



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## DANCE SECTION

### Grants to Aboriginal Dance Professionals

Follow these <b>three steps</b> to apply for this grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amounts, assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions about the program or the application process, contact the Program Officer indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> , and be sure to use the <b>Checklist</b> (Part F of the form) to confirm that you have completed all 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.

### Deadline

**1 November**

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

**Geraldine Manossa**

Program Officer

Dance Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

[geraldine.manossa@canadacouncil.ca](mailto:geraldine.manossa@canadacouncil.ca)

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5501

TTY: 1-866-585-5559

Fax: 613-566-4409

DAG16E 07-11

## PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>This program provides support and assistance to Canadian Aboriginal dance professionals (individuals) to pursue projects involving professional development, research, and apprenticeship or mentorship. Individual professionals can identify themselves as being in one of the following categories:</p> <ul style="list-style-type: none"> <li>• emerging</li> <li>• mid-career</li> <li>• established.</li> </ul> <p>Professionals working in all dance world cultures and in a wide range of dance genres and specializations are eligible to apply for support (see Appendix A of the application form for a complete list of eligible specializations).</p> <p>This program co-administers the <b>Jacqueline Lemieux Prize</b>, a \$6,000 award given to an established dance professional who has made a substantial difference for dance in Canada, as nominated by peer assessment committees in this program and the Grants to Dance Professionals program.</p> <p>The program also co-administers the annual <b>Victor Martyn Lynch-Staunton Awards</b>, which provide a \$15,000 award to an outstanding Canadian mid-career dance artist, as nominated by peer assessment committees in this and other programs for mid-career artists.</p>
<p><b>Eligibility</b></p>	<p><b>General Applicant Eligibility</b></p> <p>You are eligible to apply to this program if you are a Canadian Aboriginal dance professional (individual); Aboriginal peoples include First Nations, Métis and Inuit people.</p> <p>If you are a dance professional 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. If you are an established dance professional, you may only apply for support to take sabbatical leave from your professional responsibilities.</p> <p>We recognize the dance profession involves many facets of activity that enhance the dance milieu. Creative, career, and professional activities are eligible in this program.</p> <p>You must also 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>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"> <li>• has specialized training in the artistic field (not necessarily in academic institutions)</li> <li>• is recognized as a professional by his or her peers (artists working in the same artistic tradition)</li> <li>• is committed to devoting more time to artistic activity, if possible financially and</li> <li>• has a history of public presentation.</li> </ul>

## Eligibility (continued)

Note that meeting the eligibility criteria does not guarantee that you will receive a grant.

**Tip:** The level of competition for this program is high. It is recommended that recent graduates from dance programs work and develop a professional portfolio prior to applying to this program.

Full-time undergraduate students enrolled at a dance academy, school, college or university are not eligible to apply.

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. They must have maintained an active professional dance career for **at least one year**, in addition to their advanced studies while in academic settings or as part of specialized training programs. (The Canada Council considers advanced studies to be those beyond a bachelor's degree or the equivalent.).

### **Are you an emerging, mid-career or established artist?**

You must determine your status (as defined below) for this application.

You are considered to be an **emerging dance professional** if you have completed your basic training (as defined by the standards of your dance genre), have gained some professional experience and are ready to undertake a professional career.

- For dancers, this means having performed in at least one professional public presentation (for example, you received payment for one engagement following graduation from a pre-professional training program).
- 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 set and performed using paid professional artists.
- Recognized teachers can apply to this program for professional development of pedagogical skills and knowledge that will enhance the professional milieu. All teachers require a letter of support from an experienced dance professional.
- Designers must have been paid to work on at least one professional production.
- For apprenticeship or mentorship projects, applicants in their final year of a professional training program are not eligible to apply. They must meet the emerging dance professional criteria as described above.
- Other professionals contributing to dance in a non-artistic capacity (including managers, producers, agents, writers and archivists) must have completed at least one significant project in professional dance.

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.

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.

## Eligibility (continued)

**Tip:** Established artists embarking on new specializations must indicate their status as emerging or mid-career artists for this application; and explain this in the artistic statement as indicated in Part B2 of the application form (for example, you might be an established dancer but an emerging choreographer).

### Eligible Activities

#### Professional Development

Your proposed project is eligible if it involves:

- periods of professional development or study (such as attending national or international dance festivals), within self-directed or established programs
- attendance at workshops or training courses that are above the level of basic training
- youth development initiatives, such as exploring new ways of introducing dance to youth
- sabbatical periods for established and mid-career artists: for this program, a sabbatical is defined as a period of leave taken by a dance professional to carry out projects not otherwise associated with their regular duties; this leave of absence can be used for reflection, study or travel. Note that funding for sabbaticals is highly competitive and an average of one grant per year is awarded.

