



ARTS LEADERSHIP RESIDENCY FUNDING 2026 GUIDELINES

This funding program supports mid-career arts professionals who are Indigenous, Black, or a Person of Colour who aspire to leadership roles in the arts (Executive Directors, Artistic Directors, Curators, Managing Directors, etc.) to undertake an extended residency with a host arts organization.

Contents

ABOUT THE FUNDING PROGRAM.....	2
2026 DEADLINE.....	2
Application Portal	3
Extension Requests.....	3
FUNDING AMOUNTS	3
WHO CAN APPLY?.....	3
Resident Eligibility	3
Host Organizational Eligibility.....	3
USE OF FUNDS	5
Mandatory Employment Related Costs (MERCs)	5
Funding Distribution.....	5
DESIGNING YOUR RESIDENCY	5
Residencies Outside of Calgary	6
Wage and Schedule	6
A Note on Resident Duties	6
Other Items to Note	6
HOW TO APPLY	7
Step One: Review the guidelines.....	7
Step Two: Book a conversation.....	7
Step Three: Complete your application.....	7
Budget Requirement	7
Additional Support	7
APPLICATION ASSESSMENT	8
APPLICATION CHECKLIST	8

NOTIFICATION OF RESULTS 11
SUCCESSFUL APPLICATIONS 11
ACKNOWLEDGMENTS 12
YOUR FEEDBACK IS WELCOME 12
CONTACT US 12

ABOUT THE FUNDING PROGRAM

This funding program supports mid-career arts professionals who are Indigenous, Black, or a Person of Colour who aspire to leadership roles in the arts (Executive Directors, Artistic Directors, Curators, Managing Directors, etc.) to undertake an extended residency with a host arts organization.

Within the arts sector in Calgary, there is a need to create pathways for racialized leaders in all disciplines to advance their networks, experience, skills, and knowledge. In specific response to addressing that need, and as part of the Rozsa Foundation’s long-term commitment to strengthening the arts sector, we are proud to offer the Arts Leadership Residency program.

The Host Organization will develop the funding application in conjunction with the resident and submit it to the Rozsa Foundation, then use the funding exclusively to pay the wages of the Resident.

The Arts Leadership Residency Funding program provides \$25,000 to support a residency of between 6 (full-time) and 12 (part-time) months, as designed by the Resident and Host Organization. A clear sense of the scope of the Residency, including the expected number of hours committed by the Resident, should be provided as part of the application.

This flexibility is intended to create a long-term relationship while leaving space for the Resident to continue their existing artistic / administrative practice outside of the Host Organization, if applicable.

2026 DEADLINE

There is one deadline for Arts Leadership Residency Funding in 2026:

Friday, June 19, 2026

Applications are due by 11:59pm on the date of the deadline.

Funding decisions are typically made within 6-weeks of the application deadline.

If you are interested in applying as a Resident in 2026, we highly encourage you to begin conversations with potential host organizations as soon as possible. Designing a residency is a collaborative process and it can take time to establish relationship and determine if the host organization can effectively support your learning and professional development goals.

We are open to conversations about this program year-round. If you have questions about the program we recommend reaching out to us anytime, but at least 4 weeks in advance of the deadline.

Application Portal

The Rozsa Foundation uses a funding application and review system called Reviewr. All written applications will be accepted through this system. You can access the portal here:

https://my.reviewr.com/s2/site/rozsa_foundation

If you would like to begin drafting your application offline, you can download application templates on the Arts Leadership Residency Funding webpage here:

<https://www.rozsafoundation.com/arts-leadership-residency>

Extension Requests

Requests for extension must be submitted at least two weeks before the deadline.

FUNDING AMOUNTS

Organizations will apply for \$25,000.

If approved, funding must be used solely to pay the Resident's salary.

WHO CAN APPLY?

Resident Eligibility

If you are interested in undertaking a residency with a host organization, you should know that:

- This program is intended to support racialized individuals who identify as Indigenous, Black, or a Person of Colour, and
- You must be a resident of Calgary or the Treaty 7 Region of Southern Alberta, and
- You must be legally able to work in Canada, and
- You cannot be serving on the board or be employed as a staff member of the Host Organization, and
- You cannot have previously completed an Arts Leadership Residency, and
- You must agree to complete an interim report at the mid-point of the Residency period, and
- You must agree to complete a final report at the end of the Residency.

