



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## MUSIC SECTION

### Professional Choir Program: Annual Funding

Follow these <b>three steps</b> to apply for this grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, eligible organizations and activities, grant amounts, 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, contact the Program Officer as indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>checklist</b> (Part F of the form) to confirm that you have completed the form and have included all required support material.

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

### Deadlines

#### 15 January (Annual Funding only)

The next multi-year funding application deadline is 15 January 2013. No multi-year applications will be accepted until this date.

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application for annual funding and all required support material must be postmarked on or before the deadline date.

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

### Further Information

#### André Jutras

Program Officer

Music Section

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## PROGRAM GUIDELINES

<p><b>Mandate of the Music Section</b></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><b>Program Objectives</b></p>	<p><b>Statement</b></p> <p>Choral singing is perhaps the single most practiced art form by Canadians of all ages either in religious or cultural communities. Within this very large community we can identify three types of stakeholders: the choral organizations, the audience members and the artists.</p> <p>While recognizing it is still mostly a volunteer-based community, Canada has nurtured and developed a strong and vibrant professional choral field over the past 20 years. The Canada Council for the Arts partners with those at the professional end of choral activities as they contribute to stimulate the appreciation and enjoyment of choral music in Canada.</p> <p>This program is designed to:</p> <ul style="list-style-type: none"> <li>• Assist sustainability of the activities of professional Canadian choirs devoted and committed to the presentation and dissemination of choral music, including new or existing Canadian repertoire;</li> <li>• support the growth of a more professionalized field by fostering and promoting the emergence of new professional choirs;</li> <li>• encourage partnerships and innovative education and outreach initiatives that attract and serve new audiences, particularly focusing on building young audiences;</li> <li>• encourage the implementation of exemplary management and governance practices within the choral field in order to strengthen and reinforce the overall organizational structure of Canadian choirs;</li> <li>• stimulate the public’s interest in, and appreciation of, choral music.</li> </ul>
<p><b>Program Description</b></p>	<p>The Professional Choir Program has two components: <b>Multi-year and Annual Operating Funding</b> and <b>Project Funding</b>.</p> <p><b>Multi-Year and Annual</b> operating grants are used to support professional choirs with their organizational structure and overall activities. <b>Project Funding</b> grants are directed towards specific artistic, production and promotional costs associated with a single activity taking place at a specific time, with a delineated budget. Both components have their own guidelines and application forms as well as specific eligibility and assessment criteria.</p>