#### Research Projects

Your proposed project is eligible if it involves:

- self directed research that is not related to a specific creation or production
- investigation of technologies for dance, which may involve research to work with video, film or other media
- individual research for writing projects.

#### Apprenticeship or Mentorship Projects

You have an **apprenticeship** arrangement if you will be asking an individual or group (such as a company) to share their knowledge with you, and it is a mutually beneficial experience. It is a **mentorship** arrangement if you will be “passing down” knowledge and sharing expertise with others (either one individual or a group) in a mentoring relationship.

An application for apprenticeship is initiated by the apprentice. An application for mentorship is initiated by the mentor who will offer the mentorship.

To be eligible, your project must allow you to work closely with apprentices or mentors in order to exchange knowledge. You must establish written terms of agreement between yourself and the other party, and that agreement should outline a well-developed project (refer to Part E1 of the application form for a template of an acceptable letter of agreement).

<p><b>Eligibility (continued)</b></p>	<p>Examples of proposed apprenticeship or mentorship arrangements that are eligible for support include:</p> <ul style="list-style-type: none"> <li>• a senior artist or elder wishes to mentor a dancer to provide specific knowledge and/or training</li> <li>• a lighting designer wishes to apprentice with a senior lighting designer to further develop his or her skills</li> <li>• an emerging dancer wishes to apprentice with a specific dance company, and/or an established dance professional.</li> </ul> <p><b>Ineligible Activities</b></p> <p>The following are not eligible for support:</p> <ul style="list-style-type: none"> <li>• commissions (refer to Aboriginal Peoples Production Project Grants in Dance)</li> <li>• the creation/production or remount of a dance work or works (refer to Aboriginal Peoples Production Project Grants in Dance)</li> <li>• project activity affiliated with the applicant’s company, collective or artistic associates</li> <li>• full-time education or training within an academy, a school, college or university</li> <li>• participation in dance competitions</li> <li>• touring (refer instead to the Canada Council’s Dance Touring Grants program)</li> <li>• production and dissemination of Canadian professional screen-based dance works in film or video (refer to the Dance on Screen Production Fund or contact the Media Arts Section about the Grants to Film and Video Artists or Grants to New Media and Audio Artists program)</li> <li>• academic (degree-related) research (contact the Social Sciences and Humanities Research Council (SSHRC) about funding opportunities through their programs)</li> <li>• any new proposal, if you have an outstanding final report due to Canada Council.</li> </ul> <p><b>Restrictions</b></p> <p>An individual may apply for a professional development, research, or apprenticeship/mentorship grant from this program and a production grant from the Aboriginal Peoples Production Project Grants or the Production Project Grants programs, for separate unrelated projects.</p>
<p><b>Grant Amount</b></p>	<p><b>Amount Available</b></p> <p>These grants cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline.</p> <p>Grants are available in increments of \$1,000. You must round your budget request to the nearest thousand.</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><b>Grant Amount (continued)</b></p>	<p><b>Professional Development and Research Projects</b></p> <p>The maximum available is \$20,000.</p> <p>You may use grant funds from this program for travel, tuition, training materials, accommodation, subsistence (maximum of \$2,000 a month), attendance at performances and/or conferences. Eligible research expenses also include fees for a monitor, mentor, elder or invited choreographer; the cost of studio rental; books, documents (audio visual) and documentation; and dancers' fees.</p> <p>You may use the travel portion of the grant to cover inter-city air, rail or bus tickets and local transportation. Air travel costs must be based on the cheapest available airfare. You cannot use travel funds to cover the costs of insurance, travel by your spouse or dependants, or the shipment of personal items.</p> <p><b>Apprenticeship or Mentorship Projects</b></p> <p>The maximum available is \$10,000.</p> <p>Apprentices may use grant funds to pay their mentors and to cover subsistence, studio and dancers' costs. If you will be apprenticing with an organization, institution or company, the host is expected to contribute at least 50 percent of the project costs in either cash or in-kind services.</p> <p>Mentors may use grant funds to cover their subsistence, studio and documentation and to offset participants' costs, if necessary.</p> <p><b>For all Projects</b></p> <p>The purchase of capital equipment is not eligible (such as computers or video cameras). However, rental of equipment is an eligible expense.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>Peer evaluation is fundamental to the Canada Council's decision-making process. Applications to this program are evaluated by a national Aboriginal peer assessment committee.</p> <p>Committee members are selected from Aboriginal communities across Canada, and are chosen for their experience and expertise in dance as well as their significant knowledge of cultural protocol. They are also chosen with consideration to fair representation of the breadth of Aboriginal dance in Canada, gender, generations, Canada's two official languages and the regional diversity of Canada.</p> <p>There are three to five members on each committee, and new committees are selected for each competition.</p> <p>Peer assessment committees are asked to make fair, impartial and informed decisions. Prior to a committee meeting, the Canada Council sends photocopies of all the eligible applications to the committee members. At the meeting, members study the applications, view and listen to the videotapes, DVDs, CDs and other support material, and discuss the applications.</p>

