

Ontario Arts Council

EXHIBITION ASSISTANCE MANUAL 2023-24

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INTRODUCTION

The Exhibition Assistance program supports artists and artists' collectives working in visual art, craft and media art by covering costs directly related to presenting their work in a confirmed, upcoming public exhibition. The Ontario Arts Council (OAC) partners with recommender organizations throughout the province, which receive and assess Exhibition Assistance grant applications from artists. Recommended applications are forwarded to OAC for payment directly to the artists.

Please refer to the [Exhibition Assistance](#) web page for details on eligibility for applicants and exhibitions, grant amounts and application restrictions. Refer to the application form in [Nova](#) for details on the required elements of an application and eligible expenses.

RECENT CHANGES

Please note the following recent changes to the program :

- Applicants can submit an application after their exhibition has started as long as the exhibition started on or after January 13, 2023.
- Photo printing is an eligible expense.

PROCESS

1. The applicant reads the [Exhibition Assistance](#) web page and reviews the [list of recommenders. They choose a recommender based on the recommender's zone, specialization, and any deadlines stated by the recommender.](#)
2. The applicant fills out an application form in Nova and selects the recommender that will receive the application.
3. The Recommender reviews and assesses the application in their recommender portal in Nova.
4. The Recommender submits the assessment of the application to OAC through Nova within six weeks of receiving the application (or within six weeks of the stated deadline). The recommender can assess an application as:
 - a. Recommended
 - b. Not Recommended
 - c. Withdrawn
5. OAC reviews the assessments submitted by recommenders and processes them in batches (at peak times, on a weekly or bi-weekly basis).
6. OAC notifies artists of their results through Nova.
7. If a grant is awarded, the applicant acknowledges their grant notification letter and provides their SIN in Nova.
8. OAC mails the grant cheque to the artist.

Important:

Applications must be submitted before 1 p.m. on the deadline date.

RESOURCES

In addition to this manual, a number of resources are available to help you learn about Exhibition Assistance:

- [Exhibition Assistance web page](#): Review the web page for information about who can apply and what expenses are eligible.
- **Exhibition Assistance Quicksheet**: You can find a link to the quicksheet in the Main tab of your recommender portal.
- [Nova User Guide](#): Access via the *Help* dropdown menu along the top right of any web page in Nova and under *General Granting Information* in the Grants section on our website.
- **Assessment – User Guide (For Assessors Only)**: Accessed via the *Help* dropdown menu along the top right of any web page in Nova
- **Webinar Video (For Recommenders Only)**: Access via a link in the Main tab in the recommender portal.
- **OAC Exhibition Assistance staff**:
 - o Lisa Wöhrle, Associate Visual Arts and Craft Officer: lwohrle@arts.on.ca
 - o Yamari Martin, Visual Arts Program Administrator (bilingual): ymartin@arts.on.ca

EXHIBITION ASSISTANCE APPLICATION

Important:

- * Artists are given the option of sharing their phone number and email address with you in case you have questions about their application or wish to provide feedback. See the [MAIN TAB](#) section of this manual for instructions on how to get a list of applicants' contact information.

Validation

Nova will validate parts of an application when an artist clicks *Validate Application* or *Submit*. This means that Nova will catch **some** errors and block an artist from submitting their application until they correct the error.

Some examples of validation errors are:

- Artist has not uploaded a CV
- Artist has exceeded the word count for a long answer question
- Artist has not activated their Nova profile
- Artist has entered an exhibition start date that is before January 13, 2023

Note: To see what the application looks like from the artist's point of view, start a draft application to Exhibition Assistance from your individual Nova profile. Click on the *Validate Application* button to see what a validation message looks like.

THE RECOMMENDER PORTAL

The recommender portal is where you view applications, make recommendations, invite external assessors to view applications, and manage whether or not you are accepting applications.

Only the Recommender Key Contact, the Recommender Other Contact, and your invited Assessors have access to this portal.

