



Canada Council  
for the Arts

Conseil des arts  
du Canada

## Visiting Foreign Artists Program: Inter-Arts, Media Arts, Music, Theatre, Visual Arts, and Writing and Publishing

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, who and what is eligible, grant amount, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information</b> section. If you still have questions about the program or the application process, contact the appropriate program officer for your arts discipline, as indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> , and be sure to use the <b>Checklist</b> (Part F of the form) to confirm that you have completed all 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 June

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

The Canada Council will not accept applications that are postmarked after the deadline date or those submitted by fax or email. Incomplete applications will not be accepted.

### Further Information

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

1-800-263-5588 (toll-free) or 613-566-4414, and enter the appropriate extension number

TTY: 1-866-585-5559

#### Program Officers:

Inter-Arts Office: Sue-Ellen Gerritsen, ext. 4679

Media Arts Section: James Missen, ext. 5251

Music Section: Jeff Morton, ext. 5111

Theatre Section: Nancy Guertin, ext. 5484

Visual Arts Section: Jim Logan, ext. 5266

Writing and Publishing Section: Diane Miljours, ext. 5573

VFAG1E 02-12

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## PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>The Visiting Foreign Artists Program provides grants to Canadian professional arts organizations to encourage visits by individual professional foreign artists of outstanding achievement. Organizations may invite an individual artist from any foreign country.</p> <p>While in Canada, the visiting foreign artist is to direct workshops, teach master classes for professional artists and/or, for Inter-Arts, Media Arts, Visual Arts, Theatre, Writing and Publishing, give artist talks. Organizations in Dance may apply to the Support Services to the Dance Milieu: Project Funding program, for projects concerning master classes and workshops led by foreign dance artists.</p>
<p><b>Eligibility</b></p>	<p>Note that meeting the eligibility criteria allows your organization to apply to the program. This does not, however, guarantee that you will receive a grant.</p> <p>Professional Canadian arts organizations must have received <b>at least one grant</b> from the Canada Council for the Arts <b>in the last three years</b> to be eligible to apply to this program.</p> <p>Eligible organizations may submit up to three applications to each competition. Only one foreign artist may be invited per application.</p> <p>All invited artists must be recognized as professionals in their discipline. The Canada Council defines a professional artist as someone who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the field (not necessarily in an academic institution)</li> <li>• is recognized as such by her or his peers (artists working in the same artistic tradition)</li> <li>• has a history of public presentation or publication in a professional, arts-related context.</li> </ul> <p><b>Restrictions</b></p> <ul style="list-style-type: none"> <li>• Visiting foreign artists cannot be hired to replace staff or employees of the host organization.</li> <li>• Organizations receiving operating funding cannot apply to this program for activities already supported by the Canada Council. Furthermore, they must state clearly how the activities of the visiting foreign artist would be distinct from their activities that the Canada Council is currently funding.</li> <li>• This program will not support visits already funded by another Canada Council program.</li> </ul>

<p><b>Grant Amount</b></p>	<p><b>Amount available</b></p> <p>These grants cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline.</p> <p>Grants are available in fixed amounts of \$500, \$750, \$1,000, \$1,500, \$2,000, \$2,500 or \$3,000. Grant requests should be based on the funding required to carry out the proposed project.</p> <p>The Canada Council for the Arts will contribute towards the visitor's accommodation, per diem and transportation costs only. The program's maximum daily contribution for combined accommodation and per diem is \$125 per person per day.</p> <p>If your application is successful, you may not be awarded the full amount that you request.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment process</b></p> <p>Applications to this program are assessed by a committee of Program Officers or peers working in the arts discipline of the host organization.</p> <p>Funding decisions are based on the availability of funds and the overall merit of the project in comparison with other eligible applications in this national competition.</p> <p><b>Assessment criteria</b></p> <p>The assessment committee will base its review of applications on the assessment criteria listed below:</p> <ul style="list-style-type: none"> <li>• the artistic achievements of the invited artist</li> <li>• the merit of the project and its impact on the host organization, the artistic communities served, and the public</li> <li>• the host organization's past accomplishments.</li> </ul> <p><b>Priorities for funding</b></p> <p>After the applications have been assessed as described above, the assessment committee will list the applications recommended for funding in order of priority. Where there are applications of equal merit and there are limited funds, special consideration will be given to applications that meet the Canada Council's commitment of equity and inclusion with regard to the diverse Aboriginal, cultural and regional communities, including people with disabilities.</p>