## Assessment of Applications (continued)

On the final day of the meeting, the committee places the applications in priority order, reviews the results to assess the national impact of their recommendations, and discuss the results until they reach their final funding recommendations.

All peer assessment committee decisions are final.

For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grant Decisions,” posted on the Canada Council’s website.

### Assessment Criteria

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.

The specific criteria for a **professional development or research project** are as follows:

- the artistic merit of your work as demonstrated through the support material submitted (video, DVD, etc.)
- your previous achievements
- your contribution to the discipline
- the contribution of the proposed project to your professional development
- your development of vocabulary and knowledge associated with the values of Aboriginal dance.

The artistic criteria applied to **the proposal** are as follows:

- the artistic merit of the proposal and/or its significance to the development of the profession
- the proposal’s contribution to the advancement of your artistic practice
- the proposal’s contribution to the professional development of Aboriginal dance
- the clarity of the proposal and how relevant the submitted support material is to the project
- the abilities of the collaborators in the artistic activity, based on the proposed workplan and their previous achievements
- other possible sources of financing.

**For apprenticeship or mentorship projects**, the committee will consider the above criteria as they pertain to the applicant. In addition, the committee will give priority to the projects whose terms of agreement provide the greatest benefits for both parties involved.

## IMPORTANT INFORMATION FOR APPLICANTS

<b>Processing the application</b>	<p><b>Acknowledgement of Receipt</b></p> <p>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 was received; it does not confirm the eligibility of your application.</p> <p><b>Response Time</b></p> <p>Applicants are informed of the competition results by mail, approximately <b>four months</b> after the application deadline. The Canada Council does not release results by telephone or email.</p> <p><b>Application Preparation</b></p> <p>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.</p> <p>It is important to inform the Canada Council for the Arts of any change of address.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>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.</p> <p><b>Format and Layout</b></p> <p>Where applicable, 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. Paperclips are acceptable, however.</p> <p>Colour printing on coloured sheets and/or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<b>Personal Information</b>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council 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>

## Grant Terms and Conditions

**Before you apply for a grant,** please note all the following conditions:

- 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.
- 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).

**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** (for example, in both visual arts and music) 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.

Each arts disciplines section has its own criteria regarding who is considered to be an established artist.

**If your application is successful,** the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:

### Grant Payment

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.

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.

### Tax Status

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.

### Changes to Proposed Projects or Programs of Work

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.**

**Grant Terms  
and Conditions  
(continued)**

**Expiry Date of the Grant**

The grant funds will be available for your use 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.

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.

**Acknowledgement of Canada Council for the Arts Support**

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.

**Final Report**

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.



## Grants to Aboriginal Dance Professionals

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

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

Name of applicant (please provide your full legal name):  Mrs.  Miss  Ms.  Mr.

Last name

First and middle names

Permanent address:

Mailing address, if different from permanent address:

Street and apartment or suite number

Street and apartment or suite number

City Province or territory Postal code

City Province or territory Postal code

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

Fax Email

Fax Email

### DECLARATION

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

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

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

To be eligible for grant support, you must sign below to confirm all of the following statements:

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Canada Council grant to professional artists (and one travel grant) in any fiscal year (1 April to 31 March).
- 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 this program and agree to abide by the Canada Council's decision.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Signature (an original signature is required)

Printed name

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



## Grants to Aboriginal Dance Professionals

The information that you provide from this point onward will be submitted to the peer assessment committee.

