



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Professional Choir Program: Project Funding

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines for details about the purpose of the program, who and what activities are eligible for support, grant amount, how applications are assessed, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Program Officer listed below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part E of the form) to confirm that you have completed the form and have included all required support material.

The Canada Council for the Arts is committed to equity and inclusion, and welcomes applications from diverse Aboriginal, cultural and regional communities, including people with disabilities.

Deadline

15 January

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application 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

André Jutras, Program Officer

Music Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

andre.jutras@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5071

TTY: 1-866-585-5559

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PROGRAM GUIDELINES

<p>Mandate of the Music Section</p>	<p>The Music Section supports the on-going development of outstanding Canadian artistically driven music, created, performed, produced and disseminated by professional Canadian artists and arts organizations expressing Canadian cultural, creative, and intellectual diversity for the benefit of the Canadian and international public.</p>
<p>Program Objectives</p>	<p>Statement</p> <p>Choral singing is perhaps the single most practiced art form by Canadians of all ages either in religious or cultural communities. Within this very large community we can identify three types of stakeholders: the choral organizations, the audience members and the artists.</p> <p>While recognizing it is still mostly a volunteer-based community, Canada has nurtured and developed a strong and vibrant professional choral field over the past 20 years. The Canada Council for the Arts partners with those at the professional end of choral activities as they contribute to stimulate the appreciation and enjoyment of choral music in Canada.</p> <p>Project grants are intended to:</p> <ul style="list-style-type: none"> • advance the creation and development of new Canadian works, and • encourage innovative education and outreach programs that attract and serve new audiences for choral music, including young audiences.
<p>Program Description</p>	<p>The Professional Choir Program has two components: Project Funding and Multi-Year and Annual Funding.</p> <p>A project is defined as a single activity taking place at a specific time, with a delineated budget. Project Funding contributions are directed towards specific artistic, production and promotional costs and may not be used to support the applicant's organizational structure or overall activities.</p> <p>The Multi-Year and Annual Funding component has its own guidelines and application form.</p>

<p>Eligibility</p>	<p>Choirs eligible for Project Funding must:</p> <ul style="list-style-type: none"> • be an incorporated non-profit Canadian professional choir • have completed at least two seasons of performance activities • have a consistent core or membership of singers • have a season of activities (concerts) planned that includes a variety of self-produced programs showcasing Canadian choral music works • have a paid, professional Choral Conductor/Artistic Director and a strong administrative infrastructure to support their artistic activities • have a board of directors • have experienced financial stability for at least one year, and • receive significant financial support from various government or private sources, as demonstrated in the submitted financial documents (when applicable). <p>Note that children’s and youth choirs are eligible for Project Funding, but are not eligible for Multi-Year or Annual Funding. They must demonstrate an ongoing history of national or international activities as well as regular partnerships with other professional organizations.</p> <p>The following are not eligible for support:</p> <ul style="list-style-type: none"> • choirs associated with a church or a religious community, and • choirs associated with an academic institution. <p>Music organizations whose choir activities complement their core activities and who receive annual or multi-year support from another Canada Council for the Arts program are not eligible. Such organizations should include all their choir activities in their application to the appropriate program.</p> <p>Project Funding cannot be used for recording, commissioning or touring projects.</p>
<p>Grant Amounts</p>	<p>Project Funding is available annually and each request is subject to peer assessment. It is not guaranteed ongoing yearly support, and there are limited funds available.</p> <p>The peer assessment committee’s recommendations are based on the program’s assessment criteria.</p> <p>These grants cannot be used for projects that have already been completed or for expenses incurred before the program deadline.</p>

<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>Assessment criteria</p> <p>The committee evaluates all applications, in a national comparative context, against the following criteria:</p> <ul style="list-style-type: none"> • excellence in musical performance, including performance of music composed by Canadians, based on the submitted audio material • merit of the proposed project, including how the project: <ul style="list-style-type: none"> - contributes to the artistic development of the choir - enhances the choir’s profile - contributes to the development of audiences, including young audiences - contributes to the development of the art form • the financial viability of the proposed project (as determined by the submitted budget information) and the ability of the applicant to carry it out. <p>Priority will be given to projects featuring Canadian works (including Aboriginal peoples music, and music of diverse cultures and by culturally diverse artists) and music for young audiences that expands their artistic horizons.</p>
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IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application	<p>Acknowledgement of receipt</p> <p>The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of receipt indicates that the application has been received; it does not confirm that your application is eligible.</p> <p>Response time</p> <p>You will be informed of the competition results, by mail, approximately four months after the application deadline. The Canada Council does not release results by telephone or email.</p> <p>Application preparation</p> <p>You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.</p> <p>It is important to inform the Canada Council for the Arts of any change of address.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>Format and layout</p> <p>Where this applies, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format, 8½ x 11 inches) printed on one side. Use a font size of 11 points or larger. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable, however.</p> <p>Colour printing on coloured sheets or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
Personal Information	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note the following condition:</p> <ul style="list-style-type: none"> • All your overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant. <p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Grant payment</p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form and after you have satisfied any conditions, which are provided with your grant notification letter.</p> <p>Changes to proposed project</p> <p>The Canada Council for the Arts reserves the right to redistribute, delay or suspend payments if the 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 regular submission of reports to the Canada Council.</p> <p>Expiry date of the grant</p> <p>The grant funds will be available for your use for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your grant.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council Program Officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p>Final report</p> <p>You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p> <p>Acknowledgement of Canada Council for the Arts support</p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p>
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Professional Choir Program: Project Funding