The recommender portal is comprised of four tabs visible along the upper left side of the screen: [MAIN](#), [INVITE ASSESSORS](#), [APPLICATIONS](#), [ASSESSMENTS](#)

The screenshot displays the Recommender Portal interface. At the top, there is a navigation bar with the Ontario Arts Council logo, language options (English (US)), help, organization switching, and terms/privacy policies. The main header includes 'Visual Arts' and 'TRAINING' in large red letters. A sidebar on the left contains navigation tabs: 'Main', 'Invite Assessors', 'Applications', and 'Assessments'. The main content area shows the title 'Exhibition Assistance 18-19: Visual Arts Test Org' and a 'Remove Assessors' section with instructions and a dropdown menu. Below this is the 'Meeting Details' section, which lists the following information:

Meeting Type:	Recommender Assessment	Meeting Name:	Exhibition Assistance 18-19: Visual Arts Test Org
Program Officer:	Lisa Wöhrlé	Recommender Key Contact:	Mary VisArts
		Recommender Other Contact:	John Compass
Total Allocation:	\$5,000		

How to get to the recommender portal

1. Go to www.grants.arts.on.ca
2. Log into your personal Nova account (the account you have affiliated with your organization)
3. Click on the *Assessment* button in the upper right hand corner
4. From the Meetings list, select "Your Organization Name - Exhibition Assistance - 2023-24"
5. Click the red *Go To Assessment* button (visible after you accept Assessor Agreement and Conflict of Interest)

Important:

- * The word “meeting” appears in several places in the recommender portal. “Meeting” is what Nova calls your recommender portal.
- * It is not necessary to *Switch Organization* to access the recommender portal. You can access it from your personal or organization’s profile.
- * Tips for working in Nova:
 - o Use either Firefox or Chrome. You may have technical issues with other browsers.
 - o Use a desktop or laptop computer. Mobile devices (cellphones and tablets) don’t work well with the system.

Conflict of interest

Applicants and recommenders must be mindful of conflicts of interest. Information about conflicts of interest can be found on the [Exhibition Assistance web page](#), in the recommender application form, and in the conflict of interest policy. If you are unsure about whether an applicant or assessor is in a position of conflict of interest, contact the program officer for clarification.

MAIN TAB

The **Main** tab is where you will find a summary of your organization’s information. It has three sections:

Meeting Details

- Your total budget allocation for the year
- The amount remaining in your allocation
- Recommender Key Contact and Other Contact identified by your organization
- Instructions (Links to this manual, the EA Quicksheet and the EA training video)
- *Download Applicant Contact Information button*: Click to download an excel spreadsheet of contact information for artists who have agreed to share this information with you.
- Opt-in option for receiving an email notification when a new application is submitted to your portal.

Recommender Website Contact

Details of the person you have designated as the contact for artists. Their contact information appears on OAC’s website in the list of recommenders.

Recommender Details

Your deadline dates and whether or not you are currently accepting applications.

How to turn on and off whether you are accepting applications

1. Click the *Edit* button in the top left corner.
2. Scroll down to the *Recommender Details* section and check or uncheck the box under “*Are you currently accepting applications?*”
3. Click *Save Draft*.

If the answer to the question, “Are you currently accepting applications?” is...

- **Yes (checked)**
 - o You appear as “Accepting Applications” on OAC’s website.
 - o You appear in the list of recommenders an artist may choose to apply to when completing an Exhibition Assistance application.
- **Blank (unchecked)**
 - o You appear as “Not Accepting Applications” on OAC’s website.
 - o You do not appear in the list of recommenders an artist sees when completing an Exhibition Assistance application form.

Important:

- * If you accept applications on an ongoing basis, turn off “accepting applications” after you have fully recommended your budget for the program year. If you accept applications on an ongoing basis, you may choose to turn off “accepting applications” if you have received a high number of applications, have not yet reviewed them, and want to prevent additional applications from being submitted.

- * You must reserve funds so that you can recommend grants at each of your deadlines.
- * For all recommenders, if you have not already turned it off, Nova will automatically turn off accepting applications on January 16, 2024 at 1 p.m.
- * For all recommenders, if your remaining budget drops below \$500, Nova will automatically turn off accepting applications.
- * To update other information on this page (other than accepting applications), contact OAC.

How to opt into being notified when a new application is submitted

You can opt into receiving an email every time a new application has been submitted to you.

