



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

VISUAL ARTS SECTION

International Residencies Program in the Visual Arts

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, 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 the Program Officer indicated 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 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 April 2012

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 date, incomplete applications or those submitted by fax or email.

Further Information

Pao Quang Yeh, Program Officer

Visual Arts Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

paoquang.yeh@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5094

TTY: 1-866-585-5559

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PROGRAM GUIDELINES

Mandate of the Visual Arts Section	<p>To contribute to the advancement of ideas and practices in the visual arts and architecture, and to encourage their presentation and public enjoyment.</p>
Program Description	<p>The International Residencies Program in the Visual Arts supports professionals in the visual arts which includes visual and fine craft artists, and independent critics and curators in furthering their artistic practice in an international context.</p>
Program Objectives	<p>This program aims to provide professionals in the visual arts with facilities and conditions to work in an international context, opportunities to develop their artistic networks, and to support the presence of Canadian professionals in the visual arts abroad.</p>
Description of Residencies	<p>Applicants may apply to only ONE residency per deadline.</p> <p>La Cité Internationale des Arts, Paris (www.citedesartsparis.net)</p> <p>La Cité Internationale des Arts is located in the heart of Paris, at 18 rue de l'Hôtel de Ville. Here, two studios are available to Canadian artists. Each is a furnished bachelor apartment, including studio (approximately 22 square metres). Six residencies are awarded for a period of four months each.</p> <p>International Studio & Curatorial Program, New York (www.iscp-nyc.org)</p> <p>Located at 1040 Metropolitan Avenue in Brooklyn, the International Studio & Curatorial Program provides studio facilities and living accommodation. It promotes career development by facilitating exposure to and connection with the New York art community. Studio visits from national and international visitors and field trips are regularly scheduled. In addition, residents participate in an open studio event. Two residencies are awarded for a period of six months each.</p> <p>Künstlerhaus Bethanien, Berlin (www.bethanien.de)</p> <p>Located in the Kreuzberg district of Berlin, the Künstlerhaus Bethanien offers studios, gallery space and various workshops for wood, metal and synthetic materials, as well as video and digital media. The studio is a furnished bachelor apartment (approximately 75 square metres). In addition to these facilities, the Künstlerhaus Bethanien provides artists with organizational and technical assistance, promotion and networking on an international level. One residency is awarded for a period of 12 months, which results in the completion of a project that is presented to the public.</p>

