



Government of the Republic of Trinidad and Tobago
Ministry of Culture and Community Development

ARTT

ARTIST REGISTRY OF TRINIDAD & TOBAGO

The National Registry
of Artists and
Cultural Workers

H A N D B O O K





About the Artist Registry

Launched in February 2011, the Artist Registry of Trinidad and Tobago (ARTT) is an initiative of the Ministry with responsibility for Culture. The ARTT, formally known as the National Registry of Artists and Cultural Workers, provides State recognition to all creatives and cultural practitioners. This enables you to gain access to resources and opportunities for your growth, development, and success in the Creative and Cultural Industries (CCIs).



What do we do?

- Provide certification which confirms the legitimacy of creative and cultural practitioners.
- Host a growing online searchable database of artists and cultural workers.
- Facilitate access to funding and opportunities.



Who we Are?

The ARTT is managed by an Assessment Committee and a Secretariat.

The key work of the Assessment Committee involves evaluating applications to register individuals and organisations, and certify works and festivals. The Committee also makes recommendations considered beneficial to the improvement of the process and its related legislation.

The Assessment Committee is comprised of representatives from various external agencies including the Ministry with the responsibility for Culture.

The Secretariat administers the work of the ARTT and is comprised of staff of the Culture Division. This includes managing the operations of the Assessment Committee, guiding applicants through the application process, sensitizing individuals and organisations about the benefits of the ARTT, and participating in outreach activities. The Secretariat also executes professional development programmes to train and further equip artists and cultural workers.



Why Register?

- State recognition as an artist or cultural worker.
- Become more attractive to corporate sponsors and promoters.
- Gain increased access to funding.
- Internationally recognised certificates granted to registered artists and cultural workers.



Who Benefits?

- Corporations that sponsor registered performing artists.
- Registered performing artists who seek funding locally.
- Artists and cultural workers who seek opportunities internationally.
- Researchers and academics.
- Producers of audio, visual and video works.



How to Apply?

- ① Application
- ② Pre-assessment
- ③ Assessment

Note: Free to Apply! Processing times vary, and our application process is fully digital!

① Application

Visit our online database at **www.artistregistrytt.com**. Carefully read through the relevant application guidelines and note the importance of supporting evidence. Click 'Apply' and follow the instructions on the screen. There are five application categories:

- Individuals
- Organisations
- Certification of Works by Individuals
- Certification of Works by Organisations
- Certification of Festivals by Organisations

② Pre-Assessment

Applications are pre-assessed by the Secretariat to ensure that they meet the application criteria. We will reach out to you if anything further is required. The time process for this step varies based on completeness of application.

③ Assessment

Completed applications are submitted to the Assessment Committee for evaluation at meetings held once per month. Applicants are provided with feedback via email after these meetings. Certificates are then generated for successful applicants.

The Certificate provided as proof of registration for Individuals and Organisations, is valid for five (5) years and must be renewed accordingly.

Certification of Works and Festivals do not expire.



How to Renew?

You will receive a notice when it is time to renew your certificate. In order to remain active on our database and to continue accessing our benefits, Individuals and Organisations must provide updated data on their online account.

Have any queries or concerns? Contact the Secretariat at **nationalregistrytt@gmail.com**.



What is Required?

① Individuals

All individual applicants are required to upload:

- a. Proof of Trinidad and Tobago citizenship: National ID and Birth Certificate, or valid Passport
- b. A headshot of yourself
- c. A profile of no more than 300 words reflecting your work in the Creative and Cultural Industries
- d. A letter of recommendation for each or all selected fields of endeavour from: A reputable group, umbrella body, state agency or institution in the particular field; educator with advanced standing, degree or equivalent experience familiar with your work on a professional level; an established artist / cultural worker in the particular field
- e. Samples of published work for each field of endeavour selected

② Organisations

All organisations are required to upload:

- a. Copies of the organisation's articles of association or incorporation, constitution or by-laws
- b. Copies of minutes of two recent meetings, one of which records the establishment of the current executive of the organisation
- c. At least three (3) resumes from the executives of the organisation, which includes the Founder / President / Chief Executive Officer (Profiles and Biographies are not accepted)
- d. Profile of the organisation (Outlining the organisation's purpose, functions and structure)
- e. Samples of published work for each field of endeavour selected
- f. A photo representative of the organisation or its logo

③ Certification of Works

Individuals or organisations applying to certify audio, visual or video productions must upload:

