



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

DANCE SECTION

Support Services to the Dance Milieu: Multi-year and Annual Funding

Follow these **three steps** to apply for this grant:

Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amount, assessment process and criteria, etc. Be sure to read the Instructions for Completing the Application Form page, too.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Program Officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the checklist (Part F of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

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

Deadlines

15 November 2011 for Annual funding.

The next deadline for Multi-year funding is 15 November 2012.

If these dates fall on a weekend or statutory holiday, the deadlines move 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

William Lau

Program Officer

Dance Section

Canada Council for the Arts

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Ottawa ON K1P 5V8

william.lau@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5502

TTY: 1-866-585-5559

DAG3E 09-11



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 of Canadian dance artists at home and abroad.</p>
<p>Program Description</p>	<p>The Support Services to the Dance Milieu: Multi-Year and Annual program provides multi-year and annual funding to Canadian dance organizations and associations that are dedicated to developing professional dance in Canada by providing services and related opportunities.</p> <p>Multi-year and Annual grants are available to Canadian dance organizations and associations that do any of the following:</p> <ul style="list-style-type: none"> • offer a range of services to a regional community of artists, collectives and (or) companies; for example, consulting, dance space, administrative services, opportunities for professional development • provide management to no fewer than three individuals, collectives and (or) companies • carry out sustained activities in dance archiving and (or) discourse related to professional Canadian dance • provide a sustained program of choreographic exploration and development, and • undertake national advocacy and communication (in both official languages) for the dance community. <p>If you represent a national arts service organization, please read the important notice attached to these guidelines.</p> <p>To apply for project funding, please consult the program’s guidelines and application form located on the Canada Council website at www.canadacouncil.ca/dance.</p> <p>Applicants seeking support for artist representation or agent activities should contact the Audience and Market Development Office.</p>
<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Eligible Applicants</p> <p>All applicants must:</p> <ul style="list-style-type: none"> • be registered or incorporated organizations in Canada • have an appropriate administrative infrastructure, according to the scope and scale of the organization’s activities, and • provide an up-to-date organization profile (Part B of the application form). <p>Multi-year applicants must have received annual support from this program for one year.</p>

<p>Eligibility (continued)</p>	<p>Annual applicants must also:</p> <ul style="list-style-type: none"> • have been in operation for at least five years • have secured financial support from other funding bodies • have made a significant contribution to the professional dance milieu through their activities and services, and • have received a minimum of two project grants from this program. <p>Ineligible Applicants and Activities</p> <p>The following are not eligible for support from this program:</p> <ul style="list-style-type: none"> • libraries, universities and colleges • activities that are partially funded by a university or college as an extension of its primary activities (excluding an in-kind contribution) • pre-professional or professional dance training organizations, and • agents and artists representatives.
<p>Grant Amount</p>	<p>Amount available</p> <p>Grants (multi-year and annual) provide a minimum contribution of \$10,000.</p> <p>Funds are limited, and grants are awarded in a competitive context according to the criteria listed in these guidelines.</p> <p>These grants cannot be used for activities that have already been completed or for expenses that were incurred before the program deadline.</p> <p>Peer assessment is a competitive process within which regular adjustments to grant amounts are made. Funding adjustments, increases or decreases, are based on an organization’s performance against the program objectives and assessment criteria. Adjustments also reflect the funds available and the number of applicants competing for those funds. While an increase to a grant amount does not have a maximum (or up to the maximum grant amount in a program), a decrease as part of the regular peer assessment process for any annual or multi-year competition will not exceed 20%. If your organization is successful in obtaining operating grant funding, it will be subject to the Canada Council Fair Notice to Organizations Policy.</p>

**CADAC
Financial and
Statistical
Reporting**

The Canada Council for the Arts collects financial and statistical information through a national online database called CADAC (Canadian Arts Data / Données sur les arts au Canada). The CADAC website www.thecadac.ca enables arts organizations applying for operating funding from public funders that are partners in CADAC to submit their financial and statistical information in the same format.

Arts organizations that apply for an operating grant at the Canada Council for the Arts are required to use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” to submit the information that is required in Part C of the attached application form. Please go to the CADAC website www.thecadac.ca to access and use these forms. Step-by-step instructions for the process of completing, uploading, and submitting the required information is provided in Part C of the attached application form.