<p>Description of Residencies (continued)</p>	<p>Acme Studios, London (www.acme.org.uk)</p> <p>Acme Studios, founded by Jonathan Harvey and David Panton in 1972, provides practical, networking and cultural assistance to international artists. The studio is a furnished bachelor apartment located in the centre of East London’s thriving art scene, in close proximity to the Bethnal Green and Hackney Wick areas. Two residencies are awarded for a period of six months each.</p> <p>Artspace, Australia (www.artspace.org.au)</p> <p>Artspace is a leading international residency-based contemporary art centre, housed in the historic Gunnery Building in Woolloomooloo fronting Sydney Harbour. Committed to the development of new ideas and practices in contemporary art and culture, since the early 1980s Artspace has been building a critical context for Australian and international artists, curators and writers. This component is a residency exchange between Artspace (Sydney) and the Darling Foundry (Montreal). One residency is awarded for a period of three months.</p> <p>Parramatta Artists Studios, Australia (www.parracity.nsw.gov.au)</p> <p>Launched in September 2006, the Parramatta Artists Studios is progressing to the fore of contemporary artistic production. Located in the centre of Parramatta, in the heart of Western Sydney, it offers non-residential and residential studio space to emerging and established contemporary artists, fine craft practitioners and creative industry professionals to support the development of their practice. This component is an Aboriginal residency exchange between Parramatta Artists Studios (Parramatta) and the Darling Foundry (Montreal). This exchange is intended to increase the international profile of Canadian Aboriginal artists and to provide mutual cultural, artistic and intellectual exchange with visiting Australian Aboriginal artists. Canadian Aboriginal artists are defined as First Nations, Métis and Inuit artists. One residency is awarded to an Aboriginal visual artist for a period of three months.</p>
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<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>General eligibility criteria</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>You must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> • has specialized training in the field (not necessarily in academic institutions) • is recognized as a professional by his or her peers (artist working in the same artistic tradition) • is committed to devoting more time to artistic activity, if financially possible. <p>Specific eligibility criteria</p> <p>This program provides support to individual professionals in the visual arts and collaborations that contribute to the visual arts.</p> <p>In addition to meeting the general eligibility criteria, to meet the definition of a professional visual and fine craft artist you must have:</p> <ul style="list-style-type: none"> • produced an independent body of work • maintained an independent, professional practice for at least three years after receiving specialized training • made at least three public presentations of work in a professional context over a three-year period. <p>In addition to meeting the general eligibility criteria, to meet the definition of a professional independent critic or curator you must have:</p> <ul style="list-style-type: none"> • produced an independent body of work after receiving specialized training • made at least three independent public presentations of your work over a three-year period after receiving specialized training • written at least three critical texts or reviews that have been published in a professional context. <p>The Visual Arts Section recognizes a collaboration as two or three professional visual artists working together on a long-term basis to develop a collaborative artistic practice. To meet the definition of a collaboration:</p> <ul style="list-style-type: none"> • each member of the collaboration must meet the definition of a professional visual artist • it must have had at least three public presentations of its collaborative work in a professional context over a three year-period. <p>A collaboration may submit one application where one member is the lead applicant and the other member(s) are the co-applicant(s).</p>
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<p>Eligibility (continued)</p>	<p>Professional context</p> <p>Artists' public presentations and exhibitions, both in Canada and abroad, must be in a professional visual arts and fine craft organization or context where the artists' work is recognized by a professional curator, gallery owner/art dealer or collective of professional artists.</p> <p>In Canada, to be considered professional, an organization must be a public art gallery, a museum or an artist-run centre that pays a professional fee to participating artists. The condition of paying fees does not apply to commercial galleries or professional venues outside Canada.</p> <p>The Canada Council for the Arts recognizes that, for contemporary visual and fine craft artists from Aboriginal as well as culturally diverse communities and, in rare cases, artists living in remote areas, the networks for peer recognition and exhibition venues may exist in alternative professional contexts. The acceptance of alternative professional contexts will be determined with the expertise of Aboriginal and culturally diverse communities in the Visual Arts Section and, if necessary, in collaboration with peers in the milieu.</p> <p>Note: Exhibitions and public presentations in venues that do not have a mandate in the visual arts (such as coffee shops, restaurants and libraries) are not considered to be professional visual arts venues.</p> <p>Restrictions</p> <p>Students are not eligible.</p> <p>Educational projects and capital and large equipment costs are not eligible.</p>
<p>Grant Amount</p>	<p>These grants cannot be used for projects that have already been completed or for expenses that were incurred before the application deadline.</p> <p>This program has fixed grant amounts. Collaborations that are successful must share the grant money, studio and living spaces.</p> <p>La Cité Internationale des Arts, Paris</p> <p>The total grant amount of \$21,000 applies to the resident's expenses, allocated as follows:</p> <ul style="list-style-type: none"> • travel allowance (to a maximum of \$1,500) • residency and accommodation fees for single occupancy (\$1,500) • subsistence for four months (\$8,000) • production costs (\$10,000)

<p>Grant Amount (continued)</p>	<p>International Studio & Curatorial Program, New York The total grant amount of \$23,500 applies to the resident’s expenses. Residency and accommodation fees, for single occupancy, are paid directly by the Canada Council for the Arts to the International Studio & Curatorial Program.</p> <p>The grant will be allocated as follows:</p> <ul style="list-style-type: none"> • travel allowance (to a maximum of \$1,500) • subsistence for six months (\$12,000) • production costs (\$10,000) <p>Künstlerhaus Bethanien, Berlin The total grant amount of \$35,500 applies to the resident’s expenses. Residency and accommodation fees, for single occupancy, are paid by the Canada Council for the Arts directly to Künstlerhaus Bethanien.</p> <p>The grant will be allocated as follows:</p> <ul style="list-style-type: none"> • travel allowance (to a maximum of \$1,500) • subsistence for 12 months (\$20,000) • production costs (\$14,000) <p>Acme Studios, London The total grant amount of \$23,500 applies to the resident’s expenses. Residency and accommodation fees, for single occupancy, are paid directly by the Canada Council for the Arts to Acme Studios.</p> <p>The grant will be allocated as follows:</p> <ul style="list-style-type: none"> • travel allowance (to a maximum of \$1,500) • subsistence for six months (\$12,000) • production costs (\$10,000) <p>Artspace, Australia The total grant amount of \$16,500 applies to the resident’s expenses. Residency and accommodation fees, for single occupancy, are supported by Artspace.</p> <p>The grant will be allocated as follows:</p> <ul style="list-style-type: none"> • travel allowance (to a maximum of \$3,000) • subsistence for three months (\$6,000) • production costs (\$7,500) <p>Parramatta Artists Studios, Australia The total grant amount of \$16,500 applies to the resident’s expenses. Residency and accommodation fees, for single occupancy, are supported by Parramatta Artists Studios.</p> <p>The grant will be allocated as follows:</p> <ul style="list-style-type: none"> • travel allowance (to a maximum of \$3,000) • subsistence for three months (\$6,000) • production costs (\$7,500)
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Access Support	<p>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 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>
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<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>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>Before they meet, peer assessment committee members receive photocopies of all eligible applications for evaluation. At their meeting, they study the applications and support material, and discuss their relative merit. They will establish a short list of candidates for all the residencies and choose those who will receive grants. Studios are then assigned according to availability.</p> <p>For a residency with Künstlerhaus Bethanien, the host organization will make the final selection of the successful candidate.</p> <p>Assessment criteria</p> <p>The peer assessment committee’s main assessment criterion is the artistic merit of the applicant’s previous work, taking into consideration the specific context nationally or internationally. The grant’s potential impact on the applicant’s artistic and career development is also evaluated.</p> <p>The specific weighted criteria for each residency are as follows:</p> <ul style="list-style-type: none"> • artistic merit of the applicant’s previous work (60 percent) • merit of the proposed program of work and its capacity to advance the applicant’s artistic practice (40 percent).
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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 was received; it does not confirm the eligibility of your application.</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> <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 peer 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 black and white copy of your application will be presented to the peer assessment committee.</p>
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<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>For this program, the Canada Council for the Arts requests that you indicate your year of birth on the application form. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the peer assessors.</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 all 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>For the Visual Arts Section, established artists are those at a mature stage in their careers who have created an extensive independent body of work and have made a nationally and/or internationally recognized contribution to their discipline through public presentation of their work. Established artists must have at least 15 years of exhibition history in a professional context.</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>Successful applicants are:</p> <ul style="list-style-type: none"> • required to sign written agreements for use of the studios and accommodations • responsible for all visa requirements.