- In the **Main** tab of your recommender portal, under the red “Download Applicant Contact Information” button, you’ll see a **Yes** checkbox for “Notify me every time a new application is submitted.”
- Click the Edit button at the top left corner of the page in order to check or uncheck the box.
- If you check the box, a new field will open. Enter the email address where notifications will be sent.

INVITE ASSESSORS TAB

Go to the **Invite Assessors** tab to add and remove assessors to your portal so they can take part in your assessment process. Assessors may be anyone who is not identified as a Recommender Key Contact or a Recommender Other Contact. Inviting assessors is optional.

Inviting and removing assessors

Follow the instructions in the **Invite Assessors** tab.

Important:

- * Assessors must have an active profile in Nova. When inviting an assessor, use the email address they use for their Nova account.
- * Assessors do not need to be affiliated with your organization.
- * Assessors continue to have access to the portal until you have removed them. Be sure to keep your assessor list up to date.
- * Assessors can only see parts of the **Main** tab and the applications that are awaiting assessment. They do not see applications that have already been recommended and submitted to OAC.
- * Assessors must read the Conflict of Interest policy.

APPLICATIONS TAB

Go to the **Applications** tab to view applications and make decisions about recommendations.

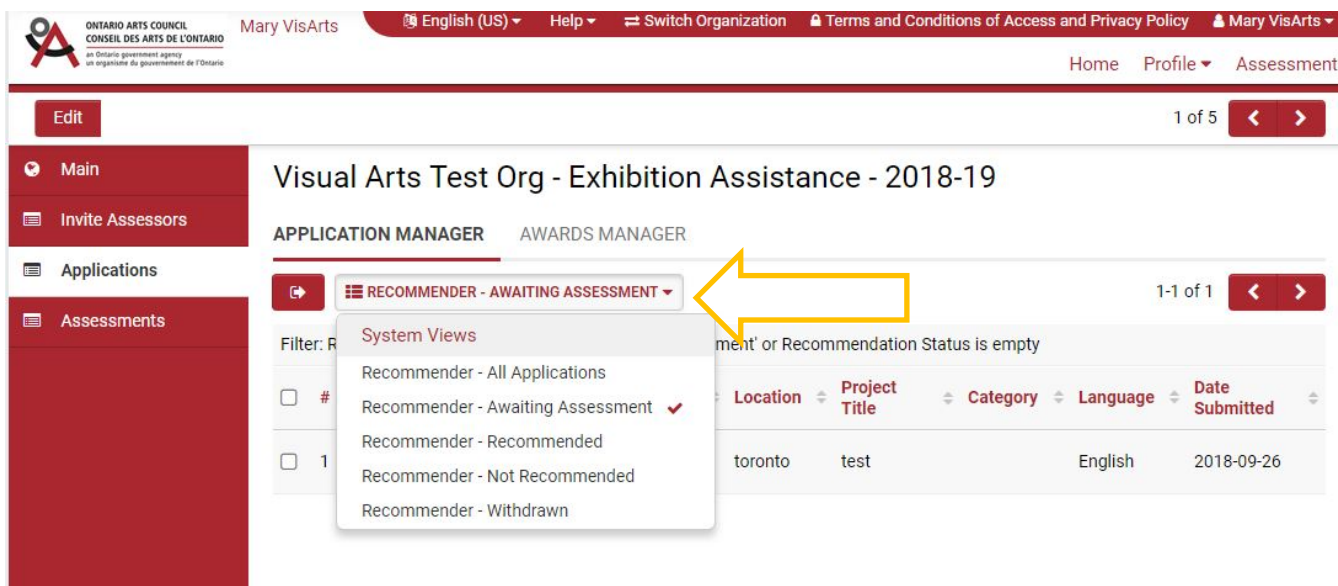
Columns

These are the columns in the **Applications** Tab:

- **Application Number:** each application is assigned a unique application number
- **Applicant Name:** person or collective applying
- **Location:** where the applicant resides
- **Project Title:** name of the exhibition venue and its location
- **Category:** always empty; ignore this column
- **Recommended Amount:** the amount you recommended
- **Awarded Amount:** \$0 until an application is awarded and the amount may differ from what you recommended due to eligibility
- **Application Status:** does not appear in the Awaiting Assessment view. See the [Application Statuses](#) section for more detail
- **Language:** English or French

Important:

- * Francophone recommenders are allocated a budget specifically to support Francophone applicants who apply in French. They review applications in French.
- * If you are not a Francophone recommender and you receive an application in French which you are not able to assess, inform OAC as soon as possible. OAC will arrange for the application to be translated for you. Translation usually takes a minimum of one week.



