



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

THEATRE SECTION

Support to Theatre Service Organizations

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines section for details about the purpose of the program, eligible organizations and activities, grant amount, application assessment process and criteria, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact one of the Program Officers indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part F) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

- **1 March 2011** (for project grant and operating grant applications for national theatre service organizations)
- **15 September 2011** (for project grant applications)

If one of these dates falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application form and all required support material must be postmarked on or before the deadline date.

The Canada Council will not accept applications postmarked after the deadline, incomplete applications, or those submitted by fax or email.

Further Information

Robert Allen, Nancy Guertin and Bruce Sinclair

Program Officers

Theatre Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

linda.nickolson@canadacouncil.ca

Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, ext. 4485 (Linda Nickolson, Program Assistant)

TTY: 1-866-585-5559

Fax: 613-566-4410

THG12E 01-11



PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program assists non-profit, Canadian service organizations whose primary focus is to develop the vitality of the professional theatre community. The activities of these service organizations, groups or associations provide assistance to their members which are directly involved in the creation, production and presentation of professional theatre.</p> <p>The program has two components: <i>Annual Operating Grants</i> and <i>Project Grants</i>.</p> <p>Annual Operating Grants</p> <p>This support is intended for national theatre associations or organizations that provide information, resources, advice and advocacy to the professional theatre milieu.</p> <p>Project Grants</p> <p>This support offers one-time assistance to associations, organizations and groupings of companies and presenters within the Canadian professional theatre community. It assists them to launch a new service or develop infrastructure in the areas of creation, production or presentation.</p> <p>This program is open to Aboriginal arts organizations and arts organizations of diverse cultural and regional communities of Canada.</p>
<p>Objectives</p>	<p>Annual Operating Grants</p> <p>The objectives of this component are:</p> <ul style="list-style-type: none"> • to support non-profit organizations performing a vital service to professional theatre organizations • to contribute to national networks of theatre organizations • to increase the services available to the theatre community, such as professional development, communication, advocacy and general services. <p>Project Grants</p> <p>The objectives of this component are:</p> <ul style="list-style-type: none"> • to develop or strengthen organizations that provide a new service in the areas of creation, production or presentation • to encourage new initiatives to develop services for the community through infrastructure and events • to encourage initiatives of benefit to many artists, companies, presenters or organizations.

<p>Eligibility (continued)</p>	<p>Canadian non-profit groups, associations or organizations can apply for these grants.</p> <p>Eligibility criteria specific to each component are described below.</p> <p>Annual Operating Grants</p> <p>An eligible organization must:</p> <ul style="list-style-type: none"> • be a Canadian, non-profit incorporated organization, group or association (the majority of the board of directors must be Canadian artists or representatives of Canadian arts organizations) • have the mandate to represent, at the national level, professional artists and/or artistic organizations from an artistic discipline; language-based service organizations (English, French) must indicate their willingness to contribute to national networks of service organizations in the same specialization • be the main representative organization of their artistic discipline or broad specialization, as demonstrated by a broad membership, and make efforts to be inclusive/representative of Aboriginal, regional and culturally diverse communities and contribute to the Canada Council’s strategic priorities • make a significant contribution to serving the needs of Canadian artists and/or arts organizations engaged in the creation, production and dissemination of artworks. This will be illustrated by their action plan, track record and contribution to the community they serve through a range of activities encompassing research and analysis, communication and marketing, and professional development • have been in operation for at least two years, demonstrate sound financial management and have self-generated revenues that include other sources of funding and significant membership dues. <p>Project Grants</p> <p>Eligible organizations, associations, regional or sector groupings must be incorporated as Canadian non-profit organizations or work under the umbrella of an incorporated non-profit organization. They must not be currently receiving operating support from the Canada Council.</p>
<p>Grant Amount</p>	<p>Annual Operating Grants contribute towards general operating costs. Project Grants cover a maximum of 50 percent of project expenses.</p> <p>Grants are awarded on the basis of the peer assessment committee recommendation and the funds available. Your organization might not be awarded the full amount requested.</p> <p>These grants cannot be used to fund activities that occurred before this program’s deadline.</p>