<p><b>Eligibility</b></p>	<p><b>Eligible applicants</b></p> <p>Applicants for Annual Funding must:</p> <ul style="list-style-type: none"> <li>• be an incorporated, non-profit Canadian professional choir</li> <li>• have completed at least three seasons of professional activities</li> <li>• have a consistent core or membership of singers</li> <li>• have a season of activities (concerts) planned that includes a variety of self-produced programs showcasing Canadian choral music works</li> <li>• have a paid, professional Choral Conductor/Artistic Director</li> <li>• have a paid, professional administrative staff to support their artistic activities</li> <li>• have a board of directors</li> <li>• have experienced financial stability for at least the past two years, and</li> <li>• receive significant support from other levels of government, the public or the private sector</li> <li>• be adult choirs that have received project grants in each of the last two competitions and meet the basic eligibility criteria in order to apply for annual funding.</li> </ul> <p><b>Choirs that meet the eligibility criteria and have received at least \$20,000 from this program at the last competition may be eligible for multi-year funding. All other choirs must apply for annual funding.</b></p> <p><b>Ineligible Organizations</b></p> <p>Children’s and youth choirs <b>are not eligible for multi-year or annual funding.</b> They can, however, apply for project funding as long as they meet the eligibility requirements.</p> <p><b>Choirs associated with religious communities or academic institutions are not eligible for support.</b></p> <p>Music organizations whose choir activities complement their core activities and that receive annual or multi-year support from another Canada Council for the Arts program are not eligible. Such organizations should include all their choir activities in their application to the appropriate program.</p> <p><b>Restrictions</b></p> <ul style="list-style-type: none"> <li>• Choirs cannot request operating support from more than one Canada Council program. Applicants must consult the Music Section to determine which peer assessment committee would best assess their request for support.</li> <li>• Organizations may apply to only one component of this program each year.</li> </ul>
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<p><b>Grant Amount</b></p>	<p>The peer assessment committee recommends funding priorities and establishes the value of the Canada Council for the Arts’ contribution to the applicant’s proposed activities. Recommendations are based on the program’s assessment criteria and available funds.</p> <p>Peer assessment is a competitive process within which <b>regular adjustments to grant amounts</b> are made. Funding adjustments, increases or decreases, are based on an organization’s performance against the program objectives and assessment criteria. Adjustments also reflect the funds available and the number of applicants competing for those funds. While an increase to a grant amount does not have a maximum (or up to the maximum grant amount in a program), a decrease as part of the regular peer assessment process for any annual or multi-year competition will not exceed 20%.</p> <p>These grants cannot be used to fund activities that occurred before this program’s deadline.</p>
<p><b>CADAC: Financial and Statistical Reporting</b></p>	<p>The Canada Council for the Arts collects financial and statistical information through a national online database called CADAC (Canadian Arts Data / Données sur les arts au Canada). The CADAC website <a href="http://www.thecadac.ca">www.thecadac.ca</a> enables arts organizations applying for operating funding from public funders that are partners in CADAC to submit their financial and statistical information in the same format.</p> <p>Arts organizations that apply for an operating grant at the Canada Council for the Arts are required to use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” to submit the information that is required in Part D of the attached application form. Please go to the CADAC website <a href="http://www.thecadac.ca">www.thecadac.ca</a> to access and use these forms. Step-by-step instructions for the process of completing, uploading, and submitting the required information is provided in Part D of the attached application form.</p> <p>Applicants are encouraged to review the following guides at <a href="http://www.thecadac.ca/cms/en/guides.html">www.thecadac.ca/cms/en/guides.html</a> for useful instructions on how to complete both the CADAC Financial and Statistical Forms.</p> <ul style="list-style-type: none"> <li>• CADAC Financial Form for Arts Organizations: <a href="https://www.thecadac.ca/Help/FinancialForms/Eng/Financial%20Form1.html">https://www.thecadac.ca/Help/FinancialForms/Eng/Financial%20Form1.html</a></li> <li>• CADAC Statistical Form for Arts Organizations <a href="https://www.thecadac.ca/cms/en/documents/StatsformguideJune22-2011.pdf">https://www.thecadac.ca/cms/en/documents/StatsformguideJune22-2011.pdf</a></li> </ul>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment process</b></p> <p>Applications are reviewed for eligibility, according to the published eligibility criteria, by the Music Section, with outside consultation if needed.</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><b>Assessment of Applications (continued)</b></p>	<p>The decision of the peer assessment committee to award an annual grant for the first time will be based on the organization’s performance against the criteria within a national comparative context, the ability of the choir to demonstrate that it fulfills a distinctive role within its community, and the availability of funds.</p> <p>All peer assessment committee recommendations are final.</p> <p>For further information on this subject, please see <i>Peer Assessment: How the Council Makes Its Decisions</i>, posted on the Canada Council’s website.</p> <p><b>Assessment criteria</b></p> <p>The committee bases its review of eligible applications on the assessment criteria listed below. These criteria are defined in a national comparative context and within the context of each category, taking into account each organization’s artistic mission and mandate, geographic and artistic environment, and available resources.</p> <p>The assessment criteria are weighted as follows.</p> <p><b>1. Artistic merit (60 percent)</b></p> <p>Half the weight for this criterion (30 percent) will be based on Canadian content, i.e. a mix of Canadian compositions, conductors, composers, interpretive artists and outreach activities related to Canadian creation.</p> <p>The other half will be assigned for:</p> <ul style="list-style-type: none"> <li>• excellence in musical performance and the quality of programming</li> <li>• the merit of the choir’s artistic goals and its success in meeting them, and</li> <li>• the level of demonstrated commitment to the development of Canadian creators and interpretive artists.</li> </ul> <p>Note that Canadian content will be considered an important element as part of the overall assessment for this program.</p> <p><b>2. Outreach/Dissemination (20 percent)</b></p> <ul style="list-style-type: none"> <li>• The role of the choir in its community and region (education, community programs, artist development, partnerships, etc.).</li> <li>• Quality of outreach efforts, including education initiatives and community programs.</li> <li>• Commitment of the choir to develop audiences, including young audiences.</li> <li>• The overall importance of the choir to the cultural wealth of Canada, including the impact of the choir on the Canadian choral music field.</li> </ul> <p><b>3. Institutional stability (20 percent)</b></p> <ul style="list-style-type: none"> <li>• The quality of the choir’s financial and administrative management.</li> <li>• Artistic and administrative stability ensuring artistic growth and ongoing development (realistic projection of revenues and expenses as well as accurate, responsible financial reporting and controls).</li> <li>• Involvement of the board of directors, particularly in all areas of fundraising activities and governance.</li> </ul>
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<p><b>Fair Notice to Organizations</b></p>	<p>The Canada Council is committed to a transparent process whereby performance concerns and substantial funding reductions are conveyed to organizations in a timely manner. The Canada Council recognizes the importance of maintaining organizational stability and is dedicated to providing advance notice of adjustments</p> <p>Any grant reduction of more than 20% requires advance notice as per the Canada Council's <b>Fair Notice Policy</b> and will be applied at the next competition deadline. This policy takes effect when an organization is assessed very poorly against the program objectives and assessment criteria and/or the organization's activities change and are no longer consistent with the program objectives.</p>
<p><b>Concerned Status</b></p>	<p>An organization may be placed on <b>Concerned Status</b> if they are experiencing organizational instability (usually financial or administrative in nature.) This is a tool to monitor organizational health and to stipulate conditions that need to be satisfied in order for an organization to remain competitive in an operating program. An adjustment of not more than 20% to the organization's grant amount may be made, but it's also possible that the grant amount will remain the same. The organization will be notified in writing explaining why the Concerned Status applies and how the organization will be monitored.</p>

