



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

DANCE SECTION

Production Project Grants in Dance

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, application 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 listed below.
Step 3	Complete all sections of the attached application form , and be sure to use the Checklist (Part E 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.

Deadline

15 March

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 postmarked after the deadline date, incomplete applications, or those submitted by fax or email.

Further Information

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Dance Section
Canada Council for the Arts
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1-800-263-5588 (toll-free) or 613-566-4414, ext. 5502

TTY: 1-866-585-5559

DAG14E 01-12



PROGRAM GUIDELINES

<p>Mandate of the Dance Section</p>	<p>The Dance Section supports Canadian, professional dance of many cultures through policies, programs and initiatives that foster the development of a vital ecology for the art form and contribute to a significant presence by Canadian dance artists at home and abroad.</p>
<p>Program Description</p>	<p>This program provides production project support to Canadian dance professionals (individuals), collectives and non-profit companies.</p> <p>Professional dance artists working in all dance forms, genres and specializations are eligible to apply. This program supports practitioners of both contemporary and traditional dance forms rooted in many cultures (see Appendix A for a sample list of dance genres and specializations).</p> <p>The Production Project Grants program aims to respond to the creative cycles of professional dance artists and to bring high-quality dance works to audiences. The program has two components:</p> <ul style="list-style-type: none"> • Short-Term Production Grants provide support for one project that will be fully developed and presented to a paying audience within eighteen months of the start date of the project. • Long-Term Production Grants provide support for one major project, which is defined as a full program of work or works that requires between two and four years from the start date of the project to be fully developed and presented to a paying audience. <p>The Canada Council defines a production as the creation of a new dance work or the creation of a program involving more than one dance work. It can also mean a remount of an existing dance work and (or) the commissioning of new works from a professional choreographer. The works must be professionally produced: applicants may choose to self-produce or co-produce the works, or have them fully presented by a professional third party. Professional fees must be paid to participating collaborators and interpreters, and the works must be presented to a paying audience.</p>