Applicants are encouraged to review the following guides at www.thecadac.ca/cms/en/guides.html for useful instructions on how to complete both the CADAC Financial and Statistical Forms.

- CADAC Financial Form for Arts Organizations:
<https://www.thecadac.ca/Help/FinancialForms/Eng/Financial%20Form1.html>
- CADAC Statistical Form for Arts Organizations:

<https://www.thecadac.ca/cms/en/documents/StatsformguideJune22-2011.pdf>

<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>The program officer reviews applications for eligibility according to the eligibility criteria.</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, whose members will be selected for their involvement with and knowledge of dance in Canada, and to reflect a broad range of professional experience. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grants Decisions,” posted on the Canada Council’s website.</p> <p>Assessment Criteria</p> <p>The peer assessment committee functions as a team. The peer assessment committee will review your written application and support material, including financial information. They will discuss the Canadian dance ecology and debate mechanisms for the development of professional dance in Canada. Peer assessment committee members who are familiar with the activities of an organization or an individual may contribute their own perspectives on the applicant’s effectiveness in delivering the kind of activity proposed in its application. The peer assessment committee also considers the equity priorities of the Canada Council.</p> <p>The peer assessment committee will base its review of applications on the program’s objectives and 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>Applications are reviewed according to the criteria described below.</p> <p>Contribution to the development of the professional dance milieu (40 percent)</p> <p>The peer assessment committee will consider the clarity, focus and quality of the applicant’s analysis of its context and its target clients, as well as its ongoing review and response to these analyses. The committee will consider:</p> <ul style="list-style-type: none"> • the applicant’s organizational or business objectives: who developed them, and how; changes in emphasis over the years, if any; and rationale for these changes, such as a needs assessment • the applicant’s clients or programs, clearly prioritized • how the applicant selects or enrolls its clients or participants, using the above framework of objectives, changes or adaptations and clients or programs • the applicant’s work with other agencies, initiatives and networks to advance its own objectives within larger dance initiatives, and • the evaluation tools the applicant uses to assess its achievements.
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<p>Assessment of Applications (continued)</p>	<p>Impact (45 percent)</p> <p>The peer assessment committee will consider the influence or impact of an organization on its stated constituency and on the professional milieu, regionally, nationally and (or) internationally. The committee will consider:</p> <ul style="list-style-type: none"> • the relevance of the applicant’s past, current and projected activity to the development of professional dance in Canada • the applicant’s record of achievement in the provision of services (in some cases, it will be appropriate to assess the successes of the artists or constituents served relative to the services they have received from the applicant) • given its track record, the applicant’s ability to achieve its stated goals over the next one to three years • outreach and (or) market development strategies related to the applicant’s profile and accessibility • the appropriateness of any new initiatives, opportunities, or strategies the applicant has developed for its participants, and • the projected impact of funding on the applicant’s priority activities. <p>Administrative and financial stability (15 percent)</p> <p>The peer assessment committee will consider the applicant’s ability to plan and sustain its activities. The committee will review the appropriateness of:</p> <ul style="list-style-type: none"> • the balance between expenses and revenues, and the ability to forecast the potential risks of a project or initiate development plans • diversification and development of revenue sources, such as other federal, provincial/territorial, municipal or private sector support, either for the organization itself or for its constituents • administrative structure as it affects the applicant’s ability to sustain or implement plans • succession, mentorship and staff planning, and • the ongoing development of policies and strategies at the board level, to support and sustain operations. <p>The peer assessment committee recommends the value and number of grants for final approval by the Board of the Canada Council, within the budget available.</p>
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<p>Fair Notice to Organizations</p>	<p>The Canada Council is committed to a transparent process whereby performance concerns and substantial funding reductions are conveyed to organizations in a timely manner. The Canada Council recognizes the importance of maintaining organizational stability and is dedicated to providing advance notice of adjustments</p> <p>Any grant reduction of more than 20% requires advance notice as per the Canada Council's Fair Notice Policy and will be applied at the next competition deadline.</p> <p>This policy takes effect when an organization is assessed very poorly against the program objectives and assessment criteria and/or the organization's activities change and are no longer consistent with the program objectives.</p>
<p>Concerned Status</p>	<p>An organization may be placed on Concerned Status if they are experiencing organizational instability (usually financial or administrative in nature.) This is a tool to monitor organizational health and to stipulate conditions that need to be satisfied in order for an organization to remain competitive in an operating program. A reduction not exceeding 20% to the organization's grant amount may be made, but it is also possible that the grant amount will remain the same. The organization will be notified in writing explaining why the Concerned Status applies and how the organization will be monitored.</p>