<p>Grant Terms and Conditions (continued)</p>	<p>Grant 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 installment.</p> <p>Tax status</p> <p>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>T4A slips will not be issued to collaborations. It is the responsibility of each member to report their grant portion as revenue in their taxes.</p> <p>Changes to proposed projects or programs of work</p> <p>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 must be approved by the appropriate Program Officer before you carry them out.</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> <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>
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International Residencies Program in the Visual Arts

The information that you provide on the following three pages will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT(S)

Name of applicant or lead applicant (please provide your **full legal name**):

Ms. Mrs. Miss Mr.

Year of birth: _____

Last name

First and middle names

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

Country Telephone

Country Telephone

Email

Website

For collaborations, first co-applicant:

Mrs. Miss Ms. Mr.

Year of birth: _____

Last name

First and middle names

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

Country Telephone

Country Telephone

Email

Website

For collaborations, second co-applicant (if this applies):

Mrs. Miss Ms. Mr.

Year of birth: _____

Last name

First and middle names

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

Country Telephone

Country Telephone

Email

Website

NAME OF APPLICANT: _____

DECLARATION

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

I prefer to communicate with the Canada Council in 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 of applicant or lead applicant

Date

Signature of first co-applicant (if this applies)

Date

Signature of second co-applicant (if this applies)

Date

Original signatures are required.

NAME OF APPLICANT: _____

ACCESS SUPPORT (if this applies)

Applicants who have disabilities may apply for additional funds to cover expenses for specific services and support required to carry out the proposed eligible activities. **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: \$ _____



International Residencies Program in the Visual Arts

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

- The Canada Council for the Arts requires only one copy of the form. Type or print in black ink to make your submission easier to photocopy.
- If you are completing the application on a computer, use the same format as this form.
- Do not bind your completed application; do not use spiral binding, staples, etc.

PART A – NAME AND LOCATION OF APPLICANT	
Name of applicant (or lead applicant):	
Last name	First and middle names
City (permanent residence)	Province or territory
PART B – DESCRIPTION OF GRANT REQUEST AND FIELD OF SPECIALIZATION	
Check one category and indicate your field of specialization (for example, Visual arts: painting; Fine craft: ceramics; Independent criticism and curating: photography):	
<input type="checkbox"/> Visual arts: _____	
<input type="checkbox"/> Fine craft: _____	
<input type="checkbox"/> Independent criticism and curating: _____	
Purpose of grant (summarize in 15 words or less): _____	
Choose your preferred residency and schedule (you may only choose one):	
La Cité Internationale des Arts, Paris (grant amount \$21,000)	
<input type="checkbox"/> January 2013 to April 2013 <input type="checkbox"/> May 2013 to August 2013 <input type="checkbox"/> September 2013 to December 2013	
International Studio & Curatorial Program, New York (grant amount \$23,500)	
<input type="checkbox"/> September 2012 to February 2013 <input type="checkbox"/> March 2013 to August 2013	
Künstlerhaus Bethanien, Berlin (grant amount \$35,500)	
<input type="checkbox"/> November 2012 to October 2013	
Acme Studios, London (grant amount \$23,500)	
<input type="checkbox"/> September 2012 to February 2013 <input type="checkbox"/> March 2013 to August 2013	
Artspace, Australia (grant amount \$16,500)	
<input type="checkbox"/> April 2013 to June 2013	
Parramatta Artists Studios, Australia (grant amount \$16,500)	
<input type="checkbox"/> October 2012 to December 2012	

