



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Aboriginal Peoples Music Program

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 is eligible, grant amount, application process and assessment, 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 indicated below.
Step 3	Complete all sections of the attached application form , and be sure to use the checklist (Part E of the form) to confirm that you have completed all relevant sections of 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

1 March (for Project Grants)

There are no deadlines for Single-Event Performance Travel Grants, but requests have to be submitted before the departure date. Applicants who wish to have the results before their departure should apply at least **two months** in advance.

If the deadline date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all 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. You will not be contacted if your application is incomplete.

Further Information

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

nathalie.cleroux@canadacouncil.ca

1-800-263-5588 (toll-free) or (613) 566-4414, ext. 4241

TTY: 1-866-585-5559

MUG21E 12-11



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>The music created and performed by Aboriginal musicians across Canada encompasses a wide variety of styles and genres. It is created in a variety of ways and environments.</p> <p>Given this range and diversity, it is not unexpected that the professional needs and career paths of Aboriginal musicians, groups, ensembles and music organizations vary greatly from each other.</p> <p>This program responds to the varying circumstances of Aboriginal music by supporting activities that professional musicians, groups and organizations have self-identified as being important or strategic to their artistic practice. It is expected that the projects funded through this program bring about a positive change or benefit to either the applicant or Aboriginal music practice in general.</p> <p>This program is intended to work as a complement to the suite of programs offered by the Music Section and to respond to goals and needs that may not be addressed in other programs.</p> <p>Objectives</p> <p>The objectives of the Aboriginal Peoples Music Program are to:</p> <ul style="list-style-type: none"> • support professional, artistic and organizational development of Aboriginal musicians, groups, ensembles and organizations as being important or necessary to them • contribute to the research, preservation and presence of Aboriginal music in communities and the broader public • facilitate public access to performances by Aboriginal musicians • develop strategic partnerships that will contribute to the overall professional vitality and development of Aboriginal music.
<p>Program Description</p>	<p>This program provides funding for projects that have specific goals that relate to one or more of the objectives listed above.</p> <p>Projects can take a variety of forms, depending on the stated needs or goals of the applicant. Activities funded through this program develop professional skills of Aboriginal music artists, strengthen organizations dedicated to Aboriginal music, and support other activities that restore, preserve, invigorate and raise the profile of Aboriginal music and musicians.</p> <p>This program has two components:</p> <ul style="list-style-type: none"> • Project Grants • Single-Event Performance Travel Grants

<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Applicant eligibility</p> <p>To apply to the Canada Council for the Arts, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p>This program accepts applications from:</p> <p>Professional Canadian Aboriginal musicians: The Canada Council defines Aboriginal people as First Nations, Métis and Inuit people. A professional musician, is defined as someone who:</p> <ul style="list-style-type: none"> • has specialized training in their field (not necessarily in an academic institution) <ul style="list-style-type: none"> - This training will be consistent with the standards of his or her practice. Training may include post-secondary academic study, mentorship, private instruction, workshops, periods of self-directed study, community-acquired knowledge or any combination of the above. • has a history of public presentation <ul style="list-style-type: none"> - The artist receives compensation for the public presentation of their work, and actively seeks to maximize the audience for their work, regardless of market appeal. • is recognized as a professional artist by his or her peers <ul style="list-style-type: none"> - Other music artists working in the same tradition identify the applicant as an artist of superior achievement and/or potential. Peer acknowledgement may include a history of support or recognition at a local, regional or provincial/territorial level. • is committed to devoting more time to artistic activity, if he or she can afford to <ul style="list-style-type: none"> - The applicant pursues his or her own artistic vision, retains creative control and is committed to the creation and/or promotion of original work. The applicant exhibits his professional standards and is dedicated to the ongoing development of their artistic practice. <p>Music groups or ensembles: They must be made up of professional artists, and should have a professional performance history of at least two years.</p> <p>Music or arts organizations or ad hoc groups dedicated to Aboriginal music: Organizations must be led by Aboriginal people and have a music or arts focus, or have a significant history of activity in the arts, particularly music. Ad hoc groups that have come together for the purpose of a project focusing on Aboriginal music are also eligible.</p>
---------------------------	---

