



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## MUSIC SECTION

### Music Project Grants: Artists and Community Collaboration Program

Follow these <b>three steps</b> to apply for a Canada Council for the Arts grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions about the program or the application process, go to the Canada Council's website or contact the Music Section Officer indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> , and be sure to use the <b>checklist</b> (Part E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

### Deadline

**1 February**

If this 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

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

**Telephone:** 1-800-263-5588 (toll-free) or (613) 566-4414, extension 4294

**TTY:** 1-866-585-5559

lucas.schuller@canadacouncil.ca

**Fax:** (613) 566-4409

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## STEP 1 – PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>The Artists and Community Collaboration Program (ACCP) supports diverse artistic activities that bring together professional artists and the broader community.</p> <p>Artists and community collaboration is an arts process that actively involves the work of professional artists and the broader community members in creative and collaborative relationships.</p> <p>The Music Project Grants: Artists and Community Collaboration Program offers project support to projects initiated and coordinated by individual professional musicians, professional music ensembles/bands or professional non-profit music organizations.</p> <p>Grants are intended as a contribution towards the specific costs of the development, creation or production of work and/or public presentation of work.</p>
<p><b>Eligibility</b></p>	<p><b>Eligible Applicants</b></p> <ul style="list-style-type: none"> <li>• Applicants must be Canadian citizens or permanent residents of Canada, as defined by Citizenship and Immigration Canada.</li> <li>• Full-time students are not eligible.</li> <li>• Individual musicians applying to this program must be recognized as professional artists. The Canada Council for the Arts defines a professional artist as someone who has specialized training in the field (not necessarily in academic institutions), who is recognized as such by her or his peers (artists working in the same artistic tradition), who is committed to devoting more time to the artistic activity, if financially feasible, and who has a history of public presentation or publication.</li> <li>• Music organizations applying to this program must be incorporated non-profit music organizations and must <b>not</b> be currently receiving annual assistance from the Music Section. Professional music ensembles/bands are also eligible to apply.</li> </ul> <p>This Canada Council program is accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.</p> <p><b>It is strongly recommended that potential applicants speak to the Music Section Officer to confirm their eligibility before submitting their request.</b></p> <p>Applicants should be aware that meeting the eligibility criteria allows them to apply to the program. It does not, however, guarantee that they will receive a grant.</p>

<p><b>Eligibility (continued)</b></p>	<p><b>Ineligible projects</b></p> <p>The following are not eligible for funding from this program:</p> <ul style="list-style-type: none"> <li>• capital projects (such as the renovation of a building)</li> <li>• collaborative projects involving only professional artists</li> <li>• fundraising events</li> <li>• activities that are entirely instructional and pedagogical in nature and do not include a creative collaborative process as intended by this program, and</li> <li>• programs that are part of an accredited college or university program.</li> </ul> <p><b>Other Restrictions</b></p> <p>Applicants may not apply to this program for support of activities that appear in any other current request to the Canada Council.</p>
<p><b>Grant Amount</b></p>	<p>Applicants may apply for up to \$20,000 per project. Because of the high number of applications that may be received and the limited resources available, grants awarded may be smaller than the amounts requested.</p> <p>To be eligible for support, expenses must be directly related to the project. They may include:</p> <ul style="list-style-type: none"> <li>• professional musicians' fees</li> <li>• production costs</li> <li>• marketing and publicity costs</li> <li>• rehearsal costs, and</li> <li>• honoraria for community participants (i.e. non-professionals).</li> </ul> <p>Other reasonable expenses directly related to the project will be considered.</p> <p><b>Subsistence costs are not eligible.</b> Retroactive funding is not available.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>Applications will be reviewed for eligibility by the Music Section, according to the published criteria, with outside consultation if needed.</p> <p>Applications will be evaluated by a peer assessment committee, composed of experienced professional artists and arts professionals recognized as such by their peers. Committee members will also be selected to ensure balanced representation of artistic specialization, gender, generations, Canada's two official languages, Aboriginal peoples, and regional and cultural diversity. New committees are formed for each competition.</p> <p>All decisions of the peer assessment committees are final.</p>