<p>Applicant Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>These grants are available to professional, individual dance artists, collectives, and non-profit dance companies.</p> <p>Applicant Eligibility</p> <p>Individual dance artists</p> <p>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>For the purposes of this program, dance artists include dancers, and choreographers.</p> <p>If you are a dance artist working with a dance company or organization, you may only apply to this program for support of a project that is not included in the ongoing activities of the company or organization.</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 artistic field (not necessarily in academic institutions) • is recognized as a professional by his or her peers (artists working in the same artistic tradition) • is committed to devoting more time to artistic activity, if possible financially • has a history of public presentation. <p>In addition to meeting the criteria above, you must meet the following requirements.</p> <ul style="list-style-type: none"> • Dancers must have maintained an active professional dance practice for at least one year, which includes at least one professional public presentation (does not include school or pre-professional work) for which they were paid an artist fee. • Choreographers must have presented at least three works publicly in a period of three consecutive years in a professional context (does not include school or pre-professional work). The works choreographed must have been performed by paid professional artists. <p>Emerging, Mid-career and Established Dance Professionals</p> <p>For the purposes of this application you must indicate your status as an emerging, mid-career or established dance professional.</p> <p>You are considered to be an emerging dance professional if you have completed your basic training (not necessarily in a formal training institution), have gained some professional experience, and are pursuing a professional dance career.</p>
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<p>Applicant Eligibility (continued)</p>	<p>You meet the program’s definition of a mid-career dance professional if you have maintained an active professional career for at least five years. You must be recognized by your peers within your artistic tradition for your contribution to the field of dance.</p> <p>You are considered to be an established dance professional if you have sustained a professional dance career for a minimum of 15 years. Your entire body of work is taken into account, for example, choreography, interpretation and research.</p> <p>Full-time undergraduate or high school students enrolled at a dance academy, training institution, school, college or university are not eligible to apply.</p> <p>Graduate students at the masters and doctoral levels are eligible to apply providing they can demonstrate they have sufficient time to carry out the proposed project and that the project remains distinct from their graduate work. They must have maintained an active professional dance career for at least one year outside of an academic setting.</p> <p>Dance companies</p> <p>A dance company must be an incorporated Canadian non-profit organization. The core members of the company must be professionals, and they must have completed their basic training. Company dancers must be professionals who are paid for rehearsal time and performances. If the artistic director of the company is also the choreographer, he or she must meet the eligibility criteria for a professional artist as indicated in this section.</p> <p>Dance companies and organizations that are receiving operating support from the Dance Section are not eligible to apply for a Production Project Grant in Dance.</p> <p>Collectives</p> <p>A collective must have a minimum of three core artists but may include any number of people contributing to a common creative goal. The core members of the collective must be professionals, and they must have completed their basic training. A collective must be represented by a dance artist who will take on the administrative and/or artistic responsibility for the project. He or she must also meet the definition of a professional artist and be a Canadian Citizen or permanent resident of Canada.</p> <p>If you are a first-time applicant and you have questions concerning your eligibility, you are encouraged to contact the Program Officer well before the deadline.</p>
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<p>Applicant Eligibility (continued)</p>	<p>Short-Term Production Grants</p> <p>These grants are available to emerging, mid-career or established artists, and to companies and collectives.</p> <p>An individual applicant must meet the minimum requirements for a dancer or a choreographer, as defined in this section. Choreographers representing companies or collectives must meet the requirements for choreographers, as defined in this section.</p> <p>Long-Term Production Grants</p> <p>These grants are available to mid-career or established artists, and to companies and collectives.</p> <p>Applicants to this component must meet both of the following eligibility requirements. You must specify these in your application. They must have:</p> <ul style="list-style-type: none"> • received, in the past five years, a minimum of two grants from one or more of the following programs — Production Project Grants in Dance, Creation/Production in Dance, Aboriginal Peoples Production Project Grants in Dance or Annual Support to Aboriginal Peoples Dance Companies, Organizations and Collectives (please note that this criteria applies equally to the former artistic directors of professional dance companies). • produced, in the past five years, a minimum of two different full-length public programs (for paying audiences) that involved professional, paid artists. A shared program is not considered. <p>Restrictions</p> <ul style="list-style-type: none"> • An individual may apply to the Production Project Grants in Dance and the Grants to Dance Professionals programs, for separate projects and can hold two grants as long as they are distinct activities. • If the artistic director of a company or the members of a collective apply to the Production Project Grants in Dance program, they may also apply as individuals to the Grants to Dance Professionals program for support of an unrelated project. • Applicants may apply to both the Production Projects Grants in Dance Program and the Artists and Community Collaboration Program in Dance at the 15 March deadline, providing their projects are different and unrelated. • Applicants may submit one application only to any deadline of the Production Project Grants in Dance program. • Applicants may apply for and receive two grants in a row from this program. They may not, however, hold two grants that will overlap in the same period.
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<p>Project Eligibility</p>	<p>Eligibility for Short-Term and Long-Term Production Grants</p> <p>The following activities are eligible for support:</p> <ul style="list-style-type: none"> • the creation, production and presentation of dance works, including traditional forms, dance for young audiences and dance that integrates new technologies • the production of new works, creations, or remounts of previous works • the commissioning of works from professional choreographers • collaborative productions that involve dance professionals, collectives and (or) companies • international collaborations and co-productions with foreign artists and (or) producers. <p>The following are not eligible for support:</p> <ul style="list-style-type: none"> • The production and dissemination of Canadian professional screen-based dance works (film or video). Applicants should refer instead to the Dance on Screen Production Fund. For other dance video or film production projects, applicants may contact the Media Arts Section to obtain information on the Grants to Film and Video Artists or Grants to New Media and Audio Artists program. • Professional development, apprenticeship or mentorship projects. Applicants should refer instead to the Grants to Dance Professionals program. • General artistic or professional research — applicants should refer to the Grants to Dance Professionals program. • Touring activities that are eligible for support under other Canada Council programs, such as the Dance Touring Grants or Audience and Market Development Travel Assistance program. • Projects already supported through other Canada Council programs. • Competitions and projects conceived for competitive purposes.
<p>Grant Amount</p>	<p>Amount available</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>Short-Term Production Grants: A maximum of \$30,000 is available.</p> <p>Long-Term Production Grants: A maximum total amount of \$100,000 is available over a period of two, three or four-years. Successful applicants can distribute their grant in varying amounts over the desired period, but a maximum of 50 percent of the grant can be released for the first year of the project.</p> <p>Under normal conditions, the peer assessment committee will not modify the grant amount that you request. However, limited funds are available for this program and a high number of applications may be received. If your application is successful, the committee may decide to award a smaller grant than you requested.</p> <p>Applicants must round their budget request to the nearest thousand and must submit a balanced budget (revenues must equal expenses).</p>