<p>Eligibility (continued)</p>	<p>Recording requirements</p> <p>Recordings are an essential part of your application, because they are used to determine your eligibility to apply to this program and the peer assessment committee relies heavily on this material when making its decisions. The recordings must be of good technical quality because the committee makes its decisions about artistic quality by listening to the submitted recordings.</p> <p>See Part D2 of the application form for technical details about submitting your recordings.</p> <p>You must allow yourself enough time to complete the application and organize the required recordings. The committee may be reviewing several hundred applications. Therefore, the presentation of your application and recordings is extremely important and should not be done at the last minute.</p> <p>Eligible projects</p> <p>Project Grants support:</p> <ul style="list-style-type: none"> • activities for the professional career and artistic development of Aboriginal musicians and music groups, bands or ensembles, such as workshops or one-on-one mentorships that increase an artist’s ability to manage and direct his or her career, develop marketing skills or improve performance skills; • activities that contribute to the health and vitality of Aboriginal music organizations, such as strategic planning and other short-term projects that increase the organization’s capacity to meet its mandate, or workshops and courses that ensure that key staff and volunteers have the necessary administrative and management skills. • activities that ensure the presence of Aboriginal music in communities, such as workshops to transfer music knowledge, or individual or community-based research projects that increase learning, appreciation and understanding of Aboriginal music. <p>Single-Event Performance Travel Grants support travel by Aboriginal musicians and music groups to give a performance at an important engagement that will have a significant impact on the artist’s career or raise the profile of the artist or music group, or where key industry personnel are in attendance. This event must be at least 800 kilometres away from the artist’s place of residence, and can take place within Canada or internationally. The artist must receive a professional fee for performing.</p> <p>This program is broad in nature. Therefore, activities that have not been specifically mentioned may be eligible. Potential applicants should contact the Program Officer if they have questions about the eligibility of their project.</p>
---------------------------------------	---

<p>Eligibility (continued)</p>	<p>Eligible expenses</p> <p>To be eligible for support, the expenses must relate directly to the project. Eligible expenses may include:</p> <ul style="list-style-type: none"> • travel, accommodation and per diem expenses • website development costs • project promotion costs • honoraria for workshop leaders, mentors, resource people and elders • venue rental • translation and transcription • administration costs (to a maximum of 15 percent of eligible project costs). <p>Other reasonable project expenses directly related to the project will also be considered.</p> <p>Ineligible projects and expenses</p> <p>The following activities and expenses are ineligible for support from this program:</p> <ul style="list-style-type: none"> • travel to Canadian music award shows (for showcase opportunities please refer to the Audience and Market Development Office) • the production and recording of CDs, CD-ROMs or DVDs for commercial release (please refer to the Production Grants in Music program) • the production of films and documentaries (please see the Media Arts Section programs) • music touring expenses (please see the Music Touring program) • concert or performance fees for artists • the production of concerts • basic or pre-professional musical training • travel to board meetings and general assemblies • post-secondary studies • fundraising projects • capital projects, such as the construction of buildings or studios • the purchase of equipment or musical instruments • business start-up expenses • operating expenses of organizations, including salaries • living expenses.
<p>Grant Amount</p>	<p>The maximum amount of grants offered for project grants is \$20,000. To be eligible for support, the expenses must relate directly to the project proposed.</p> <p>These grants cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline.</p> <p>For Single-Event Performance Travel Grant requests, applicants may request a maximum of \$2500. If you are travelling to or from northern Canada, you may request a maximum of \$3000.</p>