NAME OF APPLICANT: _____

PART C – DESCRIPTION OF PROGRAM OF WORK

On separate sheets of paper, describe your program of work (**maximum of 750 words**). Provide a description of each of the following:

Your outline should address:

- your practice (previous and current work)
- the program of work you intend to undertake at the residency
- the significance of the residency to your artistic practice

Indicate the total number of words at the end of your description. Any text beyond the word limit will not be presented to the peer assessment committee.

PART D1 – SUPPORT MATERIAL

Submit only the support material requested below.

Curriculum Vitae or Resumé (maximum of **three pages**)

Please include the following information:

- professional training (educational background, mentors, workshops, etc.)
- exhibition or public presentation history (including the dates, titles, names and locations of galleries or places of presentation, whether solo or group shows)
- collections that your works are part of: public, corporate and private
- bibliography of critical reviews of your work
- prizes, awards and other grants
- other activities related to your practice.

Visual Support Materials

The visual support material of successful candidates will be retained by the Canada Council for the Arts: all other visual support material will be returned.

Digital Still Images and (or) a Video (required from all applicants except independent critics and curators)

Submit digital images and (or) a video of your previous work on a CD-ROM or DVD. Depending on the nature of your work, submit one of the following combinations of images and (or) videos:

- **15** digital images, for works that lend themselves to still documentation or
- **10** digital images and one video (maximum of five minutes), for works that require both still and video documentation or
- **one** video (maximum of 10 minutes), for works that do not lend themselves to still documentation

For Independent Critics and Curators Only

Submit clear photocopies of **three** excerpts of your published texts, articles or catalogues (maximum of **10 pages** for each excerpt).

You may also submit up to **15** digital images or video files documenting your previous work and the work of the artists who will be the focus of your research.

NAME OF APPLICANT: _____

PART D2 –DESCRIPTION OF VISUAL SUPPORT MATERIAL

Complete the following form (see example). If further descriptive information is necessary, include details on a separate page (maximum of one page).

DIGITAL IMAGES

No.	Title	Date	Medium	Dimensions
<i>ex.</i>	<i>Title of my first digital image</i>	<i>2009</i>	<i>acrylic on canvas</i>	<i>60" x 90"</i>
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				

VIDEO (if this applies) Please specify whether your video has sound.

No.	Title	Year	Running Time	Format	Sound

NAME OF APPLICANT: _____

PART D3 – GUIDELINES FOR SUBMITTING VISUAL SUPPORT MATERIAL

IMPORTANT NOTICE: If the digital images and videos support material submitted with your application does not follow the guidelines below, your application may be considered incomplete and may be withdrawn from the competition.

Digital images must be submitted on a CD or DVD, without folders. Image files must be:

- PC-compatible
- in jpg file format
- a maximum of 1 MB file size
- a maximum resolution of 1024 x 768 pixels, and
- RGB or greyscale colour mode only (no CMYK).

File names must be in the following format:

01initialsyeartitle.jpg (image number, applicant's initials, year of the work, title of the work). Do not put any special characters, symbols, periods, quotation marks (such as # / - " &) or spaces in any file name.

The image numbers must correspond to the ones in the Description of Visual Support Material, which is Part D2 of this form.

Videos must be submitted on a DVD.

Video files must be:

- PC-compatible
- in .avi, .mov, .mpg, .mpeg format
- viewable with QuickTime, RealPlayer, Windows Media Player or VLC
- a maximum of 1 GB file size, and
- a maximum resolution of 1024 x 768 pixels.

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 submitted.

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

- Identification of applicant
- Declaration (an original signature required)
- Access support (if applicable)
- Part A – Name and location of Applicant
- Part B – Description of grant request and field of specialization
- Part C – Description of Program of Work (750 words maximum)
- Part D1 – Support Material
 - Curriculum vitae or resumé (maximum of three pages)
 - Published writings (independent critics and curators only)
 - Digital still images and (or) a video (see Part D1 for maximum numbers to be submitted)
- Part D2 – Description of Visual Support Material

- Voluntary Self-Identification Form (included after the Guidelines and Application Form). Individual applicants are encouraged to fill out this voluntary self-identification 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 the merit of your application.

Submit your application to:

Visual Arts 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.

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: _____