Views

There are five different views in the **Applications** tab. Click on a view in the upper left corner. A dropdown menu will appear. Click on the view you want to see.

- **Recommender – All Applications:** all applications that have been submitted to you
- **Recommender – Awaiting Assessment:** applications you haven't yet submitted to OAC
- **Recommender – Recommended:** applications you have recommended and submitted to OAC
- **Recommender – Not Recommended:** applications you have not recommended and submitted to OAC
- **Recommender – Withdrawn:** applications you have withdrawn and submitted to OAC

Export button



The export button is also in the upper left corner. Click it to download an Excel spreadsheet with a list of applications.

1. Decide which view you want to export.
2. Click the *Export* button.
3. Click *Submit* in the tab that opens up. You may need to click *Submit* a second time to download the spreadsheet.

How to view an application

1. In the **Applications** tab, click on the application you want to view.
2. You will be taken to a new page with a view of the application.
3. At the top of the page you will see:
 - a. Applicant's name

- b. City/Town/First Nation where applicant resides
 - c. Application number
4. Click on each of the section headings to view the different parts of the application:
 - a. **ALTERNATIVE FORMATS**
 - i. If you have requested a translation of the application, it will appear here.
 - ii. If the application has been submitted in an alternate format, it will appear here.
 - b. **RECOMMENDER**
 - c. **PROJECT INFORMATION**
 - d. **ARTISTIC MERIT**
 - e. **EXPENSES**
 - i. Click the *Open* button to view the same list of expenses in a pop up window.
 - ii. The total expenses appear in bold at the bottom of the page.
 - iii. The OAC grant request amount appears below the total expenses.
 - f. **SUPPORT MATERIAL**
 - i. To view videos that have been uploaded to Nova, click on the thumbnail to play the video in a pop-up video player, or click on the *Download* button to download the video.
 - ii. To view videos for which an artist has provided a Vimeo link, copy and paste the link into a new tab.
 - iii. To view images, click on the image thumbnail.
 - iv. To view the Letter of Confirmation or Applicant Résumé, click on the file to open it in a new tab.
5. Click the *Back to Meeting* button at the top of the page to go back to the Main tab.

Important:

- * The maximum grant is \$2,000. The minimum grant is \$500.
- * It is possible for an applicant to submit the same application to more than one recommender, and for each recommender to award a partial grant. The total grant amount cannot exceed the applicant's request amount. If you see that an applicant has been awarded a partial grant, you cannot award an applicant a "better" grant than what has already been awarded; you can only award a top-up for the remaining request amount (this amount must be at least \$500).
- * No changes can be made to an application after it has been submitted.

Eligibility checks when viewing an application

When assessing an application, you must review all parts of the application. There are also specific eligibility requirements you must check for:

- Applicant eligibility:** Full-time undergraduate and graduate students (including PhD candidates) are not eligible to apply. To determine student status, check the résumé for their education history and program completion dates.
- Zone:** Verify that the artist lives in your recommender zone. The artist must reside in your zone if you are not a specialized recommender. (Specialized recommenders are designated to accept applications

from artists throughout the province.) If you need help to clarify the zone boundaries, please refer to the OAC's [Map of Exhibition Assistance Zones](#) or contact the OAC.