<b>Assessment of Applications (continued)</b>	<b>Assessment Criteria</b> <p>The peer assessment committee will evaluate all eligible applications in a national comparative context, based on the availability of funds and the following assessment criteria:</p> <ul style="list-style-type: none"><li>• merit of the proposed collaborative process, where clear and appropriate strategies are outlined to ensure a successful collaborative relationship</li><li>• the relevance of the project for participating community members and the impact on the artists involved, in particular for youth</li><li>• the experience of the company or artists involved and their proven ability to carry out the project</li><li>• the public impact of the project, and</li><li>• the project’s pertinence or relevance in creating a stronger presence of the arts in everyday life.</li></ul>
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## STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

### May I submit extra support material?

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

### How will I be informed that the Canada Council has received my application?

The Canada Council will mail a confirmation to you, shortly after it has received your application.

### How is my information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council will keep your personal information in Personal Information Bank CAC PPU 115 (for individuals) or 130 (for organizations). All other information may be accessible to others under the Access to Information Act.

For this program, the Canada Council for the Arts requests that you indicate your year of birth, gender, cultural origin and language of communication on the application form. The Canada Council requires statistics in these areas for program planning, program evaluation and policy development. The personal information that you provide, voluntarily, on your application form will not be passed on to the peer assessors.

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

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

You will receive the results, by letter, approximately **three 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](http://www.canadacouncil.ca/grants/recipients). You can also contact the Canada Council, in writing, to request the list of peer assessors.



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## Music Project Grants: Artists and Community Collaboration Program

**THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION PROVIDED ON THIS PAGE, WHEN COMPLETED**

The Canada Council for the Arts will maintain your personal information in Personal Information Bank CAC PPU 115 or 130. Please note that the information you provide on this page will not be submitted to the peer assessment committee.

### IDENTIFICATION

Name of applicant (please provide your full legal name):  Mrs.  Miss  Ms.  Mr.

\_\_\_\_\_

Last name

\_\_\_\_\_

First and middle names

Organization \_\_\_\_\_

Permanent address:

Mailing address, if different from permanent address:

\_\_\_\_\_

Street and apartment or suite number

\_\_\_\_\_

Street 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

### PERSONAL INFORMATION ON APPLICANTS (for individual applicants only)

The Canada Council is committed to supporting culturally diverse and Aboriginal arts in Canada. Therefore, it is gathering information to measure the extent to which Council funding supports culturally diverse and Aboriginal artists in Canada.

The information will not be used to assess your application. It will be used for administrative and statistical purposes ONLY. Your response to the questions in this part of the form is voluntary.

### PERSONAL INFORMATION

Gender:  Male  Female

Year of birth: \_\_\_\_\_

**Are you an Aboriginal person of Canada?** (The Canada Council defines Aboriginal people in Canada as First Nations (Status and Non-Status), Métis and Inuit people.)

Yes. Please indicate which group: \_\_\_\_\_

No

**OR**

**Do you consider yourself to be a person from a visible minority?** (Examples of visible minority people, as identified under Canada's Employment Equity Act, include those who are Black, South Asian, Indo-Pakistani, Chinese, Japanese, Southeast Asian, Filipino, Pacific Islander, West Asian, Arab, Korean and Latin American.)

Yes. Please indicate which group: \_\_\_\_\_

No

**What community, province or territory do you consider to be home?** (place of birth or place you lived the longest in Canada) \_\_\_\_\_

(This may be different from your current place of residence.)

**LANGUAGE INFORMATION**

What is your preferred language of communication?  English  French

If one of Canada's two official languages is your primary language, please indicate which one.  
 English  French

Do you speak or understand an Aboriginal language? If so, please indicate which language: \_\_\_\_\_

Please indicate whether you speak, read and (or) understand the following languages:

English:  Speak  Read  Understand

French:  Speak  Read  Understand

Do you speak, read or understand any other language? If so, please indicate which language:

\_\_\_\_\_  Speak  Read  Understand



## Music Project Grants: Artists and Community Collaboration Program

- Please read the application guidelines carefully before completing the form.
- If you are completing the application on a computer, use the following format. Print in black ink.
- The information that you provide from this point onward will be submitted to a peer assessment committee for review.