The information that you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT (Please inform the Canada Council if your address changes)

Name of applicant:	Name and address of grant recipient: (if different from applicant's name and address)
Permanent address: _____ Street and apartment/suite number _____ City _____ Province or territory Postal code _____ Telephone Fax _____ Email Website	Mailing address (if different from permanent address of applicant): _____ Street and apartment/suite number _____ City _____ Province or territory Postal code _____ Telephone Fax _____ Email Website

DECLARATION

In which language do you prefer to communicate with the Canada Council? English French

To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:

As a Choral Conductor/Artistic Director,

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets the eligibility 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 and 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 of Choral Conductor/Artistic Director

Position

Signature

Date

AN ORIGINAL SIGNATURE IS REQUIRED.



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The information that you provide from this point onward will be submitted to the peer assessment committee.

- 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, staples, mount it in plastic, etc.).
- If you are completing the form on a computer, use the following format.

PART A1 – NAME AND LOCATION OF APPLICANT	
Name of applicant <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> City _____ Province or territory _____	Name of person completing this application (if same as applicant, please repeat here): <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> City _____ Province or territory _____
PART A2 – DESCRIPTION OF GRANT REQUEST	
Amount requested from this program: \$ _____	Total cost of the project: \$ _____ (as indicated in Part C1 — Financial Information)
Have you applied to other sections of the Canada Council for the Arts for support of this project? <input type="checkbox"/> No <input type="checkbox"/> Yes If so, please name the program to which you have applied:	
Project title and brief description: (10 to 15 words)) _____ <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
Are you applying for: <input type="checkbox"/> Self-produced concerts <input type="checkbox"/> Co-produced concerts <input type="checkbox"/> Rehearsals <input type="checkbox"/> Coaching	
When will the project take place? <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
Where will the project take place? (Indicate the hall's seating capacity, as well) <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	

PART A3 – PROFILE OF ORGANIZATION

It is your responsibility to maintain an up-to-date profile of your choir with the Canada Council for the Arts once you have applied to this program.

Please describe your organization, in a maximum of 1,000 words (approximately two pages), on separate sheets. Address each of the points below. To facilitate processing, print on one side only of white, 8½ x 11 inch paper, with a type size larger than 10 points.

- Mandate of your organization
- Main goals/artistic objectives
- Geographic location and community served
- Brief history (include date established, and principal events or main accomplishments)
- Role of your organization within the arts community
- Overall budget of the choir for both the current season and the next season, using page 5 of this application form

PART B – PROJECT DESCRIPTION

The description of your project should be directly related to the criteria against which the peer assessment committee will evaluate your application. The assessment criteria are set out in bold below. The decision to award a grant will be based on the relative merit of your proposal compared with all others received in this national competition, and on the funds available.

While your responses must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, we encourage you to be as concise and focussed as possible. Please limit your responses to a maximum of 750 words, in total, for this section.

To facilitate processing, print on one side only of white, 8½ x 11 inch paper, with a type size larger than 10 points.

Assessment criteria

- **Excellence in musical performance, including performance of music composed by Canadians, based on the submitted audio material**
- **Merit of the proposed project, including how the project:**
 - **contributes to the artistic development of the choir**
 - **enhances the choir's profile**
 - **contributes to the development of audiences, including young audiences;**
 - **contributes to the development of the art form**
- **The financial viability of the proposed project (as determined by the submitted budget information) and the ability of the applicant to carry it out**

Priority will be given to projects featuring Canadian works (including Aboriginal peoples' music, and music of diverse cultures and by culturally diverse artists) and music for young audiences that expands their artistic horizons.