- Exhibition eligibility:** Is the exhibition open to the public? Check that it is not one of the ineligible exhibition types listed on the web page. If the application is being submitted on behalf of an ad hoc group/collective, is it clear that the work was created collaboratively (i.e. the work being exhibited is not the work of individual artists being displayed in a group show)?
- Expenses:** Ensure that all expenses are eligible. The budget should include only items that are the artist's responsibility (out-of-pocket costs not covered by the venue/gallery). Material costs related to creation of artwork are not eligible. If it seems like there are creation expenses, follow up with the artist to confirm. If all expenses are for creation, you must withdraw the application. If some expenses are for creation or other ineligible costs, you can recommend a partial grant that will cover only presentation expenses. Note: certain exceptions apply to performance artists and site-specific installations.
- Letter of Confirmation:** Artists are required to include a letter, contract, or email from the venue, organizer, or presenter confirming the exhibition. Check for the following in the letter:
 - a. Start and end dates match those in the Project Information section of the application.
 - b. The exhibition venue matches the Project Title indicated in the Project Information section of the application.
 - c. Contact information and/or letterhead is included for the venue, presenter, or organizer.
- Conflict of interest:** Ensure that the artist is not in a conflict of interest. The recommender organization's staff, board members or members of the jury/committee that reviews Exhibition Assistance applications and their immediate family may not apply to the recommender. It is also a conflict of interest for a recommender to approve a grant for expenses that are paid back to the organization.

More detail concerning the eligibility criteria listed above can be found on the [Exhibition Assistance web page](#).

Important:

- * Nova will validate certain parts of an application. This means that Nova will catch **some** errors and block an artist from submitting their application until they correct that error.
- * Letters of confirmation no longer need to include a signature.

A guide to application statuses

- **Submitted:** The artist has submitted their application to you through Nova. You may or may not have submitted the application to OAC.
- **Awarded:** You have submitted the application to OAC. OAC has processed the application and sent out notification to the artist letting them know they have been awarded a grant.
- **Not Awarded:** You have submitted the application to OAC. OAC has processed the application and sent out notification to the artist letting them know they have been not been awarded a grant.

- **Withdrawn:** You have submitted the application to OAC. OAC has processed the application and sent out notification to the artist letting them know their application has been withdrawn.
- **Closed:** You recommended the artist for a grant. They have since been awarded and paid out the grant and have submitted their final report to OAC and the final report has been approved by OAC.

ASSESSMENTS TAB

The **Assessments** tab is where you submit recommendations to OAC.

Columns

There are various columns in the Assessments tab:

- **Application Number:** each application is assigned a unique application number
- **Applicant:** person or ad hoc group/collective applying
- **Category:** always empty; ignore this column
- **Location:** where the artist resides
- **Request Amount:** grant amount the artist is requesting from OAC
- **Recommended Funding Amount:** grant amount you are recommending
- **Recommendation:** your recommendation. This will be blank until you click Submit or Save Draft for a recommendation. At that point, the status will change to one of the following:
 - Recommended
 - Not Recommended
 - Withdrawn
- **Language:** English or French

Views

There are two different views in the Assessments tab. Click on a view in the upper left corner. A dropdown menu will appear. Click on the view you want to see.

- **Recommender – Submitted Assessments:** All applications you have submitted to OAC.
- **Recommender – Unsubmitted Assessments:** All applications you have not yet submitted to OAC.

Export button

The Export button is also in the upper left corner. Click it to download an Excel spreadsheet with a list of applications.

1. Decide which view you want to export.
2. Click the *Export* button.
3. Click *Submit* in the tab that opens up. You may need to click *Submit* a second time to download the spreadsheet.

How to submit an assessment

Use the Assessment form to submit recommendations to OAC.

Options ▾ 2 of 3 < >

Project Name
Gallery Ooooo, Barrie, ON

City/Town/First Nation
toronto

OAC Region
Toronto

Request Amount
\$750

*** Recommendation**

-- Select One -- ▾
-- Select One --
Not Recommended
Recommended
Withdrawn

If anyone involved in the assessment process had a conflict of interest with this application, explain how the conflict was managed here.

Save Draft Submit Back

1. Before you begin submitting assessments to OAC, create a contingency list (see important note below).
2. In the **Assessments** tab select the Recommender – Unsubmitted view.
3. Click on the application to open the assessment form.
4. Click on the dropdown menu under “Recommendation” and select one of the following:
 - a. Recommended
 - i. A “Recommended Funding Amount” field appears. Fill this in.
 - b. Not Recommended
 - c. Withdrawn
 - i. A “Reason for Withdrawal” field appears. Fill this in to let OAC know why this application should be withdrawn. Note: An applicant can request to withdraw their application at any point. Please process these requests as you receive them.
5. If applicable, fill out the Conflict of Interest Notes field.
6. You may want to review the Recommender Budget Details.
7. Click one of the buttons at the bottom of the form:
 - a. **Save Draft:** This will save any information you have entered.