<p>Access Support</p>	<p>Individual applicants who are Deaf or have disabilities can apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible travel activities. The Canada Council may make a contribution toward the access-related expenses.</p> <p>Eligible expenses</p> <p>Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> • sign language interpretation • a personal attendant • a guide • rental of specialized equipment. <p>Ineligible expenses</p> <ul style="list-style-type: none"> • Major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.) • Services and supports for which an individual is already receiving funding • Services and supports which are not directly tied to the activities supported by the grant. <p>Requests are reviewed on a case-by-case basis. Please contact the Program Officer if you have any questions about your request.</p>
<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications to this program are evaluated by a national Aboriginal peer assessment committee.</p> <p>Committee members are selected from the Aboriginal community across Canada, and are chosen for their experience and expertise in music as well as their significant knowledge of cultural protocol. They are also chosen with consideration to fair representation of the breadth of Aboriginal music nationally, artistic specializations, gender, generations, Canada’s two official languages and regional diversity of Canada. There are three to five members on each committee, and new committees are selected for each competition.</p> <p>Committees are asked to make fair, impartial and informed decisions. Prior to a committee meeting, the Canada Council sends photocopies of all the eligible applications to the committee members. At the meeting, members study the applications, view and listen to the videotapes, DVDs, CDs and other support material, and discuss the applications.</p> <p>On the final day of the meeting, the committee places the applications in priority order, reviews the results to assess the national impact of their recommendations, and discusses the results until they reach their final funding recommendations.</p> <p>Peer assessment committee recommendations are final.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Decisions,” posted on the Canada Council’s website.</p>

<p>Assessment of applications (continued)</p>	<p>Assessment criteria</p> <p>The peer assessment committee will base its review of applications on the assessment criteria listed below. The committee’s decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p>Project Grants</p> <ul style="list-style-type: none"> • The overall merit of the project in relation to this program’s objectives, including its rationale and goals, and the effectiveness of the activities planned to meet those goals. • The impact of the project on the career or creative output of the artist or music group involved, or to the development and advancement of Aboriginal music. • Artistic quality, based on the audio or visual samples provided, including the quality of performers, guest teachers and workshop leaders. • The feasibility of the project in relation to the administrative or artistic experience of the key personnel involved. • Payment of reasonable fees to artists, elders and resource people, where required by the project. <p>Realistic budget and confirmation of other funding for costs that are ineligible for funding through this program, if required.</p> <p>Single-Event Performance Travel Grants</p> <ul style="list-style-type: none"> • Artistic quality of the applicant, based on the audio or visual support material. • The impact of the proposed performance on the career or creative output of the applicant artist or group, or to the development and advancement of Aboriginal music.
--	---

IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application	<p>Acknowledgement of receipt</p> <p>The Canada Council for the Arts will send you a notice acknowledging that your application has been received. This does not confirm that your application is eligible.</p> <p>Response time</p> <p>For Project Grants, you will be informed of the results of your application approximately three months after the application deadline.</p> <p>For Single-Event Performance Travel Grants, you will be informed of the results by mail of your application approximately two months after your application has been received.</p> <p>The Canada Council does not release results by telephone or email.</p> <p>Application preparation</p> <ul style="list-style-type: none">• You are responsible for providing all the information and support material requested.• The Canada Council will make decisions about your eligibility based on the information you provide in your application.• Submit only the material requested. Extra material will not be shown to the assessment committee.• Carefully choose the material you submit in support of your application as committee members have limited time in which to study each grant application.• Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted. <p>Format and layout</p> <p>Where this applies, all the documents requested and the application form must be submitted:</p> <ul style="list-style-type: none">• on separate sheets of white paper (letter format, 8½ x 11 inches)• printed on only one side• with a font size of 11 points or larger• with paper clips (documents cannot be bound, placed under plastic or stapled). <p>Keep in mind that a photocopy of your application will be presented to the peer assessment committee.</p>
-----------------------------------	---

<p>Personal Information</p>	<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 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 all of the following conditions:</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. • You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period. • You may apply for only one Canada Council grant to professional artists and one travel grant in any Canada Council fiscal year (1 April to 31 March). <p>Note: There is an exception to the condition that you can apply for only one grant to professional artists in any fiscal year. If you are an established professional artist who works in more than one discipline (for example, in both visual arts and music) and you meet the eligibility criteria as an established artist in both disciplines, you may apply to two different Canada Council grants to professional artists programs in one fiscal year. You must, however, accept or refuse the first grant that the Canada Council offers you (within two weeks of the date of the grant notification). If you accept the first grant offered, your other application will be withdrawn from competition.</p> <p>Each arts disciplines section has its own criteria regarding who is considered to be an established artist.</p> <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>Proof of unpaid leave</p> <p>If you work full time and are successful in obtaining a grant from this program, you must submit proof of unpaid sabbatical or other professional leave without pay. The Canada Council will not release the grant payment until it has received this document.</p> <p>Payment</p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form which will be provided with your grant notification letter.</p> <p>Because grants and awards are taxable income, you may wish to receive the funds in the same year or years that you will have grant expenses. If your project or program of work will be carried out over two or more calendar years, you may request that your grant be paid in more than one instalment.</p>