<p>Timelines and Eligible Expenses</p>	<p>Eligible expenses</p> <ul style="list-style-type: none"> • choreographic and (or) artistic fees • design and construction of sets, regalia, costumes and lighting • fees for collaborators (e.g. artists, animators) • commissioning fees for guest choreographers and composers • manager’s fees if applicable • travel costs for the artists and (or) collaborators and foreign guests • technical and administrative fees • creative development and rehearsal costs • creation and (or) production costs • theatre costs • promotional and marketing costs. <p>Other costs that do not fall into the above categories are also eligible, such as:</p> <ul style="list-style-type: none"> • public presentation costs for a work-in-progress, an in-depth dramaturgical process, and (or) the development of a dialogue with audiences over several months or years as part of the process of bringing the work to maturity • costs to establish a longer commitment with the dancers • costs for complete documentation of the process and production • the cost of bringing in an agent or animator at an early stage of creation to assist in the identification of an audience or audiences for the work • project management and coordination costs. <p>Long-Term Production Grants</p> <p>For this component, applicants must present the project’s expenses and revenues over a period of two, three or four years. If the project is longer than two years, applicants must complete the first two years’ budget in detail. They can provide a more general budget for Years 3 and 4. Funds will not be released for less than a two-year cycle or for more than a four-year cycle.</p> <p>Successful applicants may be required to provide an updated budget before the Canada Council will release the first year’s funds.</p>
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<p>Access Support</p>	<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 grant activities. The Canada Council may contribute 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 and are not shared with the peer assessment committee. Please contact the Program Officer if you have any questions about your request.</p>
<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.</p> <p>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>There are three to six members on each committee, and new committees are selected for each competition.</p> <p>Aboriginal dance professionals who would like to be assessed by a committee composed of Aboriginal dance professionals should apply to the Aboriginal Peoples Production Project Grants in Dance program.</p> <p>Peer assessment committees are asked to make fair, impartial and informed decisions. Before a committee meeting, the Canada Council sends copies of all eligible applications to the committee members. At the meeting, members study the applications, view the required audiovisual support material (DVDs and other material), and discuss the applications.</p> <p>On the final day of the meeting, the committee members place the applications in priority order; review the results to assess the national impact of their recommendations, equitable response to diversity of practice and regional sensibility; and to discuss the results until they reach their final funding recommendations.</p> <p>All peer assessment committee recommendations are final.</p>

<p>Assessment of Applications (continued)</p>	<p>Assessment criteria</p> <p>The peer assessment committee will base its review of applications on the assessment criteria listed below. The committee’s decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p>Artistic criteria</p> <p>The artistic criteria applied to the applicant are:</p> <ul style="list-style-type: none"> • the applicant’s past achievements • the potential impact of the project on the applicant’s artistic path. <p>The artistic criteria applied to the project are:</p> <ul style="list-style-type: none"> • the project’s artistic intent, merit and process • the project’s contribution to the advancement and development of the participating dance professionals • the merit of the project in comparison with the other submitted projects with similar contexts • the clarity of the project and how relevant the submitted support material is to the project • the abilities of the collaborators, based on their previous achievements • the future visibility of the project (this could be demonstrated by serious interest from presenters and (or) producers for future presentations, intended or confirmed venues, and intended or confirmed performance dates); the Canada Council does not set a minimum audience attendance target, but it does ask applicants to consider fully how they intend to reach their audiences • the potential impact of the project on the artists and the collaborating partners involved in remounting or re-creating works • a detailed timeline of the process.
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<p>Assessment of Applications (continued)</p>	<p>Financial Criteria</p> <ul style="list-style-type: none"> • Fees paid to the collaborators and professional dancers. The Canada Council suggests you reference the professional standards and dance agreements prepared by the Canadian Alliance of Dance Artists (CADA). These are best practices documents intended to provide basic guidelines and suggested minimum standards regarding hours of work, fee standards and working conditions, and that outline the rights and responsibilities of Dancers, Choreographers and Producers/Presenters in work agreements. Please visit: <ul style="list-style-type: none"> ▪ CADA ON at http://www.cada-on.ca or ▪ CADA BC at http://www.cadabc.org/programs • Other possible sources of financing plus projected revenues (for example, box office revenues and in-kind services). • A balanced budget (revenues equal to expenses). <p>Additional Criteria for Long-Term Production Grants</p> <ul style="list-style-type: none"> • Strong rationale for the scale and length of the project. • Value to the applicant and to the discipline of working over a longer cycle. • The audience engagement and dissemination strategies (e.g. residencies, work-in-progress showings, open rehearsals, etc.). • The level of market interest (e.g. commissions, residencies, co-productions and potential touring activities).
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IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application

Acknowledgement of receipt

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.