MUSIC SECTION, CANADA COUNCIL FOR THE ARTS, 350 ALBERT ST., P.O. BOX 1047, OTTAWA ON K1P 5V8

### PART A1 – APPLICANT INFORMATION

Name of applicant (individual/organization):

Name and title of contact person:

City

Province or Territory

Postal code

### PART A2 – AMOUNT AND DESCRIPTION OF GRANT REQUESTED

Amount requested (according to the application guidelines): \$\_\_\_\_\_

In the space below, provide a summary of the project description (10 to 15 words).

### PART A3 – DECLARATION

Please sign below to confirm the following:

- I prefer to communicate with the Canada Council in the following language  English  French.
- I will permit the Canada Council for the Arts to include my name and address on its mailing list.  
(This information will be used for Canada Council business only.)  Yes  No
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that I or ensemble/band or organization I represent, meet these criteria.
- I accept the conditions of the program as outlined in the application guidelines and agree to abide by the Canada Council for the Arts' decision.
- I will act as sole representative of the ensemble/band or organization, and I will keep the other participants informed of the contents and outcome of this grant application.
- I have submitted all final reports due for previous Canada Council grants. I understand that my application will not be eligible if any final reports that are due have not been submitted to the Canada Council before the application deadline date for this grant program.
- 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 certify that the statements in my application are true and complete, to the best of my knowledge.

Signature

Date

**AN ORIGINAL SIGNATURE IS REQUIRED**

NAME OF APPLICANT:

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**PART B1– PROJECT DESCRIPTION: INFORMATION ON PARTICIPANTS AND LOCATION**

Attaching separate pages, please respond to the following questions or statements **in the order** that they are presented (please number your responses). You are allowed a maximum of **six pages in total** (for Parts B1 and B2). To facilitate processing, please print on one side only of 8.5 X 11 inch white paper with a font size of at least 12 points.

While your responses must be detailed enough to provide the peer assessment committee with the information it needs to make informed recommendations, please be as focused and concise as possible.

1. In this proposed project, who is the musical collaboration between? Please be as specific as possible; include names of the collaborators and describe what their roles will be.
2. Are there other people or organizations that are participating in or that are important to this project? If so, please identify them and describe their role.
3. What skills do the professional artists involved bring to this project? How were they selected and/or why are they a good match for this project?
4. How will community participants be made aware of this project, be attracted to it and/or be selected for participation in this project? If this has already happened, please describe how it was done.
5. Where will this project take place? Please provide any information about the location that you feel is relevant in assisting the peer assessment committee to understand your project.

NAME OF APPLICANT:

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**PART B2– PROJECT DESCRIPTION: INFORMATION ON COLLABORATION**

Attaching separate pages, please respond to the following questions or statements **in the order** that they are presented (please number your responses).

1. What do you hope to accomplish with this grant?
2. Provide a short history of this collaborative project. This may include how the idea to undertake this project came about, the inspiration for the project, what its influences are and/or what has been accomplished to date.
3. Explain the objectives of the project as agreed upon by the artists and participating community members. If this has not happened yet, please describe how you plan to undertake this task.
4. Describe the collaborative process and the nature of community participation. In other words, how do the professional artists involved and the community members plan to work together?
5. Provide a working schedule for this project, including plans for public presentation (if any).
6. What do you anticipate the impacts of the project will be on all parties involved?
7. Describe the evaluation process you plan to undertake. How you will know whether your project has been successful?
8. Is there any other information about this project that you would like the peer assessment committee to know?