<p>CADAC Financial and Statistical Reporting</p>	<p>The Canada Council for the Arts is collecting financial and statistical information through a new national online database called CADAC (Canadian Arts Data/Données sur les arts au Canada). This system will enable arts organizations applying for operating funding from public funders that are members of CADAC to submit their financial and statistical information in the same format.</p> <p>The following are member partners: the Alberta Foundation for the Arts; the British Columbia Arts Council; the Canada Council for the Arts; the City of Vancouver; the New Brunswick Department of Wellness, Culture and Sport; the Manitoba Arts Council; the Ontario Arts Council; the Saskatchewan Arts Board and the Toronto Arts Council.</p> <p>Previously, applicants to these funders were required to provide the same information in multiple formats on multiple occasions. CADAC is conducting discussions with other provincial, territorial and municipal arts funders to encourage them to join the partnership.</p> <p>You must use the “CADAC Financial Form for Arts Organizations” and “CADAC Statistical Form for Arts Organizations” to submit your financial and statistical information requested in Part D of the attached application form. You are encouraged to register your organization with CADAC as early as possible to give yourself enough time to assemble the required financial and statistical information</p> <p>Please go to the CADAC website at www.thecadac.ca to download the forms. For step-by-step instructions on this process, see Part D of the application form.</p> <p>Budget Notes</p> <p>The CADAC Financial Form allows you to add some annotations to your budget, but on a limited number of categories only. Please provide, when appropriate, detailed notes to clarify any ambiguity that might arise from amalgamated figures, unusual variances, and so on. Please include these notes on separate sheets and make direct reference to the CADAC Financial Form’s exact line numbers to which your notes apply. Attach these sheets to your application form.</p> <p>Please note that these annotations do not replace the administrative statement of the Basis of Assessment (Part C) which answers to the administrative criterion.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Applications are reviewed for eligibility, according to the published criteria, by the Theatre Section, with outside consultation if needed.</p> <p>Eligible applications are assessed, in a national comparative context, by a peer assessment committee. The committee is a representative body of theatre professionals, with various types of expertise. Committee members are also selected with consideration to fair representation of artistic specializations, gender, generations, Aboriginal Peoples and the cultural and regional diversity of Canada.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grant Decisions”, posted on the Canada Council’s website.</p>

Assessment of Applications

Assessment Criteria

The assessment committee of theatre peers establishes funding priorities based on the overall value of the proposal compared with the other proposals, the availability of funds and the following assessment criteria.

Annual Operating Grants

A) Relevancy and quality of services to the theatre community served (65 percent)

- The contribution of the proposed activities to the creation, production and/or presentation of professional theatre by the organization's members; the applicant has to demonstrate that it serves a significant number of the theatre organizations in its community. (35 percent)
- The relevancy and quality of services provided by the organization to the theatre community; the applicant has to detail the specific services it provides to its members, e.g. professional development, information, documentation, communication and advocacy activities, and audience development and outreach. (30 percent)

B) Impact and accessibility of activities, and effectiveness of arts advocacy activities (20 percent)

- The impact of the proposed activities on the theatre community and accessibility of services to members; the organization has to demonstrate an ability to maintain and expand its membership base and activities. (10 percent)
- The effectiveness of the arts advocacy activities; the applicant has to include a program of activities aimed at building policy consensus within the theatre community. The applicant also has to include an action plan to raise awareness of the art form in the general public, addressing, among other topics, public funding of the arts. These activities can be run independently or in collaboration with other service organizations or public institutions. (10 percent)

C) Administration (15 percent)

- The organization's ability to develop a viable annual action plan to achieve its mandate, using sound financial and professional management and examples of past successful results.

Project Grants

- The applicant's history and the project's ability to develop or strengthen infrastructures that offer a service in the area of theatre creation, production or presentation. (65 percent)
- The impact of the project and number of potential beneficiaries. (20 percent)
- A reasonable balance between anticipated revenues and expenses; priority will be given to projects involving another funding partner. (15 percent)

Special attention will be given to development initiatives proposed by the Aboriginal and culturally diverse theatre communities. Priority will also be given to development initiatives for communities with little or no existing infrastructures.

Fair Notice to Organizations

When the peer assessment committee has concerns about the health of an organization, it may put the organization on “concerned” status. This may occur if the organization shows **one or more** of the following signs:

- having a major deficit (10 percent or more of its annual operating budget) or showing evidence of not being financially stable
- having a significantly reduced audience or sales base (where this differs from the organization’s stated intentions)
- not demonstrating the ability to plan for the future
- not addressing major artistic concerns, such as artistic and editorial direction, declining quality of activity, or failure to achieve its activity plan
- not meeting the minimum requirements outlined in the application guidelines or contractual obligations
- demonstrating management practices that do not conform to generally accepted practices in the discipline.

In such cases, the peer assessment committee will issue a warning and can recommend a reduction in the grant amount (generally up to 10 percent). Applicants who receive a warning will secure annual funding. They will be required to submit an application the following year, at which time a peer assessment committee will re-evaluate their situation.

If the organization receives a second unsatisfactory evaluation, the peer assessment committee can recommend a further grant reduction.

If the organization receives a third unsatisfactory evaluation, removal from the program is possible. In this case, the candidate will be advised to apply for project assistance.