<p>Grant Terms and Conditions (continued)</p>	<p>Tax status Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p> <p>Changes to proposed projects or programs of work If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the Canada Council immediately. Any changes to funded projects or programs of work (for example, changes in the activity budget, to key creative personnel, or to the start or end date) must be approved by the appropriate Program Officer before you carry them out.</p> <p>Expiry date of the grant 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. 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>Acknowledgement of Canada Council for the Arts support 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> <p>Final report 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>
--	---



Canada Council
for the Arts

Conseil des Arts
du Canada

Aboriginal Peoples Music Program

The information you provide on the next two pages will not be submitted to the peer assessment committee.

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

Name of applicant (artist, group or organization undertaking the project):

Last name First and middle names

Mrs. Miss Ms. Mr.

Name of Group or Organization

Permanent address:

Mailing address, if different from permanent address:

Street address and apartment or suite number

Street address and apartment or suite number

City Province or territory Postal code

City Province or territory Postal code

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

Fax Email

Fax Email

DECLARATION

Will you permit the Canada Council for the Arts to include your name, address and email on its mailing list?
(This information will be used for Canada Council business only, including surveys.) Yes No

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

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

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Canada Council grant to professional artists (and one travel grant) in any fiscal year (1 April to 31 March).
- I understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's decision.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Signature (an original signature is required)

Date

NAME OF APPLICANT: _____

ACCESS SUPPORT (if this applies)

Individual applicants who are Deaf or have disabilities may apply for additional funds to cover expenses for specific services and support without which the applicant will not be able to travel. Please see the Access Support section in the program guidelines for details.

Are you requesting funds to cover expenses for access support?

No Yes, Total amount requested: \$ _____

Please describe the services and support required and indicate the cost

1. Services or support required (provide details):

Cost: \$ _____

2. Services or support required (provide details):

Cost: \$ _____

3. Services or support required (provide details):

Cost: \$ _____

4. Services or support required (provide details):

Cost: \$ _____



Canada Council
for the Arts

Conseil des Arts
du Canada

Aboriginal Peoples Music Program

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, mount it in plastic, staple it, etc.).

PART A1 – NAME AND LOCATION OF APPLICANT		
Name of applicant (artist, group or entity undertaking the project):		
<hr/>		
Last name (individual or lead applicant)	First and middle names	Position
<hr/>		
Name of group or entity		
<hr/>		
City (permanent residence)	Province or territory	
<hr/>		
PART A2 – AMOUNT AND DESCRIPTION OF GRANT REQUEST		
<input type="checkbox"/> Project Grant		
Total project cost: \$ _____	Amount requested: \$ _____	
<input type="checkbox"/> Single-Event Performance Travel Grant		
Amount requested: \$ _____		
Project title and brief description (10 to 15 words). You must complete this section.		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
Period to be covered by this grant: From _____ to _____		
(day/month/year) (day/month/year)		

NAME OF APPLICANT:

PART B1 – PROFILE OF APPLICANT

This section gives the assessors information about the individual, music group or organization that is undertaking the project for which grant funds are being sought.

Individual artists may attach a biography or résumé; music groups or ensembles should provide biographies of group members. Biographies or résumés should detail musical training, history and significant achievements, such as awards and recordings (**maximum two pages per individual**).

Both individual artists and music groups must also provide a performance history; that is, a list of concerts and other engagements for the past two years (**maximum two pages**).

Organizations making application to this program should describe its mandate, its structure (incorporated, ad hoc group, committee, etc.) and accomplishments to date (**maximum of two pages**). It should also provide the names and biographies of key personnel (**maximum two pages each**), as well as the names of directors or of individuals who serve in an advisory capacity to the project.