## HOW TO COMPLETE THE APPLICATION FORM

<p><b>Part A1, A2, A3 &amp; A4 – Identification, Amount Requested, CADAC ID and Declaration</b></p>	<p>The grant request must bear <i>original</i> signatures.</p>
<p><b>Part A5 – Profile of Organization</b></p>	<p>A concise description will greatly contribute to a positive presentation of your organization. Under <i>Factual information</i>, please include touring activities, festivals, special initiatives, etc.</p>
<p><b>Part A6 – Structure of Your Organization</b></p>	<p><i>Corporate affiliations</i> are requested for information only. They include organizations of which the applicant is a professional member.</p>
<p><b>Part B – Basis of Assessment (Statement)</b></p>	<p>This is a very important section of the application. <b>Please do not submit more than 10 pages (for multi-year requests) or 5 pages (for annual requests).</b> You can organize the material as you wish, but make sure that your statement can be easily understood by the peer assessment committee members.</p> <p>Applicants for annual funding should describe the goals, strategies and measures that will be adopted for the coming season. (Next two seasons for multi-year applicants.)</p> <p>To guide you in this section, you will find below a short explanation following each of the assessment criteria. You may decide to provide letters from the artistic and administrative directors to respond to some of these criteria. If so, these letters must be included in the page limit indicated for Part B.</p> <p><b>1. Artistic merit (60 percent)</b></p> <p>This criterion includes the artistic quality maintained by the choir. The artistic assessment will be based on the audio material provided with your submission. For the purpose of this section, live recordings are preferred to commercially released CDs.</p> <p>The “merit of the choir's artistic goals” includes the quality of the programming and the choir’s success in meeting the goals (i.e. relevance of a choir’s programming to its mandate and audience, and the vitality of its artistic direction).</p> <p>This section refers to the programming choices a choir makes. Assessment focuses on how those choices reflect the choir’s artistic vision, how much originality and innovation is demonstrated by the choir in its programming choices, and how relevant these choices are to the audiences served and to audiences to be developed.</p> <p>Make sure the artistic mandate/niche of the choir is clearly articulated in your submission. You should also describe the nature of the audiences served by your organization and the directions in which you see audiences growing and developing. In view of this analysis, explain how your past and projected programming choices contribute to audience growth and how they will further the dynamism and relevancy of the choir’s mandate. The ability of an organization to link such factors is considered an essential yardstick for measuring the vitality of its artistic direction and vision.</p>