Host Organizational Eligibility

To be eligible to host an Arts Leadership Residency, a Host Organization:

- Must be a Registered Canadian Charity with a valid CRA charitable business number (9 digits, 2 letters, 4 digits) , and
- Must be in operating in Canada, and

- Must be an arts-focused organization, and
- Must agree to hire the Resident as an Employee of the organization and agree to cover mandatory employment related costs (CPP, EI), and to provide additional wages to meet the scope of the designed residency, if necessary, and
- Must provide mentorship to the Resident by the Artistic Director, Managing Director, or similar leader of the company and introduce the Resident to the tasks and responsibilities that comprise their jobs as arts leaders, and
- Must agree to complete an interim report at the mid-point of the Residency period, and
- Must agree to complete a final report at the end of the Residency.

Host Organizations can submit only one application per deadline.

Not sure about your eligibility? Contact Ayla Stephen at ayla@rozsafoundation.com.

USE OF FUNDS

This program provides a total amount of \$25,000 to support a Residency of between 6 (full-time) and 12 (part-time) months. **Funding from this program may only be used for a Resident's salary.**

No other costs, including mentoring fees or external professional development, are eligible.

Mandatory Employment Related Costs (MERCs)

- **Host Organizations are required to cover mandatory employment related costs** (CPP, EI), and to provide additional wages to meet the scope of the designed Residency, if necessary
- The project budget (as part of the funding application) should illustrate the requisite mandatory employment related costs and any other additional investments in the Residency

Funding Distribution

- Funding will be distributed to the Host Organization in either three (for a 6-month engagement) or five (for a 12-month engagement) installment payments throughout the residency
- A payment schedule is determined with the host organization when Residency applications are approved
- Interim reporting must be received and approved by the Rozsa Foundation prior to payment of the second installment (for a 6-month engagement) or third installment (for a 12-month engagement) being issued
- Final reporting must be received and approved by the Rozsa Foundation prior to the final installment payment being issued

We do not fund retroactively. Residencies should begin only after a fund application is approved. If you are incurring costs before notification the expenses may be ineligible.

DESIGNING YOUR RESIDENCY

This funding program supports a flexible approach to high-impact, leadership-focused learning, with direct mentorship from the artistic and/or executive leadership of the Host Organization. The Resident and Host Organization should co-design the Residency plan to ensure that parties are clear on the goals, timelines, and workplan.

Host Organizations should ensure that they have the ability and capacity to support the Resident in meeting their desired goals and can speak to the points and questions listed below.

The careful and considered design of the Residency, including responsiveness to the specific needs of the Resident, deliberate cultivation of leadership skills, and benefit to the growth and learning of both the Resident and Host Organization are central to the assessment of the applications.

The nature of this work will vary based on the Resident and Host Organization but should be centred on leadership-focused responsibilities such as programming and program development, strategic planning, partnership-building, casting, staff leadership and management, budgeting, working with the board,

advocacy, and community relations, among others. It is important that the Resident not be looked upon to single-handedly address shortcomings in the Host Organization's equity, diversity, and inclusion work.

We encourage interested individuals to approach organizations that can potentially meet your desired outcomes and encourage arts organizations to share this information with candidates who might be interested in a Residency.

Residencies Outside of Calgary

While the focus of our funding supports is Calgary and the Treaty 7 Region of Alberta, we recognize that individuals interested in a Residency may desire to work with an arts organization that has racialized leadership, and that a suitable option may not be available within Calgary.

As such, arts leaders in Calgary and Treaty 7 can undertake the Arts Leadership Residency at a Host Organization elsewhere in the country provided the organization is a registered charity in Canada. That Host Organization would then apply to the funding program to host the Resident in either a remote, in person, or hybrid Residency.

Wage and Schedule

- The funding, and the Host Organization's potential contribution, should provide a **wage of at least \$20-\$25/hour**
- The total duration and number of hours should be co-designed to best meet the Resident's goals

A Note on Resident Duties

While certain artistic/creative duties are to be expected as part of the Residency, if the Host Organization wishes to engage the Resident as an artist on a specific artistic project, it is expected that they will be engaged on a separate artistic contract with remuneration, as appropriate.

Similarly, if the Resident is asked to perform duties in line with 'cultural consultancy', they should be engaged separately for that work and remunerated at an agreed upon rate.

The Resident has the right to decline work that they deem harmful to themselves, or consider harmful to other marginalized groups, as well as the right to privacy and freedom from reprisal for refusing such work.

Other Items to Note

- Residencies should be completed within 18 months from notification of funding
- The Rozsa Foundation will provide external mechanisms for potential conflict resolution or mediation that arises to protect the Resident from reprisal
- We recommend building in time to provide the Resident access to their own networks and/or communities of support as a part of their work schedule

HOW TO APPLY

Step One: Review the guidelines.