Details of Programming for the Project (indicate with an asterisk new works commissioned)

Date of Event	Location	Title of Work(s)	Composer(s)	Cdn. (√)	Duration	Performers/Soloists (if applicable)

PART C1 – FINANCIAL INFORMATION	
PROPOSED PROJECT BUDGET	
EXPENSES	Concert/Event
Artistic:	
Choral Conductor/Artistic Director's fees	\$
Accompanist's fees	\$
Soloists' fees	\$
Instrumentalists' fees (if applicable)	\$
Other (specify)	\$
Concert/Event Production:	
Hall rental (if applicable)	\$
Tickets	\$
Programs	\$
Music/library	\$
Publicity/Promotion/Administration:	
Advertising	\$
Publicity and promotion	\$
Total Expenses	\$
REVENUES	
Ticket sales	\$
Broadcasting and recording fees	\$
Corporate donations/sponsorships	\$
Other donations (from individuals, foundations, trusts, etc.)	\$
Provincial grants	\$
Municipal grants	\$
Other (specify)	\$
Total Revenues	\$
Surplus (Deficit)	\$
Amount requested from the Canada Council for the Arts	\$

PART C2 – FINANCIAL INFORMATION: OVERALL BUDGET SUMMARY FOR THE FULL SEASON		
Budget Current Season	Number of concerts:	Projected Next Season
	REVENUES	
	<i>Earned:</i>	
\$	Box office	\$
\$	Guarantees and sold services	\$
\$	Interest on investment	\$
\$	Broadcasting and recording	\$
\$	Other (please list, add sheets as required)	\$
	<i>Private Sector:</i>	
\$	Corporate donations/sponsorships	\$
\$	Individual donations/sponsorships	\$
\$	Foundations, committees and guilds	\$
\$	Special projects	\$
\$	Other (please list, add sheets as required)	\$
	<i>Government:</i>	
\$	Canada Council for the Arts - Overall activities	\$
\$	- Project	\$
\$	- Touring	\$
\$	- Other (please list, add sheets as required)	\$
\$	Foreign Affairs Canada	\$
\$	Canadian Heritage	\$
\$	Provincial - Overall activities	\$
\$	- Touring	\$
\$	- Other (please list, add sheets as required)	\$
\$	Municipal	\$
\$	Other (please list, add sheets as required)	\$
\$	TOTAL REVENUES	\$
	EXPENSES	
\$	Artistic (please list, add sheets as required)	\$
\$	Production and hall	\$
\$	Publicity and promotion	\$
\$	Fundraising	\$
\$	Administration	\$
\$	Other (please list, add sheets as required)	\$
\$	TOTAL EXPENSES	\$
\$	NET	\$
\$	Accumulated surplus (deficit) carried forward from last season	\$
\$	Final accumulated surplus (deficit)	\$

PART D1 – INSTRUCTIONS FOR RECORDINGS TO BE SUBMITTED

You must submit recent recordings (during the past 18 months) of three compositions. The recordings should be from different concerts (if possible), be conducted by the permanent/principal Choral Conductor, and should not be performed with another choir. The Music Section prefers to receive audio support material on one CD (or CD-R); or one DVD.

Also provide dates of the recorded performances and a list of singers. Those who are not regular members of the choir must be clearly indicated.

The recordings must contain works of diverse styles, including Canadian compositions (except early music or specialized ensemble). Scores must be submitted for Canadian works only. **One of the works must be performed *a cappella*.**

Applicants are responsible for providing recordings of good technical quality, as decisions about artistic quality are made by listening to the choir's performance on the submitted recordings.

PART D2 – DESCRIPTION OF SUBMITTED AUDIO SUPPORT MATERIAL

Clearly label your support material and complete the following.

Please send your pieces on one CD or one DVD.

It is the responsibility of the applicant to ensure the proper functioning (playability) of all audio or video support material submitted to the Canada Council.

Item 1

Title:

Composer:

Running time:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Track number: ___ Time indicator: from _____ to _____

 CD DVD
 cued Yes No
Item 2

Title:

Composer:

Running time:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Track number: ___ Time indicator: from _____ to _____

 CD DVD
 cued Yes No
Item 3

Title:

Composer:

Running time:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Track number: ___ Time indicator: from _____ to _____

 CD DVD
 cued Yes No

PART E – CHECKLIST

Please check the appropriate boxes to confirm that you have completed all parts of the application and have attached the required documentation.

- Identification of applicant
- Declaration (with original signature)
- Part A1 – Name and location of applicant
- Part A2 – Description of grant request
- Part A3 – Profile of Organization
- Part B – Project Description
- Part C1 – Financial Information
- Part C2 – Financial Information: Overall Budget Summary for the full Season
- Part D – Description of Submitted audio Support Material

In addition to the material requested in parts A through D of this application form, please include the following documentation (check the appropriate boxes):

- Résumé for Choral Conductor/Artistic Director (no more than two pages)
- Recordings of three different compositions (as described in the guidelines)
- Scores for Canadian works
- A list of singers for the recorded performances, indicating those who are not regular members of the choir
- Programming details for the current season and the next season
- Last year's and the current season's programs and brochures

Note that the time that the peer assessment committee may devote to each file is limited. It is therefore to your advantage to present well-organized material.

Submit your application to:

Music Section

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