PART B2 – PROJECT DESCRIPTION

The **Project Description** gives the assessors a clear understanding of your project, including its objectives and what specific activities will take place.

Using no more than **three** pages, please describe your project. Cover the following points as they relate to your project:

- the origins of the project and what need, if any, it is responding to
- the goals of the project
- who the participants in your project will be
- the activities that you would undertake with the grant funds
- the timeline or working schedule of the project
- what you expect the benefits of the project to be
- how you plan to publicize the project
- other partners in the project and what they are contributing
- the key personnel of the project and what their responsibilities will be
- how you plan to share the results of your project with the participants and other interested parties
- the rationale for your project – that is, how it relates to the goals of this program.

Please bear in mind that the peer assessment committee will consider your project against the following criteria:

Project Grants:

- The overall merit of the project, including its rationale and goals, and the effectiveness of the activities planned to meet those goals.
- The impact of the project on the career or creative output of the artist or group, or to the development and advancement of Aboriginal music.
- Artistic quality, based on the audio-visual samples provided, including the quality of performers, guest teachers and workshop leaders.
- The feasibility of the project in relation to the administrative or artistic experience of the key personnel involved.
- Payment of reasonable fees to artists, elders and resource people, where required by the project.
- Realistic budget and confirmation of other funding for costs that are ineligible for funding through this program, if necessary.

Single-Event Performance Travel Grants:

- Artistic quality of the applicant, based on the audio and visual support material submitted.
- The impact of the engagement on the career or creative output of the applicant artist or group, or to the development and advancement of Aboriginal music.

NAME OF APPLICANT:

PART C – PROJECT FINANCIAL INFORMATION	
Please use the budget form attached to list the expenses and sources of revenue for your project and their amount. If you are including expenses that will not be covered by this grant, please indicate the source of revenue for these items. Use the spaces below the general headings to provide details. If you wish, you may attach your budget separately (that is, not on this form) or attach additional details about your budget.	
EXPENSES	
Artistic expenses, honoraria or fees (professional musicians, elders, teachers, resource people)	\$
Travel, per diem and accommodation costs	\$
Promotional costs (advertising, publicity, promotional materials, etc.)	\$
Direct project costs (please specify):	\$
Administrative costs (maximum 15% of project costs)	\$
TOTAL EXPENSES	
REVENUES	
Fundraising	\$
Other grants, donations or sponsorships (please specify):	\$
Amount Requested from the Canada Council for the Arts	\$
TOTAL REVENUES	\$

Please ensure that total expenses equal total revenues.

NAME OF APPLICANT:

PART D1 – SUPPORT MATERIAL
For Single Event Performances , a copy of the signed contract must be included.
PART D2 – AUDIO AND VISUAL SUPPORT MATERIAL
Recordings (see the application guidelines for details of the recording requirements) You must submit three different audio or video samples that clearly illustrate your work as a performer, composer, arranger, conductor or opera director. The amount of time that peer assessment committees can devote to listening is relatively short, so it is important for you to submit your strongest work. Especially for longer works, you may direct the committee to different parts of the recording by providing cue information in Part D3. Canada Council prefers to receive the recordings as three tracks or files on a single disc. Recordings may be submitted on a CD, CD-R, DVD, DVD-R, or Blu-ray disc. Internet links are not acceptable. Data files must be clearly identified and must use one of the following acceptable extensions: Audio: .aif, .aiff, .wav, .flac, .m4a, .mp4, .mp3, .wma Video: .avi, .mpeg, .mpg, .mov, .wmv Canada Council for the Arts has access to rooms offering 5.1 Surround capabilities. It is the applicant’s responsibility to ensure that all your recordings will function properly. Due to time limitations, the peer assessment committee may not listen to or watch the entire sample. Therefore, your work sample must be relevant to your project and cued to the portion that you would like the peer assessment committee to focus on.

NAME OF APPLICANT:

PART D3 – DETAILED DESCRIPTION OF AUDIO AND VISUAL SUPPORT MATERIAL

Clearly label your support material and complete the following. List your recordings in the order that you want them to be presented.