<p><b>Part B – Basis of Assessment (Statement) (continued)</b></p>	<p>The commitment to the development of Canadian artists refers primarily to the contribution a choir makes to the ongoing development of Canadian artists (choristers, conductors, composers, etc.), as demonstrated by such development and training activities as residencies, mentorships and workshops. It includes opportunities provided for new and emerging artists, for culturally diverse groups, etc. Also considered are work opportunities for professional Canadian soloists and conductors over the course of their careers.</p> <p>Describe fully any activities that the choir undertakes to achieve this objective. You should also indicate <b>what role you see your choir playing in contributing to the ongoing development of current and future generations of Canadian choristers, soloists and conductors.</b></p> <p><b>2. Outreach/Dissemination (20 percent)</b></p> <p>This section refers to the dissemination activities of a choir. Assessment is made in relation to activities and initiatives undertaken by the choir to expand its adult and young audiences, to develop effective marketing strategies, to develop partnerships and to contribute to the dissemination of and advocacy for choral music and its artists.</p> <p><b>3. Institutional stability (20 percent)</b></p> <p>This section refers to how the administrative infrastructure of an organization supports and strengthens its artistic mandate, and provides the proper framework to manage changes successfully within its financial, economic and geographic environment. Assessments will be based on:</p> <ul style="list-style-type: none"> <li>• the financial stability of the organization, as demonstrated by an appropriate balance between expenditures and revenues and the ability to forecast the potential risks associated with a project or with expansion plans</li> <li>• judicious planning and effective allocation of resources to production, marketing and administration, and accurate forecasting of critical changes to these allocations</li> <li>• diversification of revenue sources, as demonstrated by strategies and achievements in this area, and</li> <li>• the administrative structure, in the context of how it supports the organization’s artistic objectives.</li> </ul> <p>Describe the administrative structure of your organization and how it relates to the artistic objectives of the choir. An audited financial statement for the choir’s most recently completed fiscal year should accompany the application, along with a concise description of how the operating budgets were developed for the years for which support is being requested. If there are major changes from past practice to those budgets, provide a detailed explanation of why the changes are necessary. If there are major discrepancies between past budget projections and actual figures, please explain how these discrepancies occurred and what measures are planned to deal with the results.</p>
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<p><b>Part B – Basis of Assessment (Statement) (continued)</b></p>	<p>An accumulated deficit that is increasing or that equals 20 percent or more of revenues, and thus impedes the artistic vitality of the choir, is an indicator of financial instability. Choirs in that position must provide a short explanation for the deficit and propose a plan to reduce and eliminate it.</p> <p>The Music Section encourages innovative programming and, therefore, takes into consideration temporary financial difficulties that may result from such programming. However, the section does not encourage poor management of Canada Council funds, particularly if the severity of the accumulated deficit prevents a choir from fully achieving its mandate.</p>
<p><b>Part C – Summary of Major Activities</b></p>	<p>Please complete <i>Appendices A</i> and <i>B</i>. Carefully follow the directions concerning the information that is to be provided for each year.</p> <p><b>Appendices for Annual Funding</b></p> <ul style="list-style-type: none"> <li>• Annual funding applicants are required to submit information for 2010-11, 2011-12 and 2012-13.</li> </ul> <p><b>Appendix A – Programming for 2011-12</b></p> <p>Provide a list of programs/series for the current season (2011-12). List all concerts and indicate how many programs there are in each of them. Also, calculate the overall number of works performed in the season. Identify the Canadian repertoire and add the requested relevant information (duration of works, premieres, etc.). The last column should include all Canadian artists performing in a given concert. Photocopy Appendix A as needed.</p> <p><b>Appendix A – Programming for the next seasons</b></p> <p>Use Appendix A or include your own detailed list of repertoire and soloists/guest artists for the next seasons. Photocopy Appendix A as needed.</p> <p>Include a brief description of any other activities you will be undertaking (i.e. young audience and outreach activities).</p> <p><b>Appendix B – Statistics on performances</b></p> <p>Fill in Appendix B as requested.</p>
<p><b>Part D – Financial and Statistical Information</b></p>	<p>All applicants must complete the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” via the CADAC online system at <a href="http://www.thecadac.ca">www.thecadac.ca</a></p> <p>Follow the instructions provided in Part D – Financial and Statistical Information section of the attached application form.</p> <p>You will be required to submit financial and statistical information for the fiscal years as follows:</p> <ul style="list-style-type: none"> <li>• Annual funding applicants are required to submit information for 2010-11, 2011-12 and 2012-13.</li> </ul>