Response time

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.

You can access the Searchable Grants Listing, a database of successful grant applicants at www.canadacouncil.ca/grants/recipients.

Feedback is available from the program officer over the telephone, for a limited time after you receive notification of the results of the process. It is not available in writing.

Application preparation

- 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.

Format and layout

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. **Use a font size of 11 points or larger.** 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>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. <p>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> <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 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>Grant Terms and Conditions (continued)</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>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>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 or programs of work must be approved by the appropriate Program Officer before you carry them out.</p> <p>Expiry date of the grant</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 the 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>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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Canada Council
for the Arts

Conseil des Arts
du Canada

Production Project Grants in Dance

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

IDENTIFICATION OF APPLICANT (please inform the Canada Council if your address changes)

Name of applicant (individual, collective or company):

If applying as an individual:

Mrs. Miss Ms. Mr. Year of birth _____

Name that should appear on grant cheques (and address, if different from permanent address):

Permanent address:

Street and apartment or suite number

City

Province or territory

Postal code

Telephone

Fax

Email

Website

Street and apartment or suite number

City

Province or territory

Postal code

Telephone

Fax

Email

Website

DECLARATION

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

(This information will be used for Canada Council business only, including surveys.) Yes No

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

To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.

As an individual artist,

- 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 program guidelines, and confirm that I meet these criteria.
- 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 the program and agree to accept the Canada Council for the Arts' decision.
- I am aware that the Canada Council 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

An original signature is required.

Date

DECLARATION

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

To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.

As a representative of a collective or company,

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines. I confirm that the collective or company that I represent meets these criteria.
- I accept the conditions of this program as outlined in the program guidelines and agree to abide by the Canada Council's decision.
- I will act as sole representative of the collective or company, and I will keep the other participants informed of the contents and outcome of this grant application
- I understand that the collective/company is not eligible to apply to this program until all its overdue final reports for Canada Council grants have been submitted and approved.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the program guidelines.

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

 Name of representative
 (artistic director, or administrative
 or executive director)

 Signature of representative
 (artistic director, or administrative
 or executive director)
An original signature is required.

 Date

ACCESS SUPPORT (if this applies)

Individual applicants who are Deaf or have disabilities may apply for additional funds to cover expenses for specific services and support without which the applicant will not be able to carry out the project. 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: \$ _____

PART B – DETAILED PROJECT DESCRIPTION

The following information is required, and the peer assessment committee will use it to assess your application. The assessment criteria described in the guidelines will be used to evaluate your project. When providing this information, ensure that you are addressing these criteria. Be as clear, thorough and focused as possible.

Use the instructions below to ensure that you have included all required information. If you are applying as an individual dance professional, disregard the items that are only for collectives and companies.

➤ Individuals: artistic statement

In this statement, describe your relationship to the art form of dance and your central vision, the artistic process you will use and your goals.

➤ Collectives or companies: profile

Attach a profile of your collective or company that includes the following information:

- the artistic mandate and vision
- the names of the artistic director, administrative director, and president or chairperson
- a description of the legal structure (whether incorporated or registered, charitable status, and whether there is a board of directors)
- the year formed and brief history, including dance works that the collective or company has created, produced or commissioned; major events or changes that have occurred (positive or otherwise)
- your performance history; and significant achievements.

➤ Résumé or curriculum vitae

Attach a résumé or curriculum vitae for the individual applicant, the key representative of the collective or the artistic director of the company. Provide details on his or her artistic or administrative experience, including training, previous artistic works and/or work with other organizations.

➤ Short biographies for principal participating artists and collaborators

Attach short biographies for the key people (for example, elder, composer and rehearsal director) participating in your proposed project. Please keep the biographies short (for example, **three on one page**).

➤ Project description for all projects

Please provide the following information at the beginning of your project description:

- indicate what your project is about: a new creation, a remount, a work-in-progress or a full production
- how many shows are planned?
- give an estimate of the size of the audience
- who is the choreographer or choreographers, if not the project applicant
- how many dancers are involved?
- what is the length of the work to be presented?