- a. Proof of Trinidad and Tobago citizenship (for individuals) or Copies of the organisation's articles of association or incorporation, constitution or by-laws (for organisations)
Synopsis documentation for each work listed (a summary of the script)
A Full Script / Lyrics / Treatment for each work listed (the entire text for the work)
- c. A Distribution Plan for each work listed (an outline of channels and strategy for distributing the work to the general public)

④ Certification of Festivals

Organising Committees / Entities applying to certify a festival must upload:

- a. Copies of the organisation's articles of association or incorporation, constitution or by-laws (In the case where the organisation does not possess these required documents, at least fifty-one percent (51 %) of the executive members are required to be citizens of Trinidad and Tobago).
- b. Resumes of at least three (3) members of the Executive. (Profiles and Biographies will are not accepted)
- c. Festival Documentation:
 - Overview of Festival (background on festival, program of activities).
 - Marketing Plan (strategy for promotion).
 - Evidence to showcase the festival was hosted for at least three (3) years or for three (3) instances over a period of time in the form of: newspapers articles, advertisements (digital, print or video), memorabilia, sponsorship letters, tickets, official passes and flyers to name a few.



What are the benefits for Corporate Sponsors?

- ① A Corporate Sponsor can claim as an allowance for that year of income, 100% of the actual expenditure incurred up to a maximum of twelve (12) million dollars based on:
 - the funding they provide to a performing artist registered with the Ministry with responsibility for Culture or the Tobago House of Assembly and
 - the first acquisition of a work of visual art that has been certified by an art gallery (valuation document must be submitted for the claim).
- ② A Corporate Sponsor can claim as an allowance for that year of income 150% of the actual expenditure incurred in promotion of the fashion industry, up to a maximum of twelve (12) million dollars.
- ③ A Corporate Sponsor can claim as an allowance for that year of income, 150% of the actual expenditure incurred up to a maximum of twelve (12) million dollars based on the funding they provide to a producer who has developed an audio, visual, or video production promoting or reflecting local entertainment or local culture.
- ④ Corporate Citizens should note that if a Production Company incurred expenditure for its own audio, visual or video production reflecting local entertainment or local culture, it can claim as an allowance for that year of income, 150% of the actual expenditure incurred up to a maximum of twelve (12) million dollars.

NOTE:

- ① The aggregate claim of a Company for (1), (2) and (3) as previously stated, together with the promotion/ sponsorship of sporting activities/events/sportsmen is limited to twelve (12) million.
- ② A Production Company, in addition to its claim at (3) as previously stated, is also entitled to claim an aggregate of up to twelve (12) million for expenses incurred at (1) as previously stated, together with sponsorship of sporting activities not related to its own business.
- ③ Amendments to the Art and Culture Allowance may periodically occur, which can affect the sum you are entitled to claim in any year. Amendments to the legislation can also be made to include new areas under which a claim can be made.



How to access the Art & Culture Allowance?

When a company completes its Corporation Tax Return, it must fill out the Schedule re: the 'Art and Culture, Sportsman, Sporting Activities/Audio, Visual, Video Production, and Fashion Promotion'. The following attachments must be included to support their claim:

For claims in Art and Culture:

- In the case of the acquisition of a work of visual art, a valuation of artwork(s) performed by an art gallery must be submitted.
- In the case of support for a performing artist, a copy of their Artist Registry certificate must be submitted.

For claims in Art and Culture:

- In the case of the acquisition of a work of visual art, a valuation of artwork(s) performed by an art gallery must be submitted.
- In the case of support for a performing artist, a copy of their Artist Registry certificate must be submitted.

For claims in Audio, Visual or Video Production:

A copy of the Artist Registry certificate endorsed by the Minister with responsibility for Culture, certifying that the production promotes or reflects local entertainment or culture must be submitted.

Production Companies submitting claims in respect of expenditure related to their own productions must fill out the 'Production Company Allowance' and attach a copy of the Artist Registry certificate from the Minister with responsibility for Culture, certifying that the production promotes or reflects local entertainment or culture.



How does the Allowance work?