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

<b>PART A – NAME AND LOCATION OF APPLICANT</b>	
<b>Name of applicant:</b>	
Last name	First and middle names
City (permanent residence)	Province or territory
<b>PART B1 – DESCRIPTION OF GRANT REQUEST</b>	
<b>For this application, you are:</b> <input type="checkbox"/> An emerging dance professional <input type="checkbox"/> A mid-career dance professional <input type="checkbox"/> An established dance professional	<b>This application is for the following type of project:</b> <input type="checkbox"/> Professional development <input type="checkbox"/> Research <input type="checkbox"/> Apprenticeship or mentorship
<b>Identify your genre of dance</b> (see Appendix A for a complete list of eligible genres): For example, “The genre of dance is traditional Aboriginal .” _____	
<b>Identify your specialization</b> (see Appendix A for a complete list of eligible specializations): For example, “I am a dancer.” _____	
<b>Indicate the amount you are requesting</b> (round to the nearest thousand; see the application guidelines for the maximum available): \$ _____	
<b>Provide the project’s start date</b> _____ <b>and end date</b> _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>(day/month/year)</span> <span>(day/month/year)</span> </div>	
<b>Indicate the duration of the project</b> (in months): _____	
<b>Provide a brief project description (10 to 15 words; you must complete this section — it is the official description of your request):</b> _____ _____	
<b>Are you seeking other sources of funding for this project?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where else are you seeking funding (e.g., other federal, provincial, municipal or foundation grants)? _____	
<b>Do you have any final reports outstanding from previous Canada Council grants?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

**PART B2 – DESCRIPTION OF PROJECT**

Provide a detailed description of your proposed project. While your responses must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, we encourage you to be as clear, thorough and focused as possible.

Please limit your description to **two pages**, with a minimum type size of 11 points. Print on one side only of white, 8½ x 11 inch paper.

When describing your project, remember that the committee will evaluate your application against the assessment criteria published in the program guidelines. Do not assume the committee has knowledge of you or your work. Provide an artistic statement describing your professional development, training activities, teachers or collaborators (where applicable). Be sure to explain your intended contribution to your art form and to describe the significant qualities of your professional practice or artistic process.

If you are applying for a **professional development** project, explain the importance of the project to your development and why you are choosing to do it now.

For a **research** project, focus on the issues or questions you wish to explore and the means you will use to approach them.

If you are requesting support for an **apprenticeship or mentorship** project, refer to Part E1 of the application form.

**PART C – TIMETABLE**

Please provide a detailed timetable of activities for the duration of your proposed project. Please use a separate sheet, with a minimum type size of 11 points. Print on one side only of white, 8½ x 11 inch paper.

**PART D – FINANCIAL INFORMATION**

Please provide this information by using the Excel document posted on the Grants to Aboriginal Dance Professionals section on the Canada Council's website or, if that is not possible, on the page attached to this application form.

Your budget must balance (revenues must equal expenses).

**PART E1 – SUPPORT MATERIAL**

You are responsible for submitting all support material on time and for insuring the material. Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.

The Canada Council will return submitted videotapes, DVDs, CDs and audio tapes to you, but will keep written support material in your grant file.

- **Curriculum Vitae or Resumé**

Submit two pages (maximum) of your curriculum vitae or resumé. Demonstrate that you have completed basic training in your genre and specialization. Only include your professional (not student) work and experience relating to your artistic development.

**Tips for Your Curriculum Vitae or Resumé**

- Training, experience and teaching: List where you studied, for how long, the techniques studied and the names of your principal teachers, mentors and/or elders.
- Choreographies and performance experience: Provide the title, date, length, collaborators, place, context, etc. for your presentations, in date order.
- Agents, managers and producers: Tell us about your experience in dance and in the arts, including both non-profit and commercial activities.

- **Brief Biography:** Include a half page written biography.

- **Letter of Support** One letter is required for Aboriginal emerging dance professionals and non-artistic professionals in dance; this is not required for mid-career and established artists.

You must have one person familiar with your work (such as a peer, elder, teacher or mentor) write a letter of support for you. This must be written by someone who is not involved in the project. Guidelines for letters of support are included in this application form. **The letter must be submitted with your completed application form.**

**Tips for Your Letter of Support**

This letter should provide the peer assessment committee with information about you that will help the committee gain insight into your work as a dance professional. Therefore, it is preferable for you to choose an appraiser who has followed your career path over the years.

- **Letter of Confirmation:** Include letters of intent from any collaborators or other key professionals (artists, teachers) working with the project. This letter should confirm their participation in the project.

**Clarification:** Letters of confirmation are written by people involved in the project, whereas letters of support must be from people unaffiliated with the proposed project.

**All letters must be submitted with your completed application form.**

**PART E1 – SUPPORT MATERIAL (continued)****Letter of Agreement (for apprenticeship or mentorship projects and projects that involve collaborators)**

If you are applying for support of an apprenticeship, mentorship project or your project involves collaborators, you must submit a copy of the agreement between yourself and the other party. Please note that this is an example of the kind of information that should be contained in a letter of agreement. It is the minimum required by the peer assessment committee when reviewing your application. You may decide to create your own template and agree on more terms, but **the following five points must be covered.**

Please provide the required information on a separate sheet or sheets.

