

ONTARIO ARTS COUNCIL

EXHIBITION ASSISTANCE – QUICK SHEET

For more details, see the [Exhibition Assistance web page](#) and Manual (which includes an FAQ)

Quick Eligibility Checklist

When reading applications, review the following criteria for eligibility (detailed version of this list in the Exhibition Assistance Manual, page 11):

- Zone** (for zone-based recommenders)
- Exhibition venue**
- Exhibition dates**
- Eligibility of expenses**
- Letter of confirmation (check venue, dates)**
- Applicant student status**
- Conflict of interest**

Common Mistakes to Avoid

- **Submitting Not Recommended assessments first—especially at the final deadline:** Always submit assessments in this order:
 - First: applications you are recommending for the artist's **full request amount**
 - Second: applications you are recommending for a **partial grant**
 - Third: applications you are **not recommending** for funding

This way, you can make changes if Nova tells you that applicants you plan to recommend are no longer eligible for funding.
- **Trying to submit assessments when you are not the Recommender Key Contact:** Only the Key Contact can invite assessors and submit assessments. If you need to change who is assigned as your Recommender Key Contact, contact OAC.
- **Not recommending applicants because the exhibition has passed:** Artists may submit their application before or after the start date of their exhibition and can be awarded funds after the exhibition has started or already ended. This happens with some frequency in Exhibition Assistance due to the opening dates of the program and timing of recommender deadlines.

Helpful Hints

- **Turn on/off accepting applications:** Until this is turned off, applicants can continue submitting applications to you. Nova will automatically turn off accepting applications on January 16, 2024 at 1:00 p.m., or after your last deadline has passed if it is before January 16, 2024, or if your remaining budget drops below \$500. You may choose to turn off accepting applications if you accept applications on an

ongoing basis and you have received a high number of applications, have yet to assess them, and want to prevent additional applications from being submitted.

- **Contingency list:** Keep a contingency list of applicants you would like to recommend if your first-choice applicants are not eligible to receive the grant amount you planned to award to them. Nova will alert you if you try to submit a recommendation for an amount that is higher than the artist is currently eligible to receive, or if an artist is no longer eligible for funding because they have already been recommended by another recommender. If you have a contingency list of artists you would like to recommend, you can make use of it at this time.
- **Be notified when new applications have been submitted:** You can opt into receiving an email every time a new application has been submitted to you. Click the Edit button your portal. In the Main tab, check or uncheck the Yes box under “Notify me every time a new application is submitted.”
- **Second page of applications:** The views in the Applications and Assessments tab will show you only 10 applications at a time. Use the arrow keys to look at additional pages of applications.
- **Amount remaining:** To see how much of your allocation you have remaining to spend in the 2023-24 program year, look at the Remaining Amount field in the Main section of the portal or open an assessment form for an application that you have not yet submitted to OAC and scroll down to the bottom of the form. You can also contact OAC and we can easily and quickly tell you how much is remaining.
- **Split screen view:** Use the “split screen” view to see an application at the same time as viewing the assessment form. Open an application, click the Options drop-down menu at the top left of the page, and select “split screen”.
- **Six-week turnaround:** You must submit assessments within six weeks of your deadline or receipt of the application (if there are no deadlines).
- **In-house exhibitions:** Recommenders in zones 1 through 4 may recommend up to 40% of their Exhibition Assistance grant budget to artists exhibiting in their own program/gallery. Northern recommenders, in zones 5 and 6, may recommend up to 80%.
- **Ineligible applications:** Sometimes an application becomes ineligible and must be withdrawn because the artist has already been awarded their full request amount by another recommender. This may become apparent to OAC before you have assessed the application or after you have already submitted your assessment. In these cases, OAC may withdraw the application and inform you that this has been done.

Important Dates

- Last day for artists to submit an application: **Tuesday, January 16, 2024 at 1 p.m.**
- Deadline for recommenders to submit assessments to OAC: **Friday, February 2, 2024**