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

<p>Part A – Identification and Declaration</p>	<p>Original signatures are required.</p>
<p>Part B – Profile</p>	<p>It is your responsibility to submit an updated version of your own or your organization’s profile with the application. Under “Contextual Information,” describe the regional, national and (or) international context in which you operate, as well as the milieu directly affected by the activities you outline in the application.</p>
<p>Part C – Basis of Assessment Statement</p>	<p>Please limit Part C of your application to a maximum of 15 pages for Multi-year funding, or 8 pages for Annual funding.</p> <p>Please print on one side only of white, 8½ x 11 inch paper, using a font size of at least 11 points, with one-inch margins. Text exceeding the amount allowed will not be presented to the peer assessment committee.</p> <p>Multi-year and Annual applicants must address the criteria described above in “Assessment of Applications.”</p>
<p>Support Material</p>	<ul style="list-style-type: none"> • Two sample contracts or letters of agreement, if you are engaged by contract or letter and (or) you engage others by contract or letter. • Publications, studies, reports or significant documents your organization has created or co-created in fulfillment of its mandate. • Appendix A: Participant’s Remarks. At least one page must be submitted. A maximum of five will be provided to the Peer Assessment Committee. Any additional pages will be available if the Committee requests to see them.

IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application

Acknowledgement of receipt

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

Response time

You will be informed of the competition results, by mail, 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. You can also contact the Canada Council, in writing, to request the list of peer assessors.

Application preparation

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

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

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

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

Format and layout

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, however.

Colour printing on coloured sheets 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>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 the following condition:</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. <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 payments</p> <p>Annual grants will be paid in two installments:</p> <ul style="list-style-type: none"> • Approximately 90 percent of the grant will be paid at the beginning of the organization’s fiscal year, unless specified conditions must be met before release of this payment. • Approximately 10 percent will be paid once the Dance Section receives and approves the reports noted below. <p>Multi-year grants are paid in two installments as above, for each year of the multi-year period.</p> <p>Changes to grants</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 (for example, changes in the activity budget, to key creative personnel, or to the start or end date) must be approved by the appropriate Program Officer before you carry them out.</p> <p>Final report and financial accounting</p> <p>All successful applicants will be required to submit written reports along with financial and statistical information, according to the schedule outlined on their grant notification form. For revised budgets and statistics, applicants must update the appropriate columns in the CADAC Financial Form for Arts Organizations and CADAC Statistical Form for Arts Organizations and submit them electronically to CADAC.</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.</p>



**Canada Council
for the Arts**

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**Important Notice
Support Services to the Dance Milieu
(Deadline: 15 November)**

If any of the following information applies to your application, you must enclose this sheet, signed and dated, *with* your application.

1. Notice for National Arts Service Organizations Applying to the Support Services to the Dance Milieu Program

- a) In addition to the broad objectives of the Support Services to the Dance Milieu program, the Dance Section has specific objectives in providing annual support to National Arts Service Organizations (NASOs). These are:
- to contribute to national networks of dance organizations, and
 - to increase the services available to the dance community in the areas of communication and advocacy.
- b) In addition to the eligibility requirements of the Support Services to the Dance Milieu Program, NASOs must:
- be governed by a board a majority of whose members must be Canadian artists or representatives of Canadian arts organizations
 - have the mandate to represent, at the national level, professional artists and (or) artistic organizations from a dance discipline; language-based organizations (English or French) must indicate their willingness to contribute to national networks of service organizations in the same specialization
 - be the main representative organization of their artistic discipline or broad specialization, as demonstrated by a broad membership, and make efforts to be inclusive or representative of Aboriginal or regionally and culturally diverse communities and contribute to the Canada Council's strategic priorities
 - make a significant contribution to serve the needs of Canadian artists and (or) arts organizations engaged in the creation, production and dissemination of artworks (this will be illustrated by the applicant's action plan, track record and contribution to the community served through a range of activities encompassing research and analysis, communication and marketing, and professional development), and
 - have been in operation for at least two years, demonstrate sound financial management, and have self-generated revenues that include other sources of funding and significant membership dues.
- c) The evaluative criteria of the program apply to NASOs.