PART B – DETAILED PROJECT DESCRIPTION (continued)**➤ Project description for Short-Term Production Grants**

You may submit a maximum of **12 pages (6,000 words) for PartB** (these 12 pages (6, 000 words) should include all the material listed on pages 2, 3 and 4).

- Provide a detailed project description that outlines the intent of your project, and the process and goals, as well as a detailed timeline that you (as an individual), your collective or your company will undertake for this project.

If you are working with a choreographer, mentor or elder, explain why you wish to work with this person and how he or she will assist your process.

Describe how you plan to reach your audience. How receptive to the work do you expect them to be? Do you plan to engage with your audience before or after the presentation? What would be an ideal scenario?

Describe your dissemination and/or marketing strategy, if you have one.

➤ Project description for Long-Term Production Grants

You may submit a maximum of **15 pages (7, 500 words) for PartB** (these 15 pages (7, 500 words) should include all the material listed on pages 2, 3 and 4).

Indicate the two grants you have received from the Canada Council for the Arts in the past five years (see the program guidelines).

Indicate the two different full-length public programs that you have produced in the past five years (see the program guidelines).

Address all the requirements for Short-Term Production Grants, listed immediately above, plus:

Describe what you expect to gain from working over a longer cycle, and the expected benefits and results of being able to plan over a longer period. Provide a brief outline of how the project will develop, for each year. Please refer to the application guidelines for examples of eligible costs.

Address audience engagement and dissemination strategies during and(or) after the creative process, and describe the professional relationships you expect to have with producers, presenters, animators and agents, if this applies to your project.

Comment on potential residencies or co-productions with other artists and (or) producers. Although these activities may not be confirmed, make reference to them as potential contributions to the creation/production cycle or as opportunities to develop partnerships for the eventual dissemination of the work. You are encouraged to submit letters of confirmation or intent (see page 4).

PART B – DETAILED PROJECT DESCRIPTION (continued)

If your request for a Long-Term Production Grant is not successful, and you have chosen to have your project evaluated for a Short-Term Production Grant in that case, **indicate how you would adapt the project to a one-year time frame.**

Note for all projects: It may be beneficial to reference elements of your audiovisual material in your project description in order to demonstrate the link between your artistic practice and your proposed project.

1. Timeline or calendar of activities for the project

For Short-Term Production Grants, provide a detailed timeline of activities for the duration of the proposed project. For Long-Term Production Grants, provide a precise timetable for the first year of activities and a general timetable for the second and any following years of the project. Note that long-term grants must be a minimum of two years and a maximum of four.

2. Written authorization

Provide written authorizations for the use of information, stories or geographic sites that require special permission, and assurances that cultural protocols will be followed, when appropriate.

3. Letters of support

For emerging dance professionals and first-time applicants, you must also include a letter of support from a professional peer, mentor or previous employer in the professional dance milieu. The more specific the letter (about you or your project) the better. Examples are provided under “additional information,” immediately below. **Letters must be submitted with the completed application form or your application will be ineligible**

4. Additional information to support your application

Please attach any additional information that will assist the peer assessment committee to evaluate your application. Note that this information will be included when counting your pages of support material (maximum of 12 pages (6,000 words) or 15 pages (7, 500 words)).

You could, for example, include a letter from the commissioned choreographer or collaborator explaining why he or she has agreed to engage in this project with you. Or you may send a letter of intent from a presenter wishing to host you for a residency during the creative period of your project and/or to present the final work.

5. Printed support material

You may also submit printed material if it is essential to your project. Please do not include press clippings or media kits.

PART C1 – FINANCIAL INFORMATION: SHORT-TERM PRODUCTION GRANTS (continued)			
REVENUES (please indicate with a check mark (✓) all confirmed revenues)			
	Project Budget	✓	Final Report Only
Earned Revenues: (at least one of these is required for eligibility)			
Box office Number of tickets _____ x \$ _____ per ticket x _____ performances	\$		\$
Co-production or commissioned revenues (provide details on a separate sheet)	\$		\$
Guaranteed fees	\$		\$
Other Earned Revenues:			
Program advertisements	\$		\$
Concession	\$		\$
Other (provide details)	\$		\$
Earned Revenues Subtotal	\$		\$
Private Support:			
Fundraising	\$		\$
In-kind services (provide details)	\$		\$
Foundation grants (provide details)	\$		\$
Private Support Subtotal	\$		\$
Public Support:			
Grant requested from this Canada Council program	\$		\$
Other grants: - federal (other than Canada Council): <input type="checkbox"/> operating or <input type="checkbox"/> project	\$		\$
provincial or territorial: <input type="checkbox"/> operating or <input type="checkbox"/> project	\$		\$
municipal: <input type="checkbox"/> operating or <input type="checkbox"/> project	\$		\$
Public Support Subtotal	\$		\$
TOTAL REVENUES	\$		\$
TOTAL EXPENSES	\$		\$
TOTAL REVENUES MINUS TOTAL EXPENSES	\$		\$