Please read through these program guidelines to get an initial understanding of the Arts Leadership Residency Funding program, the individuals and organizations it supports, and how applications are assessed.

Capture your questions and ideas about your professional development and career goals, and the residency you are looking to undertake, to begin shaping your proposal.

Step Two: Book a conversation.

If you are interested in applying, we recommend that you book a conversation with us. We can answer any questions you might have about the application or program expectations.

Please contact the Rozsa Foundation Funding Manager, Ayla Stephen: ayla@rozsafoundation.com

We recommend booking a conversation AT LEAST FOUR WEEKS prior to the deadline you plan to apply for.

Step Three: Complete your application.

Prepare your written application and budget and collect any required support material you need or want to include. Complete the online application form through the Reviewr portal by midnight of the application deadline.

Budget Requirement

All budgets must use the Rozsa Foundation Budget Template [available on the program webpage](#).

Complete the “Budget” column for your application.

Additional Support

The Rozsa Foundation acknowledges that for some equity-deserving organizations and individuals, systemic barriers to equity exist when it comes to the funding application process. We invite you to contact us to discuss your application and needs, so that we may seek ways to provide additional supports to you.

APPLICATION ASSESSMENT

Arts Leadership Residency Funding requests are reviewed by an assessment committee based on the following criteria:

1. **CAREER EXPERIENCE:** The proposed Resident has meaningful previous experience as an arts administrator or arts manager and is at an appropriate stage of their career to undertake a residency.
2. **IMPACT:** The proposed residency will positively impact the Resident in their pursuit of leadership opportunities.
3. **FEASIBILITY:** The Host Organization and Mentor(s) are well equipped to provide mentorship and other resources to the Resident. The length of the proposed residency is sufficient to meet the learning and professional development goals of the Resident, as outlined in the residency timeline.
4. **ALIGNMENT:** The Host Organization and Resident are aligned with one another on the goals of the residency and the work to be completed to meet those goals. The Host Organization is positioned to positively support a racialized person within their organization.

Assessors will seek to understand how this investment will make a tangible difference for the Resident and the professional development needs of the sector. The strongest applications:

- have a natural, strong match between the Resident and Mentor/Host Organization;
- demonstrate meaningful career development for the Resident;
- provide evidence of increased responsibility through the course of the residency;
- propose exciting professional development opportunities to fill a gap within, and/or complement, the work plan; and
- possess a rigorous evaluation process that serves the learning goals of the Resident.

APPLICATION CHECKLIST

The following questions and information are required as part of an Arts Leadership Residency Funding application. All sections are required, unless indicated as 'Optional'.

SECTION 1: TELL US ABOUT THE HOST ORGANIZATION

Host Organization information:

- Organization name
- Organizational mailing address
- Organization phone number
- Organization website
- Organization mandate or statement of purpose
- Charitable Registration Number

Artistic Discipline

Requested for internal statistical reporting.

Annual Revenue on last CRA filing

Requested for internal statistical reporting.

Mentor, Resident, and Host Organization Board Contact Information

SECTION 2: RESIDENCY INFORMATION

Amount of funding being requested (\$20K):

The organization understands that the total funding amount for this program is \$25,000, and that any Mandatory Employment Related Expenses (MERCs), such as CPP and EI, must be paid by the organization.
CHECK BOX: YES

If approved, the organization agrees to send the Rozsa Foundation a copy of the Resident's signed employment agreement as part of the funding agreement. CHECK BOX: YES

Residency Overview

Please provide a summary of the details for the Arts Leadership Residency you are applying to undertake, including the name of the Resident and Mentor, length of Residency (6 months or 1 year), etc. Ex: *Jane Wick will complete a 12-month leadership residency at The Continental Theatre with mentorship from Marcus.*
Max. 50 words.

Resident Statement

We ask the Resident to respond to the following as part of the application:

- Please tell us about your long-term career goals at a high level and why you are drawn to this specific mentor and/or Host Organization.
- Tell us about your existing and desired skill sets in relation to your career goals.
- Tell us why you believe the Host Organization is the right fit to support the realization of your goals and skill development.

Resident Bio

Please share a brief professional bio that tells us about your experience working in the arts.
Max. 250 words.

Mentor and Host Organization Statement and Bio

We ask the Mentor(s) and Host Organization to respond to the following as part of the application:

- Please tell us about what draws you to the Resident. What potential do you see in their continued contributions to the sector?
- Tell us why you believe the residency would be of value to the Resident
- Tell us about you and/or your organization's experience with mentorship, learning and professional development opportunities
- Tell us how the residency will contribute to the internal capacity, learning, and resiliency of the organization

Mentor Bio

Please share a brief bio of the primary Mentor(s) / trainers (s) / supervisor(s).