2. Signature

I have read the Notice for National Arts Service Organizations Applying to the Support Services to the Dance Milieu Program.

Where pertinent, this information is reflected and incorporated in my application. This sheet is enclosed with my application.

Name of applicant

Signature of applicant

Date



Support Services to the Dance Milieu: Multi-year and Annual Funding

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

PART A1 – IDENTIFICATION AND AMOUNT REQUESTED

Registered name of organization or legal name of applicant:	Name and address of grant recipient (if different from permanent address):
Permanent address:	
Street and apartment/suite number	Street and apartment/suite number
City	City
Province or territory Postal code	Province or territory Postal code
() ()	() ()
Telephone Fax	Telephone Fax
Email Website	Email Website

Amount requested from this program (see application guidelines): \$ _____

Type of funding requested: Annual

Are you currently receiving an operating grant from the Dance Section? Yes No

Financial year-end (day/month): _____

PART A2 – CADAC ID

You must provide your CADAC (Canadian Arts Data/Données sur les arts au Canada) ID below.

CADAC ID: _____

Note: Go to the CADAC website at www.thecadac.ca if you have not yet registered your organization. You will receive confirmation of your CADAC ID number by email. You must indicate this number above or your application will be considered incomplete.

PART A3 - DECLARATION

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

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

As representatives of the organization, we:

- have carefully read the eligibility criteria for this program, which are described in the application guidelines, and the organization we represent meets the criteria
- understand that our application will not be eligible if any of the organization's final reports that are due for Canada Council grants have not been submitted to and approved by the Canada Council before we submit this application
- accept the conditions of this program and agree to accept the Canada Council's decision, and
- are aware that the Canada Council is subject to the *Access to Information Act* and the *Privacy Act*, as described in the application guidelines.

We confirm that the information contained in this application is complete and accurate, to the best of our knowledge.

ORIGINAL SIGNATURES ARE REQUIRED.

Chairperson

Manager/Executive Director

Signature

Signature

Date

Applicants for multi-year and annual funding: Please note that the appendix attached to this application form may be an important part of your application. Please ask participants to send their completed copy directly to the Canada Council; do not include it with your application.

PART B – PROFILE OF APPLICANT

Your organization's profile (or for sole proprietors, your business profile) will be provided to the peer assessment committee members, to external assessors (where applicable) and to the Board of the Canada Council for the Arts. It is your responsibility to include an up-to-date profile with each application for support.

Please describe your activity, in **a maximum of 3 pages**, on separate sheets of paper. Address each of the points below. To make photocopying easier, print on one side only of white, 8½ x 11 inch paper, with a font size of at least 11 points.

Describe the events or activities that have marked the growth and development of your organization by providing the following information:

A) Factual Information

- the legal mandate of your organization
- the mission statement of your organization
- a brief history (include date established, milestones and accomplishments)
- other relevant information concerning ongoing activities.

B) Contextual Information

Describe the dance milieu in which you work and the niche you occupy within that milieu. How do you see your activities within the ecology of professional dance in a regional, national and (or) international context?

Are you mandated to work in partnership with other organizations? If so, who are these associates and how do you collaborate?

PART C – BASIS OF ASSESSMENT STATEMENT

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

We encourage you to provide enough detail for the peer assessment committee to make informed decisions, but to convey that detail with precision and focus.

- Limit your Basis of Assessment Statement to a maximum of 15 pages for **Multi-year funding** or 8 pages for **Annual funding**.
- To bring a particularly complex issue to the attention of the peer assessment committee, you may attach a supplement to the Basis of Assessment Statement. (maximum of one page)

