



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Music Festival Travel Grants

Follow these three steps to apply for a Canada Council for the Arts 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, and so on.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Music Section Officer indicated below.
Step 3	Complete all sections of the attached application form and be sure to use the checklist (Part H of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

15 September, for festivals taking place between December and May

15 February, for festivals taking place between May and November

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

The Canada Council will not accept applications postmarked after the deadline, incomplete applications, or those submitted by fax or email. You will not be contacted if your application is incomplete.

Further Information

Karen Barber-Ing

Program Officer

Music Section

Canada Council for the Arts

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Ottawa ON K1P 5V8

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MUG18bE 06-10



STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>Music Festival Travel Grants help professional Canadian musicians perform at Canadian festivals at which they have not performed before and which are at least 800 kilometers from their place of residence. This help is designed to introduce artists at an early stage of their career to a wider public and experienced artists to new audiences.</p>
<p>Eligibility</p>	<p>You may apply if you are a professional Canadian artist or a professional Canadian group (for example, an ensemble, band, collective or organization). You must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. If you are a permanent resident, you must provide evidence of your legal status.</p> <p>The Music Section supports music made for artistic and cultural purposes. It values distinctive artistic voices and supports excellence, innovation, experimentation and creativity in all established and emerging traditions of music. Competitions for funds are national in scope.</p> <p>The Canada Council defines a professional musician as someone who:</p> <ul style="list-style-type: none"> • has specialized training in the field <i>This training will be consistent with the standards of their practice. Training may include post-secondary academic study, mentorship, private instruction, workshops, periods of self-directed study, community-acquired knowledge or any combination of the above.</i> • is recognized as a professional artist by his or her peers <i>Other music artists working in the same tradition identify the applicant as an artist of superior achievement and (or) potential. Peer acknowledgement may include a history of support or recognition at a local, regional, or provincial or territorial level.</i> • is committed to devoting more time to artistic activity, if he or she can afford to <i>The applicant pursues their own artistic vision, retains creative control, and is committed to the creation and (or) promotion of original work. The applicant exhibits high professional standards and is dedicated to the ongoing development of their artistic practice.</i> • has a history of public presentation. <i>The applicant receives compensation for the public presentation of their work, and actively seeks to maximize the audience for their work, regardless of market appeal.</i>