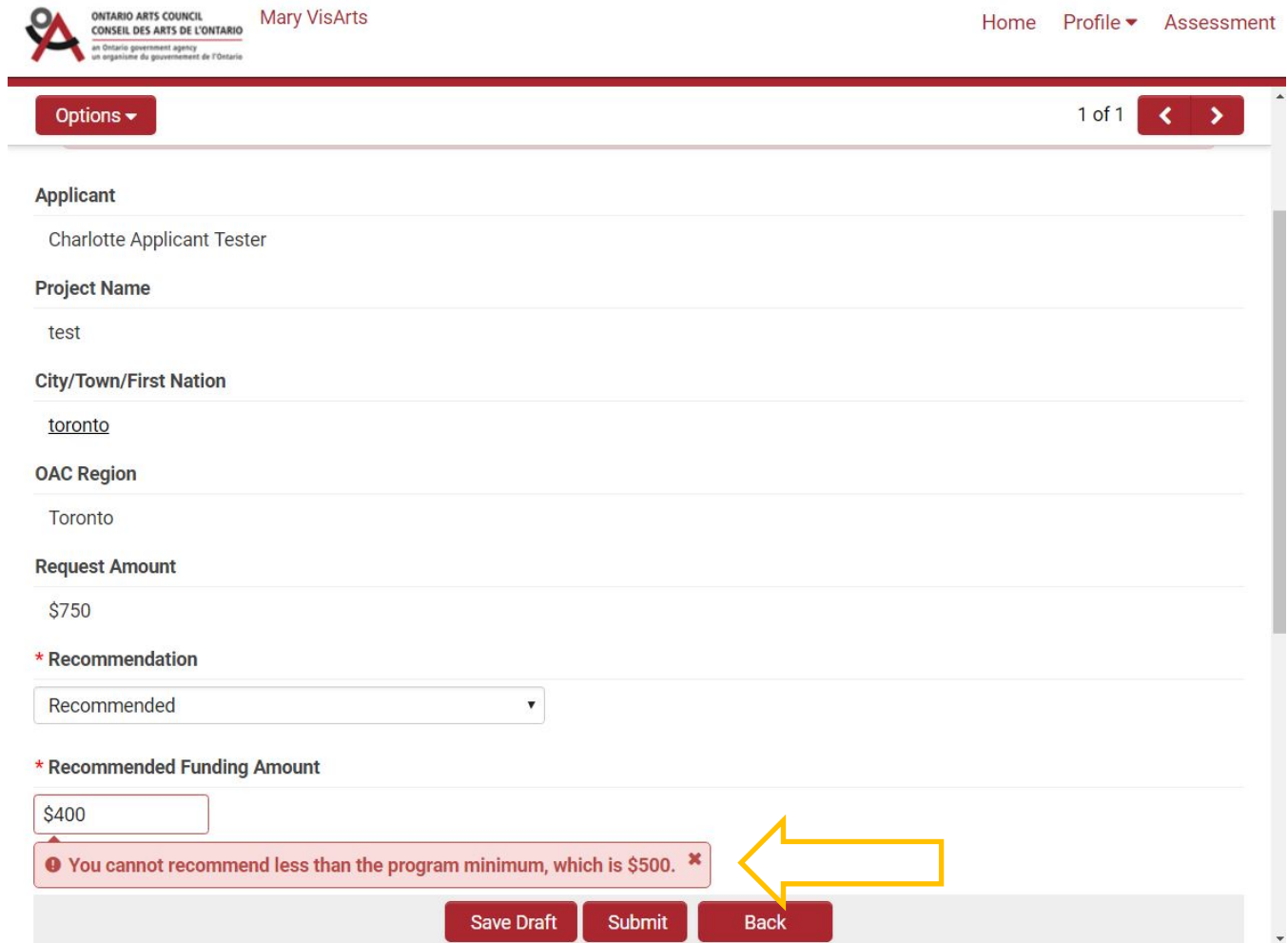
- i. The application will continue to appear in the Recommender – Unsubmitted view in the Assessments tab.
 - ii. The application will continue to appear in the Recommender – Awaiting Assessment view in the Applications tab.
- b. **Submit:** This will submit your assessment to OAC. You may see a validation message.
 - i. The application will move to the Recommender - Submitted view in the **Assessments** tab.
 - ii. The application will move to the view: Recommender – Recommended, Recommender – Not Recommended, or Recommender – Withdrawn in the **Applications** tab.
- c. **Back:** This will take you back to the Main tab.

