



ARTS LEADERSHIP RESIDENCY 2023 GUIDELINES

This funding program supports mid-career arts professionals who are Indigenous, Black, and People 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.

2023 DEADLINES

The first 2023 deadline for Arts Leadership Residency applications is **Thursday, June 29, 2023**. An additional application date will be announced in the spring.

OVERVIEW

The Arts Leadership Residency provides \$20,000 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.

RESIDENT ELIGIBILITY REQUIREMENTS

- This program is intended to support racialized individuals who identify as Indigenous, Black, or a Person of Colour.
- Resident must reside in Calgary or surrounding area.
- Resident must be legally able to work in Canada.
- Resident can not be serving on the board or be employed as a staff member of the Host Organization.
- Resident can not have previously completed an Arts Leadership Residency.
- Resident must complete an interim report at the mid-point of the Residency period.
- Resident must complete a final report at the end of the Residency.

HOST ELIGIBILITY REQUIREMENTS

- Host Organization should be operating as a Registered Charity with a valid CRA charitable business number (9 digits, 2 letters, 4 digits).
- Host Organization must be in Canada.
- Host Organization must be an arts-focused organization.
- Host Organization 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.
- Host Organization must provide mentorship to the Resident by the Artistic Director or Managing Director of the company and introduce the Resident to the tasks and responsibilities that comprise their jobs as arts leaders.
- Host Organization must complete an interim report at the mid-point of the Residency period.
- Host Organization must complete a final report at the end of the Residency.

Host Organizations can submit only one application per deadline.

USE OF FUNDS

- This program provides a total amount of \$20,000 to support a Residency of between 6 (full-time) and 12 (part-time) months.
- 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.
- 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.
- The Host Organization's 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 will be distributed to the Host Organization in five installment payments throughout the residency. A payment schedule is determined with the host organization when Residency applications are approved.

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.

RESIDENCY DESIGN

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 be able to support the Resident in meeting their desired goals and can speak to the points and questions listed further on this page.

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.

While the focus of our funding supports is Calgary and the surrounding area, 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 the surrounding areas 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.

To note:

- 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.
- 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 also recommend building in some time to provide the Resident access to their own networks and/or communities of support as a part of their work schedule.

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 pass on work that they deem harmful or consider harmful to other marginalized groups, as well as the right to privacy and freedom from reprisal for refusing such work.

KEY AREAS TO ADDRESS IN YOUR APPLICATION

When applying for Residency Funding, the Resident and the Host Organization should collaborate to address the following in the Residency description:

- What are the Resident's goals over the course of the Residency, and why does the Resident feel the applicant Host Organization is a good fit to support the realization of those goals?
- How will the Residency help support the career goals and ongoing learning of the individual? (i.e. how will the Residency develop transferable skills in the Resident and how will the responsibilities of the Resident evolve through the course of the Residency?)
- What commitments has the Host Organization made to address issues of equity, diversity, and inclusion within their organization, board, and staff? Have any training opportunities been sought and/or policies been created?
- How will the Host Organization ensure the safety & respect of the Resident and what infrastructure exists in support of this?
- How will the Residency contribute to the internal capacity, learning, and resiliency of the Host Organization?
- What plans are in place to create a meaningful Residency given the complexities of remote, hybrid, and in-person work in 2023?
- The Host Organization should provide a Residency plan, including who will be supporting & mentoring the Resident in their work, and a proposed timeline and workload overview. The expectation is that the artistic and/or executive leadership of the Host Organization are the primary mentors throughout the Residency.

HOW TO APPLY

We encourage interested parties to discuss eligibility with us prior to application. Please contact Funding Manager Ayla Stephen at ayla@rozsafoundation.com.

All applications must be made via our online form, which can be found on our website.

If you would like to work in a hard copy of the application as you prepare your submission, please download the **Arts Leadership Residency Funding Application Template** on our website. You can then copy and paste your responses from this template into our online form.

All project budgets submitted must use the **Rozsa Foundation Funding Program Budget Template**, which can be found on our website. Please complete the “Budget” column of the template.

The Rozsa Foundation acknowledges that for some equity-seeking organizations, systemic barriers to equity exist when it comes to the grant application process, including the reliance on the written word. If this is the case for your organization, we invite you to email Ayla Stephen to discuss your application, so that we may seek ways to provide additional supports or provide other application options to your organization.

SUCCESSFUL APPLICATIONS AND REPORTING

After applications have been assessed, all applicants will receive notification of their results by email. We strive to notify applicants of results between 3-4 weeks after the application deadline.

If approved, the Resident, Mentor, and other staff from the Host Organization will meet with Rozsa Foundation Funding Program staff to discuss project goals and outcomes for final reporting, project timelines, and payment schedule.

A funding agreement will be issued to the organization, which must be signed and returned to the Rozsa Foundation prior to the first payment being issued. Additionally, Host Organizations are required to share the Resident’s executed employment agreement with the Rozsa Foundation as part of the Funding Agreement.

Interim reporting and final reporting are required as part of this grant.

Interim reporting must be completed at the mid-point of the Residency and 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. *

Final reporting must be completed when the Residency has come to an end. 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. The final funding payment will be issued after final reporting has been received by the Rozsa Foundation.

Reporting templates that include prompts for reflection and a list of the Resident's stated goals will be sent to the Resident and Host Organization. Project budgets are also required as part of final reporting.

ACKNOWLEDGMENTS

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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 INFORMATION

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