<p>Eligibility (continued)</p>	<p>Orchestras, Choirs and Opera/Music Theatre Companies</p> <p>To apply to this program, you must represent an orchestra, choir or opera/music theatre company that has already been assessed by a peer assessment committee of the Canada Council for the Arts’ Professional Orchestra Program, Professional Choir Program or Professional Opera/Music Theatre Program (known as the “core operating programs”). For more details about the core operating programs, contact the appropriate Music Section Officer, as follows:</p> <p><i>Orchestras and Opera/Music Theatre Companies</i> Daniel Swift, ext. 5248 Email: daniel.swift@canadacouncil.ca</p> <p><i>Choirs</i> André Jutras, ext. 5071 Email : andre.jutras@canadacouncil.ca</p> <p>If you are planning to apply to this program on behalf of an orchestra, choir or opera/music theatre company, you must inform the appropriate Music Festival Travel Grant Program Officer as soon as possible (preferably 18 months in advance of the festival performance).</p> <p>Other Eligibility Criteria</p> <ul style="list-style-type: none"> • Festivals are defined as curated, non-profit, professional arts festivals where music is the main or a major component. In addition, they feature a number of artists, last more than one day but take place within a concentrated time period, and typically use more than one performance venue. • You may submit only one request per deadline. • This program will accept a maximum of five applications for travel to any given festival. Eligible application forms must include the signatures of both the artist (original signature) and the presenting festival (facsimile signature acceptable). Please note that the applicant must be the artist. • You must provide a contract that both you and the festival have signed. If you do not send this contract with your application, your application will not be eligible and it will not be submitted to the peer assessment committee. Note: If the contract clearly states that the festival will cover the costs of your travel from your place of residence to the festival, the application will not be eligible. • Travel to festivals that take place within an 800-kilometre radius of your place of residence is not eligible. • You must be performing at the festival for the first time. • You must receive a professional fee for your appearance. • You must perform in ticketed venues or, if attendance at the festival is free, on the main stage. <p>This Canada Council for the Arts program is accessible to Aboriginal artists or arts organizations, and to artists or arts organizations of diverse cultural and regional communities of Canada.</p>
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<p>Grant Amount</p>	<p>There are no minimum or maximum grants under this program. Grants will vary according to individual requests and the peer assessment committee's evaluations.</p> <p>You may not get the full amount you request. You cannot get funding for trips you have already made.</p> <p>Eligible Expenses</p> <p>The grant covers the estimated cost (using the most economical means) of round-trip travel between your place of residence and the festival location.</p> <p>Only your travel costs are eligible. You are, or the festival is, responsible for the travel costs of tour managers and technicians, extra baggage charges, instrument transportation costs, instrument rentals and so on.</p> <p>Travel costs for foreign artists collaborating on a project are not eligible.</p> <p>You are free to travel any way you choose or to combine the festival appearance with other performances. When you choose or need to travel by other means, you will usually receive the equivalent of the excursion airfare.</p> <p>Applicants who begin their project before they know the results of their grant application do so at their own risk.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>A peer assessment committee evaluates eligible applications. The committee is a representative body of specialists in the field, whose members are also chosen to ensure balanced representation of gender, genres, Canada's two official languages, Aboriginal peoples, and regional and cultural diversity.</p> <p>The peer assessment committee sets funding priorities based on the merit of each application in comparison with all other applications in a national competition, according to the assessment criteria and subject to the availability of funds.</p> <p>Assessment Criteria</p> <p>The assessment criteria are as follows:</p> <ul style="list-style-type: none"> • the artistic merit of your proposal, based on the assessment of the submitted material (especially the audio support material) • the value of the festival performance to the development of your career (the committee will give priority to performances that represent a new market development opportunity) • the artistic quality of the festival and its contribution to the development of the music milieu in Canada • the presentation of Canadian music (that is, the repertoire and the choice of music created by Canadian composers and writers of all cultures) • the demonstrated commitment of the festival to pay a reasonable fee and its ability to support the performance (for example, its presentation history, technical capacity and quality of venue).

STEP 2 — IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

No. Submit only the material requested, 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 know that my application has been received at the Canada Council for the Arts?

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out a week after your application has been received.

Is my information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council maintains your personal information in Personal Information Bank CAC PPU 115 (artists) or 130 (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 for the Arts requires statistics in these areas for program planning, evaluation and policy development. 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.

On a confidential basis, the Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies. This helps with program planning and evaluation of applications.

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. You can also contact the Canada Council, in writing, to request the list of peer assessors.



Canada Council
for the Arts

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du Canada

Music Festival Travel Grants

Please check your type of music: Classical and new music Non-classical music

THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION YOU PROVIDE ON THIS PAGE.

Personal information will be maintained in Personal Information Bank CAC PPU 115 (artists) or 130 (organizations).

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

IDENTIFICATION, AMOUNT REQUESTED AND PERSONAL INFORMATION

Name of applicant
(artist, group, band, ensemble, collective or organization):

If applicable, name of the agent, manager or other
person who is completing this application form on
behalf of the applicant:

Address:

Street address and apartment or suite number

City

Province or territory

Postal code

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Telephone

Fax

Email

Website

Mailing address (if different from the applicant):

Street address and apartment or suite number

City

Province or territory

Postal code

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Telephone

Fax

Email

Website

Name of presenting festival

Date of performance

Contact name

Title

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Telephone

Fax

Email

Festival website address

Amount requested from this program: \$ _____



Music Festival Travel Grants

THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION YOU PROVIDE ON THIS PAGE.