Important:

- * If you are submitting a batch of applications at one time (after a deadline, for example), you should create a contingency list (a list of artists to recommend for grants should you have leftover funds) to be used only at the time of submitting assessments. Do not save these for later.
- * Begin with the applications you are recommending for funding. Start with the applications you are recommending for the artist's full request amount. Then move on to the applications you are recommending a partial grant. Submit the applications you are not recommending for funding last. This will allow you to make changes in case you get a validation message telling you that an artist is no longer eligible for full or partial funding.
- * **Keep in mind that you must submit all applications to OAC. You must not hold on to any applications for the next deadline or next round of assessments.**
- * To use 'split screen' to view the application at the same time as viewing the assessment form, click on the *Options* button at the top left of the screen. Click *Show Application* from the dropdown menu. Hide the application by following the same steps and clicking *Hide Application*.
- * Recommenders do not notify artists of their results. OAC will notify artists of their grant results.
- * Recommenders in Zones 1 through 4 are limited to recommending up to 40% of their Exhibition Assistance allocation in grants to artists exhibiting in the recommender's own gallery. Northern recommenders, in Zones 5 and 6, may recommend up to 80%. Nova will not validate on this, so keep your own records.
- * You must submit assessments within six weeks of your deadline or receipt of the application (if there are no deadlines). This may allow artists sufficient time to apply to other recommenders if their application to you is unsuccessful or if you award them a partial grant.
- * The final date for OAC to receive all recommendations is **Friday, February 2, 2024**.

Validation messages when submitting assessments to OAC

Nova will validate some parts of the assessment form at the moment you submit your recommendations. This means that Nova will detect issues with an assessment and block you from submitting the assessment to OAC until you resolve the issues.



The screenshot shows the OAC assessment form with the following fields and values:

- Applicant:** Charlotte Applicant Tester
- Project Name:** test
- City/Town/First Nation:** toronto
- OAC Region:** Toronto
- Request Amount:** \$750
- * Recommendation:** Recommended
- * Recommended Funding Amount:** \$400

A red error message is displayed below the Recommended Funding Amount field: "You cannot recommend less than the program minimum, which is \$500." A yellow arrow points to this message. At the bottom of the form, there are three buttons: "Save Draft", "Submit", and "Back".

These are some of the validations you may encounter:

- Your recommended funding amount cannot be more than the artist's request amount.
- You cannot recommend less than \$500.
- You cannot recommend more than \$2,000.
- You cannot recommend an amount that is over the amount remaining in your allocation.
- You cannot recommend more than an artist can receive. If they have already been recommended for some Exhibition Assistance grant money, you cannot recommend them for an additional amount that will take them over the \$2,000 maximum.

Important:

- Artists can submit up to three applications at a time.
- If you encounter validation messages, you may find that after you have submitted assessments, you have funds remaining. This is why we ask that you create a contingency list. Consult your contingency list to recommend additional grants, or save the funds for a later deadline if there is one.

WHAT THE RECOMMENDER OTHER CONTACT SEES

Recommender Other Contacts have full visibility of the recommender portal in Nova. However, there are limitations on what they can do.

As a Recommender Other Contact, you

- can export lists from the Applications tab and the Assessments tab
- can use the *Download Applicant Contact Information* button
- cannot save assessments
- cannot submit assessments
- cannot turn on or off whether you are accepting applications (cannot use the Edit button)

WHAT ASSESSORS SEE

Assessors have limited visibility of the recommender portal in Nova.

Assessors can only see:

- parts of the Main tab
- applications awaiting assessment

Assessors cannot see

- recommended funding amounts for any application
- any applications for which assessments have been submitted to OAC

FAQs/TROUBLESHOOTING

What do I do if an artist requires support?