Note: You are required to round your grant request to the nearest thousand. Also, you must submit a balanced budget (revenues must equal expenses).

If your budget submission is greater than \$100,000, please provide on a separate sheet information on how this Canada Council grant request is being used for the project.

PART C2 – FINANCIAL INFORMATION: LONG-TERM PRODUCTION GRANTS

See the Grant Amount section in the application guidelines for eligible expenses and the maximum available. Complete the first two years of your budget in detail; a more general presentation is acceptable for years 3 and 4. Note that a maximum of 50 percent of the total grant can be spent in the first year.

EXPENSES					
	Project Budget Year 1	Project Budget Year 2	Project Budget Year 3	Project Budget Year 4	Final Report Only
Artistic Fees and Costs:					
Choreographer/collective’s representative/artistic director	\$	\$	\$	\$	\$
Dancers (hourly wage, respecting CADA minimum) \$ _____ x _____ hours x _____ dancers	\$	\$	\$	\$	\$
Monitor, mentor, elder or guest choreographer (give name) _____	\$	\$	\$	\$	\$
Other collaborators:	\$	\$	\$	\$	\$
- composer	\$	\$	\$	\$	\$
- lighting designer	\$	\$	\$	\$	\$
- set designer	\$	\$	\$	\$	\$
- costume designer	\$	\$	\$	\$	\$
- other (indicate role)	\$	\$	\$	\$	\$
Travel (bus, train or plane) from _____ to _____	\$	\$	\$	\$	\$
Other artistic fees and costs (provide details)	\$	\$	\$	\$	\$
Artistic Fees and Costs Subtotal	\$	\$	\$	\$	\$
Creation and/or Production Costs:					
Studio rental (provide hourly cost and number of rental hours) \$ _____ x _____ hours	\$	\$	\$	\$	\$
Equipment rental	\$	\$	\$	\$	\$
Music CDs	\$	\$	\$	\$	\$
Costumes (materials and creation)	\$	\$	\$	\$	\$
Set and prop materials	\$	\$	\$	\$	\$
Royalties	\$	\$	\$	\$	\$
Videotapes	\$	\$	\$	\$	\$
Other (provide details)	\$	\$	\$	\$	\$
Creation and/or Production Costs Subtotal	\$	\$	\$	\$	\$
Technical and Administrative Fees:					
Stage manager	\$	\$	\$	\$	\$
Technical director	\$	\$	\$	\$	\$
Other technical costs (provide details)	\$	\$	\$	\$	\$
Administrator	\$	\$	\$	\$	\$
Publicist	\$	\$	\$	\$	\$
Other administrative staff (provide details)	\$	\$	\$	\$	\$
Theatre costs (self- or co-presentation)	\$	\$	\$	\$	\$
Promotional and/or marketing costs	\$	\$	\$	\$	\$
Other (provide details)	\$	\$	\$	\$	\$
Technical and Administrative Fees Subtotal	\$	\$	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$	\$	\$