Please keep the recordings to a maximum of 40 minutes in total.

Item 1

Title:

Composer: Canadian? Yes No

Applicant’s credit or role (performer: instrument, composer, etc.):

Completion or recording date (mandatory; see date requirements in the application guidelines):

Performed by:

Brief description of how this piece of music relates to the proposed project:

Track Running time: _____ **Track number:** _____ **Indicate cues:** _____

Accompanying scores: Yes No Accompanying lyrics/libretto: Yes No

Indicate format (CD, DVD, .wma, .mp3,.mov, etc.) : _____

Item 2

Title:

Composer: Canadian? Yes No

Applicant’s credit or role (performer: instrument, composer, etc.):

Completion or recording date (mandatory; see date requirements in the application guidelines):

Performed by:

Brief description of how this piece of music relates to the proposed project:

Track Running time: _____ **Track number:** _____ **Indicate cues:** _____

Accompanying scores: Yes No Accompanying lyrics/libretto: Yes No

Indicate format (CD, DVD, .wma, .mp3,.mov, etc.) : _____

Item 3

Title:

Composer: Canadian? Yes No

Applicant’s credit or role (performer: instrument, composer, etc.):

Completion or recording date (mandatory; see date requirements in the application guidelines):

Performed by:

Brief description of how this piece of music relates to the proposed project:

Track Running time: _____ **Track number:** _____ **Indicate cues:** _____

Accompanying scores: Yes No Accompanying lyrics/libretto: Yes No

Indicate format (CD, DVD, .wma, .mp3,.mov, etc.) : _____

NAME OF APPLICANT:

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. Be sure to put your name on all items.

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

- Identification of applicant
- Declaration (an **original signature** is required)
- Description of access support, if applicable
- Part A1 – Name and location of applicant
- Part A2 – Amount and description of grant request
- Part B1 – Profile of applicant - résumés or biographies for all key personnel in the project, including invited artists, elders and resource people (no more than two pages per individual)
- Part B2 – Project description, outlining the purpose and details of the project (no more than three pages)
- Part C – Project financial information
- Part D1 – Support material - for Single Event Performances, a copy of the signed contract.
- Part D2 – Audio and visual support material
- Part D3 – Detailed description of audio and visual support material

The audio or video support material will be returned to the applicants. Written support material will not be returned to applicants; this documentation will be destroyed after the competition.

New this year

- Voluntary Self-Identification form (included after the Guidelines and Application Form)
Individual applicants are encouraged to fill out this voluntary self-identification information form to help the Canada Council identify whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The information that you provide will not be used to assess the eligibility or merit of your application.

Submit your application to:

Music Section

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



Voluntary Self-identification Form

The Canada Council for the Arts is a federal Crown corporation created by an Act of Parliament, and it has certain legal obligations under the Canadian Charter of Rights and Freedoms.

The federal Privacy Act protects the personal information that you provide on this form.

The Canada Council for the Arts' mandate is to support the study, enjoyment and production of works in the arts. Moreover, the Canada Council would like to strengthen its positive impact on all professional Canadian artists. The Canada Council can better achieve these objectives if it knows more about who applies to its programs and who receives its funding.

The Canada Council is committed to equity, diversity and inclusion when providing grants and services to professional artists and arts organizations. Its policies reflect Canada's rich and complex reality, and the Canada Council uses its unique national perspective to identify and address issues related to access. The issues can be—but are not limited to—regional, cultural, racial, generational, language-based, Aboriginal-based, disability-based and (or) gender-based.

For this reason, you are encouraged to complete this voluntary self-identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. Individuals who are applying for a grant as members of a collective and (or) an ensemble are also encouraged to complete this form.

The form will be detached from program application forms. The information that you provide in this form will not be used to determine your eligibility.

How will the Canada Council use the information that you provide?

Your voluntary self-identification information may be used to:

- generate statistics that will measure the impact of, and identify gaps in, funding
- ensure there is diversity in the membership of peer assessment committees, advisory committees and focus groups
- gather information to help the Canada Council with the design, review and evaluation of its programs
- plan outreach activities and targets
- report to the Canada Council Board and committees
- share information with other government departments, organizations and contractors with whom the Canada Council has a data sharing agreement (please refer to the consent option on page 4), and
- Identify applications for priority funding after they have been assessed as having equal merit with other applications.