Note: The Canada Council has the right to reduce, withdraw, delay or suspend a grant in the second or third year of a multi-year cycle if it has concerns about the viability of the organization, as determined using the criteria in the Fair Notice to Organizations policy.

IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

No. Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to peer assessment committees. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on the same basis.

How will I know that my application has been received at the Canada Council for the Arts?

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out a few days after your application has been received.

Is my personal information protected?

The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council for the Arts will protect personal information as required by the Privacy Act. The information is stored in a series of Canada Council data banks described in *Info Source*, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.

The Canada Council for the Arts may share information related to applications on a confidential basis, with officials in other arts and cultural industry funding agencies, to assist with program planning and evaluation.

When and how will I find out the results of my application?

You will receive the results, by letter, approximately **5 months** after the application deadline. Note that, for privacy reasons, the Canada Council does not release results by telephone or email.

Can I find out who got a grant and who was on the peer assessment committee?

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. You can also contact the Canada Council in writing to request the list of peer assessors.

What are the terms and conditions of receiving a grant from this program?

The terms and conditions will be outlined in the grant notification letter that you will receive if your application is successful. These are some of the conditions:

Payment of Grant

The Canada Council will release your grant payment upon receipt of your signed grant acknowledgement form.

Any significant changes in the mandate, objectives, structure, program of activities and/or operating budget of the organization must be discussed with the Theatre Section.

The Canada Council reserves the right to redistribute, delay or suspend payments if your organization does not carry out its planned program of activities; undergoes major changes in artistic and (or) administrative direction; or does not meet its obligations as a grant recipient, including the requirement to submit regular reports to the Canada Council and comply with the acknowledgement policy.

Final Report

If you are successful in receiving a grant from this program, you must provide a final report on your grant-supported activities. You will be given more details on this requirement in your grant notification letter.

Acknowledgement of Canada Council Support

You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant-supported activities. Details about the acknowledgement policy will be included with the grant notification.



Support to Theatre Service Organizations

- The Canada Council for the Arts requires only one copy of the application form. Type or print in black ink to make your submission easier to photocopy.
- Do not bind your completed application form (in other words, do not use spiral binding, mount it in plastic, staple it, and so on).
- If you are completing the form on a computer, use the following format.

PART A1 – IDENTIFICATION OF APPLICANT

Name of organization:

Name and title of contact person:

Address of organization:

Street and apartment/suite number

City	Province/territory	Postal code
------	--------------------	-------------

(____) (____)

Telephone	Fax	Email
-----------	-----	-------

PART A2 – CADAC ID

Please provide your CADAC ID below:

CADAC ID: _____

Note: Go to the CADAC (Canadian Arts Data/Données sur les arts au Canada) website at www.thecadac.ca to register your organization. You will receive the CADAC ID through an email confirmation from CADAC.

PART A3 – TYPE OF GRANT AND AMOUNT REQUESTED

Type of grant: Annual Operating Grant
 Project Grant

(You may apply for only one type per application.)

Amount requested: \$ _____

PART A4 – DECLARATION

I prefer to communicate with the Canada Council for the Arts in English French

Please date and sign below to confirm your agreement with the following statements.

As representatives of the applicant organization:

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets these criteria.
- I understand that the organization that I represent is not eligible to apply to this program until all of its overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of the program agree to accept the Canada Council's decision.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

I confirm that the statements in this application are complete and accurate, to the best of my knowledge.

Name: _____

Position/title: _____

Signature: _____

Date: _____

(An original signature is required.)

PART B1 — STRUCTURE OF YOUR ORGANIZATION

<p style="text-align: center;">Board of Directors</p> <p>President or chairperson:</p> <p>Past president:</p> <p>Treasurer:</p> <p>Other Board Members:</p>	<p style="text-align: center;">Details of Incorporation (if applicable)</p> <p>The organization is incorporated under the following name:</p> <p>Type of charter:</p> <p>Date of charter:</p> <p>Charitable licence number:</p>
<p>Permanent Administrative Staff (names and titles):</p>	<p>Number of Full-Time Employees:</p>
<p>Number of Part-Time Employees:</p>	<p>Corporate Affiliations (if this applies):</p>

PART B2 – PROFILE OF YOUR ORGANIZATION

Your organization's profile will be provided to the peer assessment committee and external assessors. It is your responsibility to maintain an up-to-date profile of your organization with the Canada Council once you have applied to this program.

Please describe your organization, in **a maximum of 1,000 words** (approximately two pages), on separate sheets. Include the events or activities that have marked its development, and address each of the points below.

To make photocopying easier, print on one side only of white, 8½ x 11 inch paper, with a type size larger than 11 points. Please do not staple or bind your application, and do not use highlighter.