Personal information will be maintained in Personal Information Bank CAC PPU 115 (artists) or 130 (organizations).

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

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.

This information will not be used to assess your application and will not be passed on to the assessors. It will be used for administrative and statistical purposes ONLY.

Your response to the questions in this section is voluntary.

PERSONAL INFORMATION (Only the lead applicant should respond.)

Gender: Male Female

Year of birth: _____

Are you an Aboriginal person of Canada? (The Canada Council defines Aboriginal peoples in Canada as Status, Non-Status, Métis and Inuit people.) Yes- No

If you answered yes, please specify: _____

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 No

If you answered yes, please indicate which visible minority: _____

What is your home province or province of origin in Canada (place of birth or place you lived the longest in Canada)? _____

LANGUAGE INFORMATION (only the lead applicant should respond.)

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 if 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 Festival Travel Grants

Please check your type of music: Classical and new music Non-classical music

Please note:

- Read the program guidelines carefully before completing the form.
- Submit only one copy of this application form, and one copy of your support material.
- Remember that the Canada Council will not accept your application by fax or email.
- Your application form must be complete or your request will be considered ineligible.
- The information that you provide on this and the following pages 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 – NAME AND LOCATION OF APPLICANT

Name of applicant:

Individual artist, group, band, collective or organization

City (permanent residence)

Province or territory

Name of presenting festival

Date of performance

Contact name

Title

PART A2 – DECLARATION

Please respond to the following question and statements (only the lead applicant should respond).

Will you permit the Canada Council for the Arts to include your name and address on its mailing list?

(This information is used for Canada Council business only.) Yes No

- 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 confirm that I meet these criteria.
- I accept the conditions of this program and agree to accept the Canada Council for the Arts' decision.
- I have already sent in all overdue final reports for previous Canada Council grants. I understand that this application will not be eligible if any final reports for a grant have not been submitted to the Canada Council and approved.
- I am aware that the Canada Council must follow the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Original signature of applicant or artist (use blue ink):

Applicant or Artist

Name (please type)

Festival declaration:

Signature of festival representative (facsimile acceptable)
(Please note: This program will accept a maximum of five applications for travel to any given festival.)

Name (please type)

Date: _____

Date: _____

PART B – PROJECT DESCRIPTION

The project description should relate directly to the criteria the peer assessment committee will use to evaluate your application. The assessment criteria are set out in bold below. The committee will base its decision on the relative merit of your proposal compared with all others received in this national competition, and on the funds available.

While your responses must be detailed enough to give the members of the peer assessment committee the information they need to make informed recommendations, please be as concise as possible. Limit your responses to a maximum of 750 words, in total, for this section.

To make processing easier, print on one side only of white, 8½ x 11 inch paper.

Assessment Criteria

The assessment criteria are as follows:

- the artistic merit of your proposal, based on the assessment of the submitted material (especially the audio support material)
- the value of the festival performance to the development of your career (the committee will give priority to performances that represent a new market development opportunity)
- the artistic quality of the festival and its contribution to the development of the music milieu in Canada
- the presentation of Canadian music (that is, the repertoire and the choice of music created by Canadian composers and writers of all cultures)
- the demonstrated commitment of the festival to pay a reasonable fee and its ability to support the performance (for example, its presentation history, technical capacity and quality of venue).

PART C – FESTIVAL BACKGROUND INFORMATION

Please provide one or two pages of background information about the inviting festival, including a website address, if applicable.

NAME OF APPLICANT:

PART D – PERFORMING PERSONNEL, INSTRUMENTATION AND ESTIMATED TRAVEL COSTS

Festival location: _____

Number of performers represented in this application: _____

For each performer, provide the performer’s name, instrument played, place of residence, citizenship status and estimated travel cost. Add pages if necessary.