## IMPORTANT INFORMATION

<b>Processing the Application</b>	<p><b>Acknowledgement of receipt</b></p> <p>The Canada Council will send you 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 the receipt indicates that the application has been received; it does not confirm that your application is eligible.</p> <p><b>Response time</b></p> <p>You will be informed of the competition results, by mail, approximately <b>three months</b> after the application deadline. The Canada Council does not release results by telephone or email.</p> <p><b>Application preparation</b></p> <ul style="list-style-type: none"><li>• You are responsible for providing all the information and support material requested.</li><li>• The Canada Council will make decisions about your eligibility based on the information you provide in your application.</li><li>• Submit only the material requested. Extra material will not be shown to the peer assessment committee.</li><li>• Carefully choose the material you submit in support of your application as committee members have limited time in which to study each grant application.</li><li>• Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.</li></ul> <p><b>Format and layout</b></p> <p>Where this applies, all the documents requested and the application form must be submitted:</p> <ul style="list-style-type: none"><li>• on separate sheets of <b>white</b> paper (letter format, 8½ x 11 inches)</li><li>• printed on only one side</li><li>• with a font size of 11 points or larger</li><li>• with paper clips (documents cannot be bound, placed under plastic or stapled).</li></ul> <p>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>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p><b>Grant Terms and Conditions</b></p>	<p><b>Before you apply for a grant</b>, please note all the following condition:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <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>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. The grant notification letter you will receive may also contain additional terms and conditions that you must fulfill before the grant is paid.</p> <p>All grants are paid by cheque, in one instalment, in Canadian funds only.</p> <p><b>Changes to proposed projects or programs of work</b></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 or programs of work must be approved by the appropriate Program Officer <b>before you carry them out</b>.</p> <p><b>Expiry date of the grant</b></p> <p>The grant funds will be available to complete your project/ activity/ work for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your grant.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council Program Officer, in writing. If you do not request an extension, the Canada Council will cancel any part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p><b>Acknowledgement of Canada Council for the Arts support</b></p> <p>You must acknowledge the support of the Canada Council in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p><b>Final report</b></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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## Visiting Foreign Artists Program: Inter-Arts, Media Arts, Music, Theatre, Visual Arts and Writing and Publishing

The Canada Council for the Arts requires only one copy of the application form. Type or print in black ink. Do not bind your completed application form. If you are completing the form on a computer, use the following format.

<b>PART A – IDENTIFICATION</b> (Please inform the Canada Council if your address changes.)	
Name of organization: _____	
Name and title of contact person: _____	Name of invited artist: _____
Address of organization: _____	Address of invited artist: _____
Street and apartment or suite number _____	Street and apartment or suite number _____
City _____ Province/territory _____ Postal code _____	City _____ Country _____
Telephone _____ Fax _____	Website _____
Email _____	Email _____
<b>PART B – SUMMARY OF PROJECT</b>	
Artistic discipline of the applicant organization:	
<input type="checkbox"/> Inter-Arts <input type="checkbox"/> Media Arts <input type="checkbox"/> Music <input type="checkbox"/> Theatre <input type="checkbox"/> Visual Arts <input type="checkbox"/> Writing and Publishing	
Amount requested (according to the program guidelines):                      \$ _____	
Title of the project and the dates of the visit: _____	
<b>PART C – DECLARATION</b>	
<p>For your organization to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements. <b>As a representative of the applicant organization,</b></p> <ul style="list-style-type: none"> <li>• I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and the organization I represent and the invited foreign artist meet these criteria.</li> <li>• I will act as sole representative of the organization, and I will keep the other participants informed of the contents and outcome of this grant application.</li> <li>• I understand the organization I represent is not eligible to apply to this program until all of its overdue final reports have been submitted and approved.</li> <li>• I accept the conditions of this program, and agree to accept the Canada Council's decision.</li> <li>• I am aware that the Canada Council for the Arts is subject to the Access to Information Act and the Privacy Act, as described in the application guidelines.</li> </ul> <p><b>I confirm that the statements in my application are complete and accurate, to the best of my knowledge.</b></p>	
_____ Signature (an original signature is required)	_____ Date

**PART D – DESCRIPTION OF PROJECT**

In a maximum of two pages (maximum of 1,000 words), describe the proposed project. Print on one side only of white, 8½ x 11 inch paper, with a type size larger than 11 points.