	Financial Statement <u>before</u> investment	Financial Statement <u>after</u> investment
A company decides to invest \$500,000 in the purchase of a piece of artwork (Visual Art). The investment is \$5m.	Net Profit - \$2,000,000 Total deductions - (\$1,300,000) Chargeable Profit \$ 700,000 Tax = \$700,000 x 25% - \$175,000	Net Profit - \$2,000,000 Deductions - (\$1,300,000) Art & Culture - (\$500,000) Total Deduction - \$1,800,000 Chargeable Profit \$200,000 Tax = 200,000 x 25% - \$50,000 Tax reduced by \$125,000 after investment

	Financial Statement <u>before</u> investment	Financial Statement <u>after</u> investment
A company decides to invest the max of \$2,000,000 in the Visual and Performing Arts. The investment is \$2m.	Net Profit - \$5,000,000 Total deductions - (\$2,100,000) Chargeable Profit \$2,900,000 Tax = \$2,900,000 x 25% - \$725,000	Net Profit - \$5,000,000 Deductions - (\$2,100,000) Art & Culture - (\$2,000,000) Total Deduction - \$4,100,000 Chargeable Profit \$900,000 Tax = \$900,000 x 25% - \$225,000 Tax reduced by \$500,000 after investment

	Financial Statement <u>before</u> investment	Financial Statement <u>after</u> investment
A company sponsors audio, visual or video production which is used for local education, entertainment or for reflecting local culture on radio or television. The expenditure is \$2m. This allowance is 150% of the expenditure.	Net Profit - \$8,000,000 Total deductions - (\$4,300,000) Chargeable Profit \$3,700,000 Tax = \$3,700,000 x 25% - \$925,000	Net Profit - \$8,000,000 Deductions - (\$4,300,000) Art & Culture - (\$3,000,000) Total Deduction - \$7,300,000 Chargeable Profit \$700,000 Tax = 700,000 x 25% - \$175,000 Tax reduced by \$725,000 after investment



Frequently Asked Questions

How does the tax incentive work?

An individual or organisation registered with the ARTT, presents their certificate when approaching corporate sponsors. The corporate sponsor then takes a copy of this certificate to submit when completing their tax returns for that year of expenditure.

Why must I submit my ethnicity and / or religion on my application?

This information helps in understanding biographical data or demographics of those within the Creative and Cultural Industries.

What is a reputable body?

A reputable body is an established organisation that is publicly known and recognised within the Creative and Cultural Industries.

What classifies as samples of work?

A sample of work can be submitted in these various forms: photos, videos, newspaper articles, web-links or websites, playbills, flyers, and invitations to name a few. It is important to note that samples must credit the applicant for the selected field of endeavour and should exist in the public domain.

How long does it take to be registered / certified?

The length of time it takes for the completion of the entire process from application to certificate collection could be as little as three weeks, but this greatly depends on whether all items are submitted by the applicant in the first instance. Another factor which determines the length of time it takes to process an application is when the completed application is submitted in relation to the scheduled date of an Assessment Committee meeting.

Why does my certificate expire?

Certificates for Individuals and Organisations are valid for a period of five years. You will be notified when your certificate is about to expire. In order to remain active on our database and to continue accessing our benefits, Individuals and Organisations must provide updated data on the online account to show that you are still active in the particular field(s).

Can the application only be done online?

Yes. The ARTT database is a completely paperless and fully online platform. This allows you to easily access it anywhere and at any time convenient to you! If you need assistance during the application process, please email us at nationalregistrytt@gmail.com.

Can I use the Certificate to get a grant from the Ministry of Culture and Community Development?

It is recommended, however it is not mandatory.



Terms used in the Artist Registry

Artist – An individual whose artistic endeavours result in the creation of works of literary, visual or performing arts, and audio, visual or audio-visual productions.

Assessment Committee – A group of Creative and Cultural Industries professionals representing organisations appointed by Cabinet to evaluate applications submitted by persons interested in becoming registered with or having work certified by the Artist Registry.

Audio Production – Refers to a sound recording which was made for public release and promotes or reflects local culture.

Bonafide – Claims to the production of work in the Creative Sector made in good faith without fraud or deceit.

Certification – Refers to the certification of Audio, Visual, Video Works, and other Products, Productions, or Festivals.

Cultural Worker – An individual whose technical or administrative labour is necessary to facilitate the production of artistic, visual, literary, performing, audio, visual, or audiovisual work by artists. Members of cultural organisations (umbrella organisations, profit, and non-profit companies) can also be registered as Artists or Cultural Workers.

Evidence / Sample of Work – Items that furnish proof of a particular activity.

Field of Endeavour – A topic, subject, or area of interest or specialisation.


Registration – Refers to the registration of Artists, Cultural Workers or Cultural Organisations.

Secretariat – A group of technical officers which administer and manage the operations of the Artist Registry.

Visual Production – Refers to visual productions such as printed materials, digital media, photographic projects etc, which were made for public release and promote or reflect local entertainment or local culture.

Video Production – Refers to an audio-visual work produced using any electronic video format which was made for public release and promotes or reflects local entertainment or local culture.

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