PART C2 – FINANCIAL INFORMATION: LONG-TERM PRODUCTION GRANTS (continued)									
REVENUES (please indicate with a check mark (✓) all confirmed revenues)									
	Project Budget Year 1	✓	Project Budget Year 2	✓	Project Budget Year 3	✓	Project Budget Year 4	✓	Final Report Only
Earned Revenues: at least one is required for eligibility									
Box office (required for eligibility) Number of tickets _____ x \$_____ per ticket	\$		\$		\$		\$		\$
Co-production and commissioned revenues	\$		\$		\$		\$		\$
Guaranteed fees	\$		\$		\$		\$		\$
Other Earned Revenues									
Program advertisements	\$		\$		\$		\$		\$
Concession	\$		\$		\$		\$		\$
Other (provide details)	\$		\$		\$		\$		\$
Earned Revenues Subtotal	\$		\$		\$		\$		\$
Private Support:									
Fundraising	\$		\$		\$		\$		\$
In-kind services (provide details)	\$		\$		\$		\$		\$
Foundation grants (provide details)	\$		\$		\$		\$		\$
Private Support Subtotal	\$		\$		\$		\$		\$
Public Support:									
Grant requested from this Canada Council program	\$		\$		\$		\$		\$
Other grants: federal (other than Canada Council): <input type="checkbox"/> operating or <input type="checkbox"/> project	\$		\$		\$		\$		\$
provincial or territorial: <input type="checkbox"/> operating or <input type="checkbox"/> project	\$		\$		\$		\$		\$
municipal: <input type="checkbox"/> operating or <input type="checkbox"/> project	\$		\$		\$		\$		\$
Public Support Subtotal	\$		\$		\$		\$		\$
TOTAL REVENUES	\$		\$		\$		\$		\$
TOTAL EXPENSES	\$		\$		\$		\$		\$
TOTAL REVENUES MINUS TOTAL EXPENSES	\$		\$		\$		\$		\$

Note: You are required to round your grant request to the nearest thousand. Also, you must submit a balanced budget (revenues must equal expenses).

PART D1 – AUDIOVISUAL SUPPORT MATERIAL**Requirements and Suggestions for DVD**

You must submit a DVD or CD of your recent work (within the last three years). **You must complete** Part E3 of the form Detailed Description of Audiovisual Material. Provide clear and brief information on what the peer assessment committee will see and hear: the title of the work; the names of the dancers, choreographers and composer; when and where the work was performed; why you chose that material for the committee to watch and listen to; and **how it relates to your project**. The committee members will look at approximately 10 minutes of work sometimes at regular speed and sometimes in fast forward mode.

You may provide up to three pieces of choreography completed in the last three years cued or all on one DVD or CD. Each video may present a complete choreography, a work-in-progress or an edited version of a complete piece. Please do not include work completed as a student, promotional or commercial videos.

Ensure that the dancers and their movements are clearly visible, to give a sense of the movement vocabulary and aesthetics of the work. You may choose to record movement material in the studio without production values: the committee members are not expecting the video to be of commercial quality. Promotional videos are not acceptable.

Try to relate at least one of the video selections to the proposed project. At least one of the pieces should be recent work.

If you are working with a composer, you may wish to send an example, on CD, of his or her work. Please indicate the details in Part D3.

You may wish to highlight other elements of the works (such as sound, sets and lighting). If so, indicate these in Part D3.

Do not submit originals. The Canada Council is not responsible for the loss or damage of support material. Audiovisual support material will be returned to you.

PART D2 – GUIDELINES FOR SUBMITTING AUDIOVISUAL MATERIAL**Video files on CD-RW, CD-ROM, DVD-RW, DVD-RAM or DVD-ROM formats:**

- ensure that all files submitted are independent and do not require plug-ins
- indicate whether the files need to be downloaded on the hard drive in order to be viewed or listened to
- make sure the file names display the name and title listed in Part F3 (for example, 01title.mov, 02title.mp3). Do not use symbols, special characters or quotation marks (#/-«»&|...) in the file name
- include the extension in the file name
- for each file, indicate the minute where you wish the committee members to start and stop their viewing or listening
- specify whether the files must be viewed on a MAC or a PC.

Video DVD (including Blu-ray HD):

- only submit NTSC-compliant DVDs
- indicate the chapter number or menu name
- specify the beginning and the end of the part that you wish the committee members to view.

The support material must be compatible with the hardware and software listed below:

MACINTOSH

- Apple Mac Pro 2 x 2.8 GHz Quad Core
- OS X Leopard
- 320 GB hard drive
- 2 GB of RAM
- 256 MB HD PCI Express Video Card
- CD-RW/DVD-RW/DVD-RAM drive
- Safari or Firefox browser with the following plug-ins: Flash, Shockwave, Adobe Acrobat, RealAudio, RealVideo and QuickTime

PC (IBM compatible)

- HP DC7600
- Windows XP SP3
- 149 GB hard drive
- 2 GB of RAM
- 384 MB Intel Graphics Media Accelerator Q35
- CD-RW/DVD-ROM drive
- Microsoft Office XP SP3
- Internet Explorer 6.X or 7.X equipped with the following plug-ins: Flash, Shockwave, Adobe Acrobat, Windows Media Player, RealPlayer and QuickTime

Surround 5.1 audio is available.