A) Factual Information

- The legal mandate of your organization
- Your organization's mission statement and main goals
- A brief history (include date established, milestones and accomplishments)
- Other relevant information concerning ongoing activities (services, training, special initiatives etc.)
- The structure of your organization (if you would like to add information that is not included in Part B1)

B) Contextual Information

Elaborate on the particular place and role your organization occupies and the context in which you work. For example, how do you see yourself within the ecology of your discipline in a regional, national and international context (if this applies)?

You are responsible for providing all required information to confirm the eligibility of your organization and the Canada Council will make eligibility decisions based on the information you provide in this application. If your application is found to be ineligible, you will be informed by letter.

PART C – BASIS OF ASSESSMENT (STATEMENT)**Annual Funding**

This is a very important section of the application. **Considering the reading volume required of the committee, please limit your statement to a maximum of 15 pages.**

Please detail your past activities and describe your goals, strategies and measures for the coming season. Be sure to address the assessment criteria listed in the application guidelines. If your organization is currently receiving operating support, specify what your objectives were for the last year and briefly evaluate your achievements.

All applicants must describe the objectives, strategies and measures foreseen for next season 2011-12. Explain briefly why you chose these objectives and how you intend to achieve them.

You can organize the material as you wish. Be sure to address each of the assessment criteria in your text.

Project Funding

This is a very important section of the application. **Considering the reading volume required of the committee, please limit your statement to a maximum of 4 pages.**

Please describe your goals, strategies and measures for the proposed project. Be sure to address the assessment criteria listed in the application guidelines. Explain briefly why you chose these measures and how you intend to achieve them.

You can organize the material as you wish. Be sure to address each of the assessment criteria in your text.

PART D – FINANCIAL AND STATISTICAL INFORMATION

To submit your **financial** and **statistical** information for this application, you must use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” at www.thecadac.ca.

CADAC Financial Form for Arts Organizations Requirements

You will be required to submit financial information to CADAC for the seasons 2009-10, 2010-11 and 2011-12.

CADAC Statistical Form for Arts Organizations Requirements

You will also be required to submit statistical information to CADAC for the seasons 2009-10, 2010-11 and 2011-12.

Follow these steps to download, complete, upload and submit the forms to CADAC:**STEP 1**

Register your organization with CADAC at www.thecadac.ca as early as possible to ensure that you have enough time to assemble the required financial information.

STEP 2

Consult the *CADAC User Guide* and the video tutorials.

STEP 3

Download, complete and upload and submit in CADAC the “CADAC Financial Form for Arts Organizations” and “CADAC Statistical Form for Arts Organizations”. Repeat this step if you need to add to and (or) change your financial or statistical information or if you are filling out the form for another year.

OR

Enter your financial and statistical information directly in CADAC and submit it to CADAC.

STEP 4

Submit your organization’s signed financial statements to CADAC, if you have them in an electronic version. If not, mail your signed copies to CADAC at the address below.

CADAC FINANCIAL STATEMENTS SUBMISSION
350 Albert Street,
P.O. Box 1047,
Ottawa, ON K1P 5V8

Please note that that you must provide **audited financial statements** if your last Canada Council grant was over \$100,000. You must provide a **review engagement** if your organization’s last Canada Council grant was between \$50,001 and \$99,999. You may provide an **internal financial statement** if your organization’s last Canada Council grant was \$50,000 or less, or if you are a new applicant to this program.

You must also submit financial statements for any holding companies, parent companies or foundations that your organization is associated with, and for any subsidiaries, related companies or special trust funds that your organization controls.

Budget Notes

The CADAC Financial Form allows you to add some annotations to your budget, but on a limited number of categories only. Please provide, when appropriate, further detailed notes to clarify any ambiguity that might arise from amalgamated figures, unusual variances, and so on. Please include these notes on separate sheets and make direct reference to the CADAC Financial Form’s exact line numbers to which your notes apply. Attach these sheets to your application form.

PART E — CHECKLIST

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material.

You must include the following items in the order shown below.

- Part A1 – Identification of Applicant
- Part A2 – CADAC ID
- Part A3 – Type of Grant and Amount Requested
- Part A4 – Declaration (an **original signature** is required)
- Part B1 – Structure of your Organization
- Part B2 – Profile of your Organization
- Part C – Basis of Assessment (Statement)
- Part D – Financial and Statistical Information
 - “CADAC Financial Form for Arts Organizations,” submitted electronically to CADAC
 - Budget Notes (if applicable)
 - “CADAC Statistical Form for Arts Organizations,” submitted electronically to CADAC
 - Signed financial statements submitted electronically to CADAC (**audited financial statements** or a **review engagement**—see the instructions in Part D)

Send your application to:

**Theatre Section
Canada Council for the Arts
350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8**