicants must live in Ontario, require financial assistance and have a substantial physical or mental disability that is expected to last for a year or more.

Individuals can apply for ODSP by first being accepted by Ontario Works and then receiving an ODSP application package through their Ontario Works support worker. A second option is to apply directly through ODSP, which can be a longer process. Individuals in immediate financial need should contact Ontario Works.

**For additional information on the Ontario Disability Support Program, visit the Ontario Ministry of Community and Social Services office at 1 Stone Rd. W, 1<sup>st</sup> Floor, Guelph, ON N1G 4Y2 519- 822-7500 <https://www.mcsc.gov.on.ca/en/mcsc/programs/social/odsp/index.aspx>**

### Other sources of support:

CANVAS Artist Relief Fund  
The Arts & Entertainment Plan  
CARFAC Ontario  
Unison Benevolent Fund

<http://www.canvasfoundation.ca/artist-relief-fund>  
<https://www.aeplan.ca/guest>  
<https://www.carfaontario.ca/>  
<http://unisonfund.ca/>