Max. 250 words per person.

Anticipated Start Date (MM-DD-YYYY):

Anticipated End Date (MM-DD-YYYY):

Residency Plan

In this section, please share your co-developed residency work plan with us.

- The workplan should demonstrate the activities and leadership that the Resident will undertake to close the gap between their existing and desired skill set.
- Tell us about any opportunities for external professional development relevant to the Resident's goals.
- This section should include a proposed timeline and workload overview.
- If the proposed Residency will be remote in nature (for example the organization is based in Toronto and the Resident will be working from Calgary), please share your plans to ensure the Resident will be integrated into the organization's operations in a meaningful way.
- Tell us how the organization will ensure the safety and respect of the Resident and what infrastructure exists in support of this.

Evaluation and Reflection

Please share the tools, practices, indicators, and/or measures that the Resident and Host Organization will use to evaluate and reflect on the progress and effectiveness of the residency in supporting the Resident's learning goals.

EDIA

The Rozsa Foundation is committed to working towards an equitable and anti-racist arts sector, both through our own organizational practices and through the work and organizations we support. What is the role of EDIA (Equity, Diversity, Inclusion, & Accessibility) work within your organizational priorities? Where did you start with this work and where are you going? What training has your board and/or staff undertaken and how has that manifested in your organization? Are there specific examples of work your organization has done to date to advance equity and anti-racism in your operations and practices?

Max. 1500 characters.

Additional Comments (optional)

Is there anything else you would like to share with us about any part of your project or application?

SECTION 3: SUPPORT MATERIAL

Mandatory Support Material

1. Project Budget – you must use the Rozsa Foundation budget template found on our website. All budgets should balance to \$0.00.
2. Resident's resume.
3. Host Organization Financial Statements

Additional Support Material (optional)

You are welcome to upload up to two (2) additional files that you feel support your application.

NOTIFICATION OF RESULTS

After applications have been assessed, all applicants, regardless of funding outcome, will be notified about the committee's funding decision by email.

We will reach out to you if the committee has additional questions, or if they require additional information or clarification to make a funding decision.

We strive to notify applicants of results within eight weeks of the application deadline.

SUCCESSFUL APPLICATIONS

What to expect if your funding request is approved.

1. The Resident, Mentor, and other appropriate staff from the Host Organization will book a meeting with Ayla to discuss next steps, goals and aspired outcomes for final reporting, project timelines, and the payment schedule.
2. A funding agreement will be issued to the Host Organization, which must be signed and returned to the Rozsa Foundation. Additionally, Host Organizations are required to share the Resident's executed employment agreement with the Rozsa Foundation as part of the Funding Agreement.
3. Reporting documents will be shared with you after the approved funding meeting, so that you can reference them throughout the project. The Rozsa Foundation logos and recognition guidelines will also be shared with you.
4. Start your Arts Leadership Residency!
5. Interim reporting must be completed at the mid-point of the Residency. This offers both the Resident and Host Organization an opportunity to not only reflect on the work completed, but on how the goals, intentions, and work might have evolved for the second half of the Residency. *Payments for the second half of the Residency will not be issued until reporting has been received. *
6. Complete the Residency.
7. Share your final reporting with the Rozsa Foundation. In addition to the Resident's reflections, as part of this reporting, the Host Organization will be asked to identify what learnings emerged from the Residency that will be carried forward.
8. Once we have reviewed and approved your reporting, we will issue the final payment.
9. Nine to twelve months after your Residency has been completed, we will reach out to ask for an update on the longer-term impact the project has had on you, your organization, initiative, and/or individual practice.

ACKNOWLEDGMENTS

The Rozsa Foundation thanks and acknowledges the work of Jenna Rodgers for co-designing the Arts Leadership Residency as well as Naheyawin, Janelle Cooper, Wunmi Idowu, Toyin Oladele, Patti Pon, and other anonymous reviewers for providing feedback and input on the grant's design.

YOUR FEEDBACK IS WELCOME

The intent is for this funding program to be iterative in design, evolving based on the experience of applicants, Residents, and Host Organizations. If you have questions or feedback you would like to provide, please email the Rozsa Foundation's Funding Manager [Ayla Stephen](#).

CONTACT US

If you have any questions, please contact Funding Manager, Ayla Stephen, at ayla@rozsafoundation.com.