## IMPORTANT INFORMATION FOR APPLICANTS

### Processing the Application

#### Acknowledgement of receipt

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of receipt indicates that the application has been received; it does not confirm that your application is eligible.

#### Response time

You will be informed of the competition results, by mail, after the spring meeting of the Canada Council's board of directors. The Canada Council does not release results by telephone or email.

Decisions of the peer assessment committee are subject to approval by the Canada Council's board of directors. Grants of more than \$100,000 must be reviewed and approved by the board.

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.

#### Application preparation

You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.

It is important to inform the Canada Council for the Arts of any change of address.

Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.

Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.

#### Format and layout

##### **It is essential that information be presented in a standard format.**

Therefore, all requests for assistance **must be submitted** on the attached application form, except where an applicant's computer printout corresponds **exactly** to the Canada Council's format.

Only one copy is required. The request must bear **original signatures**. The application must be signed by the **Chairperson** of the board of directors.

Where this applies, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format, 8½ x 11 inches) printed on one side. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable.

Colour printing on coloured sheets and (or) in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.

<p><b>Personal Information</b></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 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><b>Grant Terms and Conditions</b></p>	<p><b>If your application is successful</b>, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p><b>Grant Payment</b></p> <p>Grants under \$20,000 will be paid in one installment according to the amount recommended and grant conditions. Grants of \$20,000 and over will be paid in two installments.</p> <p>Grant recipients may make modifications to their original plan, provided they inform the Canada Council of their intentions.</p> <p>The Canada Council reserves the right to:</p> <ul style="list-style-type: none"> <li>• redistribute, delay or suspend payments if the organization does not carry out its planned program of activities; undergoes major changes in artistic and/or administrative direction; or does not meet its obligations as a grant recipient, including the requirement to submit regular reports to the Canada Council and <b>comply with the acknowledgement policy</b>;</li> <li>• decrease the allocated grant amount at any time if the Canada Council's program budget is reduced, if the organization shows a significant reduction in the artistic quality of its productions or its financial and administrative performance, or if the organization is in significant difficulty and does not follow up on specific recommendations of the peer assessment committee or the Music Section.</li> </ul> <p><b>Final report</b></p> <p>If you are successful in receiving a grant from this program, you must provide a final report on your grant-supported activities. You will be given more details on this requirement in your grant notification letter.</p> <p><b>Acknowledgement of Canada Council support</b></p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant-supported activities. Details about the acknowledgement policy will be included with the grant notification or you may obtain more information by contacting the Music Section.</p>



