



Government of the Republic of Trinidad and Tobago

Ministry of Community Development,
Culture and the Arts

ARTT

ARTIST REGISTRY OF TRINIDAD & TOBAGO

HANDBOOK



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ABOUT THE ARTIST REGISTRY

Formally known as the National Registry of Artists and Cultural Workers, the **Artist Registry** is an opportunity open to nationals of Trinidad and Tobago which can contribute to their success in the Culture Sector.

The Artist Registry is supported by the Cabinet of the Government of Trinidad and Tobago and is an initiative of the Ministry with responsibility for Culture. It is a requirement of CARICOM countries that are signatories to the Economic Partnership Agreement (EPA) with the European Union (EU). Launched in February 2011, this programme aims to:

- Facilitate access to increased funding;
- Develop a database of all artists and cultural workers;
- Optimise international benefits for all artists and cultural workers.

HOW TO APPLY?

1. Application
2. Pre-Assessment
3. Assessment

Applicants are advised to carefully read through the relevant application guidelines and note the importance of supporting evidence.



HOW TO APPLY?

1. Visit our online database at www.artistregistrytt.com, click on apply and follow the instructions to complete the application.

There are five application categories:

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

Confirm that your online application has been completed by contacting the Artist Registry

Secretariat at nationalregistrytt@gmail.com.

Applications are pre-assessed by the Secretariat to ensure that they meet the application criteria.

2. Completed applications are submitted to the Registry's Assessment Committee for evaluation at meetings held once per month. Applicants are provided with feedback via e-mail after these meetings. Certificates are then prepared for successful applicants which takes approximately two to three weeks and can be collected at the Culture Division.

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

USEFUL FACTS

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

WHY BECOME REGISTERED?

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

The **Assessment Committee** of the Artist Registry is comprised of executives of the following organisations:

MEET THE ASSESSMENT COMMITTEE

- The Ministry of Community Development, Culture and the Arts
- The Trinidad and Tobago Publishers and Broadcasters Association
- The Art Society of Trinidad and Tobago
- The University of Trinidad and Tobago
- The University of the West Indies
- The Trinidad and Tobago National Commission for UNESCO
- The National Museum and Art Gallery of Trinidad and Tobago
- Division of Community Development and Culture, in the Tobago House of Assembly
- FilmTT
- MusicTT

The **Assessment Committee** is mandated to achieve the following objectives:

- Evaluate applications from artists, cultural workers and cultural organizations for registration with the Artist Registry
- Evaluate work submitted for consideration for certification as audio, visual and video productions which promote or reflect local entertainment and culture
- Prepare status reports on evaluation and certification works
- Make recommendations considered beneficial to the improvement of the process and its related legislation

TERMS USED IN THE ARTIST REGISTRY

- **Artist** – an individual whose artistic endeavours results in the creation of works of literary, visual or performing arts and audio, visual or audio-visual productions.
- **Artist Registry Secretariat** – a group of technical officers which administrates the operations of the Artist Registry.
- **Assessment Committee** – a group of culture sector 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 promotes or reflects local entertainment or local culture for public release.
- **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 or Video Works.





- **Cultural Worker** – an individual whose technical or administrative labour is necessary to facilitate the production of artistic, visual, literary, performing, audio, visual or audio-visual 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 specialization.
- **Registration** – refers to the registration of Artists or Cultural Workers.
- **Visual Production** – refers to visual productions which promote or reflect local entertainment or local culture for public release.
- **Video Production** – refers to an audio-visual work produced using any electronic video format which promotes or reflects local entertainment or local culture for public release.



THE INCENTIVE & YOU

One of the primary goals of the Artist Registry is to facilitate access of intended beneficiaries to the gains provided by the Art and Culture Allowance.

This allowance has been instituted via seven (7) distinct amendments to the Corporation Tax Act:

- Act No. 91 of 2000
- Act No. 2 of 2002
- Act No. 4 of 2004
- Act No. 2 of 2006
- Act No. 17 of 2007
- Act No. 13 of 2010
- Act No. 2 of 2013

The Art and Culture Allowance is designed to make sponsorship of artists and their artwork more attractive to the Corporate Sponsor. These benefits accrue to companies when they:

PROVISION IN THE ART & CULTURE ALLOWANCE

- Purchase a work of visual art directly from a visual artist that is the first acquisition of that particular piece.
- Provide funding to performing artists registered with the Artist Registry or the Tobago House of Assembly.
- Provide funding to producers of audio, visual and video productions whose work has been certified by the Minister with responsibility for Culture as representing local culture or entertainment.

The allowance is fully operational with 678+ companies accessing it since 2004.

THE BENEFITS OF THE ART & CULTURE ALLOWANCE

The Corporate Sponsor will benefit from Sponsoring a Registered Artist, Cultural Worker or Supporting an Audio, Fashion, Visual or Video Production when:

1. They claim as an allowance for that year of income, 100% of the actual expenditure incurred up to a maximum of three (3) 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 valuated 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 commencing from the year 2013, 150% of the actual expenditure incurred in promotion of the fashion industry, up to a maximum of three (3) 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 three (3) 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 they are a Production Company that incurred expenditure for its own audio, visual or video production reflecting local entertainment or local culture, you can claim as an allowance for that year of income, 150% of the actual expenditure incurred up to a maximum of three (3) million dollars.

NOTE

1) The aggregate claim of a Company for (1), (2) and (3) above together with the promotion / sponsorship of sporting activities/events/sportsmen is limited to \$3 million.

2) A Production Company, in addition to its claim at (3) above, is also entitled to claim an aggregate of up to \$2 million for expenses incurred at (1) above together with sponsorship of sporting activities not related to its own business.



ACCESSING THE ART & CULTURE ALLOWANCE

When the company submits its Corporation Tax Return (Form 500 CTR), they must fill out the Schedule re: the 'Art and Culture, Sportsman, Sporting Activities/Audio, Visual or Video Production and now Fashion Promotion'. The following attachments must be included with the form 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 certificate of registration with the Artist Registry must be submitted.

For claims in Audio, Visual, Video Productions:

- A copy of the certificate from 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 certificate from the Minister with responsibility for Culture certifying that the production promotes or reflects local entertainment or culture.

FREQUENTLY ASKED QUESTIONS

How does the tax incentive work?

A Corporate Sponsor can claim as an allowance for that year of income, 100% of the actual expenditure incurred up to a maximum of three million dollars based on a registered performing artist or the first acquisition of a piece of visual art that has been valuated by an art gallery.

A Corporate Sponsor can claim as an allowance for that year of income commencing from the year 2013, 150% of the actual expenditure incurred in promotion of the fashion industry; 150% of the actual expenditure incurred in promotion of the audio, visual or video production reflecting local entertainment or local culture or up to a maximum of three million dollars.

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

This information helps in understanding biographical data and demographics of those within the Culture Sector.



Who is a reputable body?

A reputable body is an established organisation that is publicly known and recognised by various factions of society within the Culture Sector.

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, invitations, testimonials 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 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 form is submitted in relation to the scheduled date of an Assessment Committee meeting.



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Contact Information

The National Registry of Artists and Cultural Workers

Culture Division

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