How will the Canada Council protect the information that you provide?

By submitting your personal information, you are consenting to its collection, use and disclosure in accordance with the Privacy Act. The Canada Council will use or disclose the information to others only for the purposes stated. If the Canada Council wishes to use your information for other purposes, it must first receive your written consent to do so.

**Personal information collected on this form will be stored in the personal information bank for the appropriate program.
PROTECTED WHEN COMPLETED**

NAME: _____

If you have any questions regarding the provision of this voluntary self-identification information, please contact H el ene Pollex, Information Officer, Arts Services Unit, at 1-800-263-5588 or 613-566-4414, ext. 4075, or by email at helene.pollex@canadacouncil.ca.

Please complete this revised form even if you have provided self-identification information in the past. The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*.

To access, correct or revise your personal information, please provide a precise description of your personal information to the Access to Information and Privacy (ATIP) Coordinator:

ATIP Coordinator

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

debbie.stenson@canadacouncil.ca

Telephone: 1-800-263-5588 or 613-566-4414, ext. 4696

TTY: 1-866-585-5559

Fax: 613-566-4390

It will take you approximately 10 minutes to complete this form.

Name:

Last name

First name

Year of birth: _____

Place of residence:

City, town, hamlet, reserve or other place: _____

Province or territory: _____ Postal code: _____

Region:

Where **in Canada** do you consider to be your home? (This may be different from your current place of residence.)

Home city, town, hamlet, reserve or other place: _____

Home province or territory: _____

Gender:

Female

Male

Transgender

Other, please specify: _____

Personal information collected on this form will be stored in the personal information bank for the appropriate program.

PROTECTED WHEN COMPLETED

NAME: _____

Citizenship:

Check a box if you identify as a:

- Canadian citizen
- Permanent resident (as defined by Citizenship and Immigration Canada)
- Other, please specify _____

Newcomer or immigrant:

Check the box below if you identify as a:

- Newcomer or immigrant to Canada

If you checked this box, please indicate the year you immigrated to Canada: _____

Official Languages:

What is your preferred official language?

- English
- French

First Language:

Check one or more of the boxes below indicating the language(s) you first learned and still understand:

- English
- French
- Inuktitut
- Other Aboriginal language (please specify): _____
- Sign language (please specify): _____
- Other languages (please specify): _____

Official-language minority communities:

These are groups of people that share a common language, English or French, distinct from the linguistic majority of the province or territory in which they live, as defined in Section 41 of the Official Languages Act.

Check one of the boxes below if you identify as a:

- Anglophone official-language minority
- Francophone official-language minority

Aboriginal/First Peoples of Canada:

Check one of the boxes below if you identify as:

- First Nations
- Métis
- Inuit

NAME: _____

Ethno-Cultural Origin:

Check only one of the boxes below if you identify as:

- Indigenous person from outside Canada (for example, Maori from New Zealand, Sami from Norway, Quechua from Peru) (please specify): _____
- Person of African, Asian, Middle Eastern, Latin American or mixed racial heritage—Mixed racial heritage means that your heritage includes at least one of the groups named here. (Note that the above corresponds to “**visible minority**,” as defined in the Employment Equity Act of Canada.) (Please specify): _____
- Other (please specify): _____

Disability:

Check the box below if you identify as a person with a disability.

- Please specify: _____

AGREEMENT TO PROVIDE PERSONAL INFORMATION

Consent to share information:

Please check one of the boxes below:

- I consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.
- I do not consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.

I have signed on the signature line below to confirm that I agree to the following:

- I have provided the personal information in this form with the understanding that it will be used only for the purposes stated in this form and that the Canada Council requires my written consent before it can use my personal information for any other purpose.
- The information I have provided is true and complete.

Name: _____

Signature: _____ Date: _____

If you complete this form by hand or on a typewriter, your original signature is required (not a photocopy). If you complete this form online, your email address will be accepted as your original signature.

CANADA COUNCIL USE ONLY—ATS contact: _____