### Professional Choir Program: Annual Funding

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

<b>PART A1 – IDENTIFICATION</b>	
<b>Registered name of organization/ legal name of applicant:</b>	<b>Name of grant recipient:</b> (and address if different from applicant's address)
<b>Permanent address:</b> <hr/> Street and apartment/suite number <hr/> City <hr/> Province or territory                  Postal code <hr/> Telephone                                  Fax <hr/> Email <hr/> Website	<b>Mailing address:</b> <hr/> Street and apartment/suite number <hr/> City <hr/> Province or territory                  Postal code <hr/> Telephone                                  Fax <hr/> Email <hr/> Website
<b>PART A2 – AMOUNT REQUESTED</b>	
<b>Period to be covered by this grant and amount requested:</b>  Amount requested for <b>2012-2013</b> : \$_____ (for annual applicants)  <b>Financial year-end:</b> (day/month/year) _____	
<b>PART A3 – CADAC ID</b>	
You must provide your CADAC ID below.  <b>CADAC ID:</b> _____  <b>Note:</b> Go to the CADAC (Canadian Arts Data/Données sur les arts au Canada) website at <a href="http://www.thecadac.ca">www.thecadac.ca</a> to register your organization. You will receive your CADAC ID through an email confirmation from CADAC. You must indicate this number above or your application will be considered incomplete.	

**PART A4 – DECLARATION**

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

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

As representatives of the applicant organization, we:

- Have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization we represent meets the eligibility criteria.
- Understand that the organization that we represent is not eligible to apply to this program until all of its overdue final reports for Canada Council grants have been submitted and approved.
- Accept the conditions of the program as outlined in the guidelines.
- Agree to accept the Canada Council’s decision.
- Are aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

**We confirm that the statements in this application are complete and accurate, to the best of our knowledge.**

\_\_\_\_\_  
President/Chairperson

\_\_\_\_\_  
Manager or Artistic Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**(ORIGINAL SIGNATURES ARE REQUIRED)**

Date: \_\_\_\_\_

**PART A5 – PROFILE OF ORGANIZATION**

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

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

**A) Factual Information**

- The legal mandate of your organization (if incorporated).
- The artistic mission statement.
- A brief history (include date established, milestones and accomplishments).
- Other relevant information concerning ongoing activities.
- The structure of your organization (see page 4 of this form).

**B) Contextual Information**

Elaborate on the particular place and role your organization occupies in your art form, and the context in which you work, i.e. how do you see yourself within the ecology of your discipline in a regional, national and international context, if applicable?



**PART B – BASIS OF ASSESSMENT (STATEMENT)**

With respect to the assessment criteria described in the application guidelines, please detail your past performance and future plans. The decision to award a grant to your organization will be based on the relative merit of your proposal in a national competitive context, and on the funds available. Please note that the criteria are to be defined and applied within the context of the organization's artistic mission, geographic and artistic environment, and available resources.

While your submission must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, we encourage you to be as concise and focused as possible. Considering the reading volume required of the peer assessment committee, we request that you limit this statement to a **maximum of 5 pages** (for annual funding).

To assist the peer assessment committee, please use a type size larger than 11 points and print on one side only of white, 8½ x 11 inch paper.

**PART C – SUMMARY OF MAJOR ACTIVITIES****APPENDIX A**

Please complete each appendix, providing the information requested, including information on young audience and outreach activities.

**APPENDIX B**

Please complete Appendix B as indicated below:

**Annual :** 2010-11, 2011-12 and 2012-13

**PART D – FINANCIAL AND STATISTICAL INFORMATION**

The information provided in this part, in the form of financial reports and budget forecasts, allows the Canada Council to determine the extent to which the organization exhibits sound financial management and viable budget forecasts. Statistical information provided through CADAC enables the Canada Council to collect aggregate data for research and reporting on all arts organizations that we fund in our operating grants programs, while also allowing organizations to generate their own useful reports.

To submit your financial and statistical information for this application, you must use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” at [www.thecadac.ca](http://www.thecadac.ca).