NAME OF APPLICANT:

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<b>PART C – FINANCIAL INFORMATION</b>		
<b>EXPENSES</b>		
<b>Artistic costs (describe below)</b>		
Artists' fees (professional musicians)		\$
Honoraria (non-professional community participants)		
		\$
		\$
		\$
<b>Production costs (describe below; hall rental, sound, lights, technical crew, equipment rental)</b>		
		\$
		\$
<b>Marketing and publicity costs (describe below; examples are advertising, publicist's fees, promotional materials, printing.)</b>		
		\$
<b>Rehearsal costs, if applicable (describe below)</b>		
		\$
<b>Total Expenses</b>		<b>\$</b>
<b>REVENUES</b>		
Ticket sales		\$
Fundraising		\$
Sponsorships/corporate donations		\$
Grants (describe below)	Confirmed?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
<b>Amount requested from the Canada Council for the Arts</b>		<b>\$</b>
<b>Total Revenues</b>		<b>\$</b>

**PART D1 – SUPPORT MATERIAL**

Support material is an essential part of the application. The peer assessment committee relies heavily on the evaluation of this material when making its decisions.

The following material is required:

- **Current professional résumé(s) or biographies** of all artists participating in this project, including descriptions of the applicant's music, training, professional achievements and public performances (maximum 2 pages per artist)
- **Profiles of all organizations and community partners** participating in the project, including descriptions of their mandates and main activities (maximum 1 page per organization)
- **Letters of intent** between professional artists/organizations and community partners. These letters should detail what participants have agreed to. They should be signed by both the artist(s) and community partners and should outline the expectations, roles and responsibilities, and the anticipated benefits of the project for everyone involved. Letters from the artist(s) and community partners outlining their expectations, their own reasons for participating and their perspective on the history of the project can also accompany the funding application.
- **Audio-visual recordings and printed documents** that clearly illustrate the applicant's work.

Applicants are responsible for providing recordings of good technical quality, as decisions about artistic quality are made by listening to the submitted recordings. The Music Section will accept audio-visual support material on CD, DVD or VHS.

Originals should not be submitted. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. Support material will be returned to applicants.

NAME OF APPLICANT:

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**PART D2- DESCRIPTION OF SUBMITTED AUDIO OR AUDIOVISUAL SUPPORT MATERIAL**

**Clearly label your support material and complete the following.** The Music Section will accept audio-visual support material on CD, DVD or VHS.

**Item 1**

Title:

Composer (if applicable):

Applicant's credit/role (e.g. performer, composer, conductor or stage director):

Running time:

Completion or recording date:

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

**Track number:** \_\_\_\_\_ **Time indicator:** from \_\_\_\_\_ to \_\_\_\_\_ **Video Standard:**  VHS  DVD  
cued  Yes  No

**Item 2**

Title:

Composer (if applicable):

Applicant's credit/role (e.g. performer, composer, conductor or stage director):

Running time:

Completion or recording date:

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

**Track number:** \_\_\_\_\_ **Time indicator:** from \_\_\_\_\_ to \_\_\_\_\_ **Video Standard:**  VHS  DVD  
cued  Yes  No

**Item 3**

Title:

Composer (if applicable):

Applicant's credit/role (e.g. performer, composer, or stage director):

Running time:

Completion or recording date:

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

**Track number:** \_\_\_\_\_ **Time indicator:** from \_\_\_\_\_ to \_\_\_\_\_ **Video Standard:**  VHS  DVD  
cued  Yes  No

NAME OF APPLICANT:

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**PART E – APPLICATION CHECKLIST**

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

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.

- Part A1 – Applicant Information
- Part A2 – Amount and Description of Grant Requested
- Part A3 – Declaration (with original signature)
- Part B1 – Project Description: Information on Participants and Location
- Part B2 – Project Description: Information on Collaboration
- Part C – Financial Information
- Part D1 – Support Material:
  - Current professional résumé(s) or biographies
  - Profiles of all organizations and community partners
  - Letters of intent
  - Audio-visual recordings and printed documents
- Part D2 – Description of Submitted Audio or Audiovisual Support Material

**Please remember:**

- Make a photocopy of the completed application form for your file.
- Submit your application by the deadline date. Late and/or incomplete applications will not be accepted.