PART D3– DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL

Fill in the boxes below, listing the material that you are submitting in support of your application. Be sure to list the items in order of viewing priority. Clearly label your support material. You may attach a separate sheet for the brief descriptions (maximum of 250 words per item).

Item 1

Title: _____ Date: _____
 Choreographer: _____ Venue: _____
 Dancers: _____ Length of entire work: _____
 Completion or recording date: _____
 Brief description of how the support material relates to the proposed project (limit your description to 250 words):

Special instructions or notes (please identify yourself in the work if applicable):

Time indicator: From _____ to _____ **Format:** CD DVD (Specify chapters)

Item 2

Title: _____ Date: _____
 Choreographer: _____ Venue: _____
 Dancers: _____ Length of entire work: _____
 Completion or recording date: _____
 Brief description of how the support material relates to the proposed project (limit your description to 250 words):

Special instructions or notes (please identify yourself in the work if applicable):

Time indicator: From _____ to _____ **Format:** CD DVD (Specify chapters)

Item 3

Title: _____ Date: _____
 Choreographer: _____ Venue: _____
 Dancers: _____ Length of entire work: _____
 Completion or recording date: _____
 Brief description of how the support material relates to the proposed project (limit your description to 250 words):

Special instructions or notes (please identify yourself in the work if applicable):

Time indicator: From _____ to _____ **Format:** CD DVD (Specify chapters)

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.

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

- Identification of the applicant
- Declaration, with an original signature
- Access support (if this applies)
- Part A1 – Name and location of applicant
- Part A2 – Description of grant request
- Part B – Detailed project description
 - Individuals: artistic statement (if this applies)
 - Collectives or companies: profile (if this applies)
 - Résumé or curriculum vitae for the individual applicant, the key representative of the collective, or the artistic director of the company
 - Short biographies for principal participating artists and collaborators (if this applies)
 - Project description
 - Timeline or calendar of activities
 - Written authorization (if this applies)
 - Letters of support for emerging dance professionals and first-time applicants
 - Additional information to support your application (optional)
- Part C – Financial information
 - Part D1 – Audiovisual support material
 - DVD and (or) CD
 - Part D3 – Detailed description of audiovisual support material

New this year

- 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:

Dance Section

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

APPENDIX A – EXAMPLES OF DANCE GENRES AND SPECIALIZATIONS		
Genres	Sub-Genres	Specializations
Genres		Specializations
ABORIGINAL : Powwow forms, Contemporary, Traditional/Regional, Métis, Inuit, West Coast, Plains		Accompanist
AFRICAN : Afro-Caribbean, Contemporary, Traditional		Animator
BALLET : Classical, Contemporary, Neo-classical		Artistic director
BAROQUE		Artists' management
CAPOEIRA		Arts administrator
CLASSICAL SPANISH : Flamenco		Choreographer
CONTEMPORARY : Aerial, Dance Theatre, Integrated (mixed abilities), Improvisation, Modern, Jazz, Other		Choreographic consultant/dramaturge
DANCE AND MEDIA : Video, Film, New Technologies		Collective
EAST ASIAN : Chinese Opera, Chinese Traditional, Chinese Contemporary, Korean Traditional, Korean Contemporary, Japanese Traditional, Japanese Contemporary, Butoh		Composer
EUROPEAN FOLKLORIC : Percussive, Traditional		Costume designer
MIDDLE EASTERN : Lebanese Folk, Baladi, Contemporary		Dance company
SOUTH ASIAN : Bharata Natyam, Kathak, Odissi, Kathakali, Contemporary		Dance therapist
PERCUSSIVE : Tap		Dancer
URBAN : Hip hop, b-boy, b-girl, Contemporary		Designer
		Festival
		Film/video director
		Historian/researcher
		Multidisciplinary presenter
		Notator
		Photographer
		Presenter
		Producer/production company
		Publisher
		Rehearsal director
		Service organization
		Specialized presenter
		Stage manager
		Teacher
		Writer
		Elder
		Other
OTHER (specify):		



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.

**Personal information collected on this form will be stored in the personal information bank for the appropriate program.
PROTECTED WHEN COMPLETED**

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: _____