You will be required to submit financial and statistical information for the current season (2011-12) and the next season (2012-13). You must also submit financial and statistical information to CADAC for the two previous seasons (2009-10 and 2010-11), if you have not already done so.

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

**STEP 1**

Register your organization with CADAC at [www.thecadac.ca](http://www.thecadac.ca) as early as possible to ensure that you have enough time to assemble and submit the required financial and statistical information.

**STEP 2**

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

**OR**

Enter your financial and statistical information directly in CADAC, **save and press the ‘Submit’ button**.

**STEP 3**

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

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

**Please note that the following type of financial statement is required by the Canada Council for the Arts.**

If your organization’s last Canada Council annual operating grant was:

- \$100,000 or more, you are required to submit an audited financial statement
- between \$50,001 and \$99,999, you are required to submit a review engagement, and
- \$50,000 or less, you are required to submit an internal financial statement.

If your organization is a new applicant to this program, you may submit internally prepared financial documents.

Other audited financial statements must also be submitted for any holding companies, parent companies or foundations with which the organization is associated, and for any subsidiaries, related companies or special trust funds that the organization controls.

**PART E1 –SUPPORT MATERIAL**

Applicants must submit the following support material with their application:

- a brief letter from the board of directors detailing its involvement, especially in all types of fundraising activities
- a short résumé of the Choral Conductor's/ Artistic Director's career (no more than two pages)
- copies of last year's (2010-11) and the current season's (2011-12) programs and brochures
- copies of brochures for next season (if available when applying); if the brochures are not yet available, a detailed list of programs and artists for the 2012-13 season should be included
- recent recordings (during the past 18 months) of three compositions; the recordings should be from different concerts (if possible), be conducted by the permanent/principal Choral Conductor, and should not be performed with another choir; the Music Section prefers to receive audio support material on one CD (or CD-R) or one DVD
- dates of the recorded performances and a list of singers. Those who are not regular members of the choir must be clearly indicated

The recordings must contain works of diverse styles, including Canadian compositions (except for early music or specialized ensembles). Scores must be submitted for Canadian works only.

**One of the works must be performed *a cappella*. (For symphonic choirs, a significant *a cappella* section of a larger work is acceptable.**

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.

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

Originals should not be submitted. The Canada Council is not responsible for the loss or damage of support material. The audio or video support material and professionally bound scores will be returned to the applicants. Written support material will not be returned to applicants; this documentation will be destroyed after the competition.



**PART F – CHECKLIST**

Please check the boxes below to confirm that you have submitted all relevant parts of the application form and all required **support material**. Be sure to put your name on all items.

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

**Part A**

- Part A1 – Identification
- Part A2 – Amount requested
- Part A3 – CADAC ID
- Part A4 – Declaration (with **original signatures**)
- Part A5 – Profile of organization
- Part A6 – Structure of your organization

**Part B – Basis of Assessment (Statement)**

- Part B – Basis of assessment (maximum of 5 pages)

**Part C – Summary of Major Activities (Appendices)**

- Appendix A
- Appendix B

**Part D – Financial and Statistical Information**

- “CADAC Financial Form for Arts Organizations,” submitted electronically to CADAC
- “CADAC Statistical Form for Arts Organizations,” submitted electronically to CADAC
- Signed financial statements submitted electronically to CADAC (audited financial statements, review engagement or an internal financial statement —see the instructions in Part D)

**Part E1 – Support Material**

- Board of directors’ letter
- Résumé for the choral conductor/artistic director (no more than two pages)
- Copies of last year’s and the current season’s programs or brochures
- Recordings of three different compositions (as described in the guidelines)
- Scores for the Canadian works
- A list of singers for the recorded performances, indicating those who are not regular members of the choir
- Copies of brochures for next season, if available, or a detailed list of programs and artists for the 2010-2011 season
- Part E2 – Description of submitted audio support material

**Send your application to:**

**Music Section**

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