- Try and provide them with assistance if possible.
- Refer them to the Nova User Guide Accessed via the *Help* dropdown menu along the top right of any web page in Nova and under *General Granting Information* in the Grants section on our website.
- Contact OAC.
- Tell the artist to contact the Exhibition Assistance program administrator.

Important:

- OAC is open Monday to Friday, 8:45 a.m. to 5 p.m.

What do I do if I receive an application in French?

If you assess applications in English and you receive an application in French and do not have fluency in French, OAC will translate the application for you.

1. Email OAC with the application number and artist's name as soon as possible.
2. OAC will send the application for translation. The process generally takes five to ten business days.
3. OAC will notify you when the translation is complete and will upload it to Nova in the Alternative Formats section of the application.

What do I do if an artist has been recommended by another recommender?

An artist may submit the same application with the same request amount for the same expenses to you and to two other recommenders at the same time. Artists may have up to three Exhibition Assistance applications pending at a time.

An artist may contact you saying they have been recommended by another recommender for an application they have submitted to you as well.

- **If an artist has been awarded their full request amount by another recommender for the same application they have submitted to you:** Submit the application to OAC as Withdrawn.
- **If an artist has been awarded part of their request amount by another recommender for the same application they have submitted to you:** Make a note of how much they have been recommended by the other recommender. If you want to recommend the application for funding, and the balance of expenses that have not been funded by the first recommender is at least \$500, recommend and submit the application for the balance or an amount less than the balance.

What do I do if an artist experiences barriers to preparing an application?

Some artists require an alternate format or process for their application. For more details, see OAC's [Alternative Services and Application Processes](#).

Deaf artists and artists with disabilities who need support to complete their grant applications can apply for funds to cover the costs of assistance from service providers. Tell the artist to contact OAC staff and/or see the [Deaf artists and artists with disabilities](#) web page for more information.

I can't find the form to submit assessments.

Are you the Recommender Key Contact or the Recommender Other Contact? Only the Recommender Key Contact can see and submit the assessment form. For more information see the [What the recommender other contact sees](#) and [How to submit an assessment](#) sections of this manual.

I don't see any applications.

Ensure that you are in the recommender portal. For information see the [How to get to the recommender portal](#) section of this manual.

Are you using the correct view? In the **Applications** tab, use the Recommender – Awaiting Assessment view. In the **Assessments** tab, use the Recommender – Unsubmitted Assessments view.

How do I change the recommender key or recommender other contact?

You cannot change the recommender key or other contact yourself. You must email or phone OAC and ask us to do this for you.

By the time I went to assess this artist's application, their exhibition had already passed. What should I do?

You can still recommend this artist for funding. In this program it's not uncommon for artists to be awarded a grant after their exhibition has already started or passed. The majority of them have made the expenses they listed in their Exhibition Assistance application and the grant will help to significantly alleviate the financial burden of those expenses.

What happens after OAC notifies an artist that they've been awarded a grant? How do they get their cheque?

Artists who have been awarded an Exhibition Assistance grant will receive an email from Nova letting them know they should log in and check the status of their application. They can find their notification letter in the Action Items box on their Home page. They will need to click on the notification letter, enter their SIN in the space provided, and click the red Acknowledge button in order for the cheque to be paid out.

How do I see how much money is left in our allocation for the year?

In the Main tab of your recommender portal, you can see your total allocation for the program year (June 2023 to January 2024). If you want to see how much you have remaining, look at the Remaining Amount field in the Main tab.

You can also go to the Assessments tab. Look at one of the assessment forms for an application you have not yet submitted to OAC. Scroll down to the bottom of the assessment form to see the amount remaining in your allocation.

If you have no applications awaiting assessment, you can use the Applications tab. Subtract to the total recommended amount from your total allocation.

You can also contact OAC. We can easily and quickly tell you how much you have remaining in your allocation.

We accept applications on an ongoing basis. How do I know when a new application has been submitted?

You can opt into receiving an email every time a new application has been submitted to you. See the [How to opt into being notified when a new application is submitted](#) section of this manual for instructions.