Name of Performer	Instrument Played / Singer	Place of Residence	Canadian Citizen (or permanent resident)	Estimated Travel Cost (fare)
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
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			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
Total Grant Requested				\$

PART E – PERFORMANCE REPERTOIRE

Describe the works to be performed. Add pages if necessary.

	Title	Composer	Duration (min:sec)	Canadian Composition (✓)	Included in Audio Support Material (✓)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

PART F – DESCRIPTION OF SUBMITTED AUDIO OR VIDEO SUPPORT MATERIAL

Clearly label your support material and complete the following.

Please send three pieces on CD, DVD or cued VHS. CDs must play on a conventional audio CD player.

Item 1

Title:

Composer (if applicable):

Applicant's credit or role (for example, performer, composer, conductor or stage director):

Running time:

Completion or recording date:

Briefly describe how the support material relates to the proposed project:

Track number: ____ **Time indicator:** from ____ to ____ CD VHS DVD

Item 2

Title:

Composer (if applicable):

Applicant's credit or role (for example, performer, composer, conductor or stage director):

Running time:

Completion or recording date:

Briefly describe how the support material relates to the proposed project:

Track number: ____ **Time indicator:** from ____ to ____ CD VHS DVD

Item 3

Title:

Composer (if applicable):

Applicant's credit or role (for example, performer, composer, conductor or stage director):

Running time:

Completion or recording date:

Briefly describe how the support material relates to the proposed project:

Track number: ____ **Time indicator:** from ____ to ____ CD VHS DVD

PART G – SUPPORT MATERIAL

You must submit the following support material with your application:

- a contract that both you and the festival have signed (letters of intent are not sufficient) that outlines details of the performance (date and venue) and demonstrates the presenter's financial commitment (fee, accommodation and so on)
- one or two pages of background information about the inviting festival (including a website address, if applicable)
- the repertoire you will perform at the festival, which should include Canadian works
- your public performance history over the previous 18 months
- a promotional or media kit containing your career history, reviews and so on
- a travel quote (from a travel agent, airline or on-line travel reservation service) for the proposed destination and travel dates.

Audio Support

You must submit recordings of three different pieces that clearly illustrate your work as a performer and/or composer.

You should provide recordings of good technical quality, because the assessors make decisions about artistic quality by listening to the submitted recordings.

Note: You must ensure the proper functioning of all audio and video support material you submit to the Canada Council.

The peer assessment committee will listen to some or all of three recent examples of your work.

Where possible, include Canadian works in this selection.

The pieces you select should be part of the repertoire that you will perform at the festival. If possible, submit recordings featuring the artists who will be performing at the festival.

Live recordings are welcome. You may want to send demo-quality recordings done at rehearsals and featuring your current repertoire, as well as your most recent commercial recordings.

Video Support (optional)

Videos are useful only if they portray live performances. If you send a live-performance video, please cue it to the point where you want the committee to start watching.

Videos must be submitted in VHS or DVD format.

PART H – APPLICATION PREPARATION AND CHECKLIST**PLEASE SUBMIT YOUR COMPLETED APPLICATION IN THE FOLLOWING ORDER:**

- Cover Page – Identification, Amount Requested and Personal Information
- PART A1 – Name and Location of Applicant
- PART A2 – Declaration (with your original signature)
- PART B – Project Description
- PART C – Festival Background Information
- PART D – Performing Personnel, Instrumentation and Estimated Travel Costs
- Transportation quotes
- PART E – Performance Repertoire
- Your public performance history over the previous 18 months
- Signed contract
- PART F – Description of Submitted Audio and Video Support Material
- Audio material (one copy)
- Video material (one copy, if applicable)
- Promotional or media kit (one copy)

Do not send originals. The Canada Council is not responsible for any loss of or damage to support material, whatever the cause. The Canada Council will return audio and (or) audiovisual support material to the applicants, but it will not return written support material.

BE SURE TO MAKE AND KEEP A COPY OF YOUR COMPLETED APPLICATION FORM.

DO NOT BIND OR STAPLE YOUR APPLICATION.