Please include the following:

- the nature and structure of the activity; where applicable, this should include a detailed workshop content and schedule
- the impact of the activity on your organization
- the level of your organization’s engagement with the community or its benefit to the artistic community
- the artistic achievements of the invited artist
- a description of your organization’s accomplishments
- a description of public programming activities related to the visit and of its expected impact on the artistic community
- where applicable, a report on the impact of previous activities.

**PART E – SUPPORT MATERIAL**

In addition to the completed application form and the documents requested above, you must provide the following support material. Material submitted will not be returned.

**FOR ALL APPLICANTS**

- background on your organization
- the curriculum vitae of the invited artist (maximum of **three pages**)
- a signed letter of acceptance from the artist you have invited to your organization or event.

**ADDITIONAL SUPPORT MATERIAL****For Inter-Arts, Music, and Writing and Publishing Section applicants**

- recent audio or video examples of the invited artist’s work (this is not required for literary writers). Please send three selections on one CD or DVD, or three tracks of cued audio, not exceeding viewing time of **10 minutes** in total.

**For Media Arts Section applicants**

- a press kit on the invited artist.

**For Visual Arts Section applicants**

- ten digital images of the invited artist’s recent works, with a separate list that indicates the title, date, medium and dimensions of the artwork. For images that document time-based works, you may **briefly** describe these components for each image on a single separate page.
- for works that do not lend themselves to slide documentation, the Canada Council will accept a clearly identified video on DVD with a maximum running time of **five minutes**. If more than a single video is essential to support your application, the Canada Council will accept only a compilation DVD not exceeding a running time of **20 minutes**. For works that require documentation in both digital image and video formats, you may submit five digital images along with a **five-minute** video.
- for invited critics and curators, submit clear photocopies of two published articles or catalogue texts.
- up to two catalogues or other publications written by or about the invited artist (optional).

**Note:** For digital support material, please consult Appendix A – Guidelines for submitting digital images and video.

<b>PART F – FINANCIAL INFORMATION</b>	
Accommodation and per diem costs (maximum of \$125 per day) \$ _____ X _____ number of days	\$
Travel costs	\$
<b>Total Amount Requested from the Canada Council for the Arts:</b>	\$
<b>BUDGET SUMMARY</b>	
<b>Revenues</b>	
Contribution of host organization	\$
Other confirmed or pending funding sources (please specify):	
Canadian	\$
International	\$
Earned revenue from the activity (if applicable)	\$
Other (specify)	\$
<b>Total Revenues</b>	\$
<b>Expenses</b>	
Artist fees	\$
Marketing expenses	\$
Total accommodation and travel costs	\$
Other (specify)	\$
Total cost of proposed activity	\$
<b>Total Expenses</b>	\$
<b>Total expenses must equal total revenues.</b>	
<b>PART G – CHECKLIST</b>	
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.	
<b>You must include the following items in the order shown below.</b>	
<input type="checkbox"/> Part A – Identification	
<input type="checkbox"/> Part B – Summary of project	
<input type="checkbox"/> Part C – Declaration (an <b>original signature</b> is required)	
<input type="checkbox"/> Part D – Description of project (maximum of <b>two pages / 1,000 words</b> )	
Part E – Support material	
<input type="checkbox"/> Background on your organization	
<input type="checkbox"/> The curriculum vitae of the invited artist (maximum of <b>three pages</b> )	
<input type="checkbox"/> A signed letter of acceptance from the artist you have invited	
<input type="checkbox"/> Additional support material (as required)	
<input type="checkbox"/> Part F – Financial Information	
<b>Submit your application to:</b>	
<b>[Insert name of the appropriate Section]</b>	
Canada Council for the Arts	
350 Albert Street, P.O. Box 1047	
Ottawa ON K1P 5V8	

**APPENDIX A – GUIDELINES FOR SUBMITTING DIGITAL IMAGES AND VIDEOS**

**IMPORTANT NOTICE:** If the digital images and/or video 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
- 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.

**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
- a maximum resolution of 1024 x 768 pixels.

Please note, **HD Video** must be submitted on a DVD in .mp4 or .mkv format.