PART D - STRUCTURE OF YOUR ORGANIZATION	
<p style="text-align: center;">Board of Directors</p> <p>Past President:</p> <p>President or Chairperson:</p> <p>Treasurer:</p> <p>Other officers:</p>	<p style="text-align: center;">Details of Incorporation</p> <p>The organization is incorporated under the following name:</p> <p>Type of charter:</p> <p>Date of charter:</p> <p>Charitable licence number:</p>
<p>Senior Staff (names and titles):</p>	<p>Other Staff (names and titles):</p>
<p>Number of Regular Staff:</p>	<p>Number of Other Staff: (includes term contracts, casual contracts and professional services contracts)</p>
<p>Definitions (for your information)</p> <p>Regular Staff</p> <ul style="list-style-type: none"> ➤ Employment may be full-time or part-time. ➤ Individuals are employed 52 weeks per year, although time may be flexible according to the requirements of the position. ➤ The salary is based on an annual amount, paid in regular instalments. ➤ The position is for an indeterminate period with no end date. ➤ The employer withholds statutory deductions (income tax, EI, CPP/QPP) and other benefits (if applicable). <p>Term Contract Staff</p> <ul style="list-style-type: none"> ➤ May be full-time or part-time. ➤ The salary is for a fixed term and has a planned end date. ➤ The employer withholds statutory deductions (income tax, EI, CPP/QPP) and other benefits (if applicable). 	<p>Casual Contract Staff</p> <ul style="list-style-type: none"> ➤ The employee is paid by the hour. ➤ The contract is for a fixed term and has a planned end date. ➤ The employer withholds statutory deductions (income tax, EI, CPP/QPP) and other benefits (if applicable). <p>Professional Services Contracts</p> <ul style="list-style-type: none"> ➤ The contract is for a specific service that is outside the normal activity of the organization. ➤ There is no employee–employer relationship (the Canada Revenue Agency provides a specific definition for this). No statutory deductions are withheld at source.

PART E – FINANCIAL AND STATISTICAL INFORMATION

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

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

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

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

STEP 1

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

STEP 2

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

OR

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

STEP 3

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

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

Please note that the following type of financial statement is required by the Canada Council for the Arts. If your organization’s last Canada Council annual operating grant was:

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

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

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

PART F –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 and the title of the proposed project on all items.

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

For all applicants:

- Part A1– Identification and Amount Requested
- Part A2 – CADAC ID
- Part A3 – Declaration (with original signatures)
- Part B – Profile of Applicant
- Part C – Basis of Assessment Statement, including any necessary supplemental information related to issues described in the Basis of Assessment Statement
- Part D – Structure of Your Organization
- Part E – Financial and Statistical Information
 - CADAC Financial Form for Arts Organizations** (submitted electronically to CADAC)
 - CADAC Statistical Form for Arts Organizations** (submitted electronically to CADAC)
 - Financial Statements (submitted electronically to CADAC)
- certificate of registration or incorporation in Canada, if not previously submitted
- two sample contracts or letters of agreement, if you are engaged by contract or letter and (or) you engage others by contract or letter
- publications, studies, reports or significant documents your organization has created or co-created in fulfillment of its mandate
- Appendix A: Participant’s Remarks – at least one participant must complete the form and submit it **directly to** the Canada Council for the Arts.

For applicants from national arts service organizations:

- a signed “Notice for National Arts Service Organizations Applying to the Support Services to the Dance Milieu Program”

Send your application to:

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



Participant's Remarks

Applicants for **multi-year** and **annual funding** should distribute a copy of this page to their organization's participants.

**Please return directly to: Support Services to the Dance Milieu, Dance Section, Canada Council for the Arts,
350 Albert Street, P.O. Box 1047, Ottawa ON K1P 5V8**

NOTE: This page must be sent postmarked on or before 15 November 2011. Late submissions will not be considered.

Participant's name and mailing address:

Telephone: (_____) _____

Name of the organization from which support or services were obtained:

To help the Canada Council for the Arts in its assessment process, please answer the following questions as a participant or beneficiary of the organization's services. You can add an extra page if you need more space. (Please type or word-process the extra page using black ink. Print on one side only of white, 8½ x 11 inch paper, in a font size of at least 11 points, with one-inch margins.) Your answers will be treated as constructive observations, and your identity will be kept confidential.

For artists receiving services from the above organization, such as management services and professional development workshops, etc.:

What types of services did you receive from the organization (for example, administrative, management, professional development)? Please describe these services.

For resource persons offering activities under the auspices of this organization:

What kinds of activities did you offer under the auspices of this organization (for example, intensives, specialized workshops)? Please describe these activities.

For all artists:

Did the organization undertake any follow-up (apart from this questionnaire) to the activities and services it provided? If so, please describe this follow-up.

Based on your relationship with the organization, how would you rate its administration, management support, publicity, responsiveness of the organizers/administrators to those they serve, and the quality of the services and activities it provides?

Have you any further comments?