**A) Objectives of the Project**

- For you, as the applicant
- For the other party

**B) Confirmation of dates**

- **Must be included in the letter of agreement**

**C) Financial Agreement (including in-kind donations)**

- Please provide details, including the value of any services offered (classes, rehearsal time, private sessions, etc.).
- If you are apprenticing with an organization, institution or company, the host must provide at least 50 percent of the total cost of the project, in funds and/or in-kind services.

**D) Contingency Plan Regarding Disputes and Non-Compliance**

Indicate how you and the other party intend to jointly manage disputes and/or changes of plans. Regularly scheduled reviews of the agreement and check-in points during the project period are suggestions.

**E) Signatures of Both Parties (for apprenticeship or mentorship projects only)**

You should state that your letter of agreement forms an essential part of your application for support of an apprenticeship or mentorship project under the Grants to Dance Professionals program. Indicate that the Canada Council for the Arts is not a party to your agreement. Include an identification and signature block, as follows:

**EXAMPLE**

This document forms the basis of a project agreement between \_\_\_\_\_,  
the applicant, and \_\_\_\_\_, the collaborator, organization, mentor or apprentice.

\_\_\_\_\_  
Applicant's signature Date

\_\_\_\_\_  
Other party's signature Date

Short Project Description: \_\_\_\_\_

Provide the project's start date \_\_\_\_\_ and end date \_\_\_\_\_  
(day/month/year) (day/month/year)

**PART E2 – AUDIOVISUAL MATERIAL REQUIREMENTS**

If you are a dancer, choreographer or teacher, you must submit videotapes or a DVD of your recent work (within the last three years). **You must complete** Part E4 of the application form, Detailed Description of Audiovisual Material.

Provide clear 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 a maximum of 10 minutes of work, sometimes at regular speed and sometimes in fast forward mode.

**Dancers and choreographers** – You may provide up to three pieces of choreography completed in the last three years, each on a separate videotape or DVD (clearly identified and cued). You may submit all works on one DVD with a selectable menu of chapters. 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 or promotional videos.

**Tips for Audiovisual Material**

Ensure that the dancers and their movements are clearly visible to give a sense of the movement vocabulary and aesthetics. 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 eligible.

Try to relate at least one of the video selections to the project. At least one of the pieces should be very recent work (within the last year or so).

**Dancers** – Select audiovisual support material that shows your range of expression as a performer and, where appropriate, your technical abilities. Make sure to identify yourself in the video material submitted.

**Choreographers** – Select support material that shows your choreographic vocabulary and breadth of expression. It should demonstrate the foundation upon which you will undertake the proposed project.

Highlight other elements of your work (such as sound, sets and lighting) in Part E4 of the form Detailed Description of Audiovisual Material.

**Teachers** – Submit a videotape or DVD that shows you teaching for approximately 15 minutes. Please ensure that the videotape or DVD picks up the comments and corrections you are making to the students. Committee members want to see an overview of the class's direction and be able to move to specific parts.

**PART E3 – OTHER SUPPORT MATERIAL**

**Designers** – Submit 10 photographs of past productions, or a videotape or DVD if appropriate. Clearly indicate your name on your submitted material, and your role in the productions.

**Historians and critics** – Submit a maximum of five pages of critical writing and/or various reviews.

**Accompanists** – Submit a CD or audio cassette and a videotape or DVD of your work in class or in performance.

**Agents, managers and producers** – Provide one letter of support from a peer or mentor.

**Professional development and research projects** – Provide information on the institution, organization or company where you will be studying (if relevant).

**PART E4 – 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.

Send a **maximum of three items** on separate cued **videotapes, DVDs** or on separate cued **audio tapes or CDs**.

**Due to time limitations, the peer assessment committee may not be able to view or listen to all of the audiovisual material that you submit.**

**Item 1**

Title:  
 Applicant's credit or role (choreographer, dancer, etc.):  
 Medium (videotape, DVD, audio tape, etc.):                      Length of original work:  
 Running time:    Completion or recording date:  
 Brief description of how the support material relates to the proposed project:  
 If you are dancing in the work, please identify yourself:  
 Special instructions or notes:

**Track number:** \_\_\_ **Time indicator:** From \_\_\_\_\_ to \_\_\_\_\_ **Video standard:**  VHS  DVD (Specify chapters)  
 Cued  Yes  No

**Item 2**

Title:  
 Applicant's credit or role (choreographer, dancer, etc.):  
 Medium (videotape, DVD, CD, audio tape, etc.):                      Length of original work:  
 Running time:    Completion or recording date:  
 Brief description of how the support material relates to the proposed project:  
 If you are dancing in the work, please identify yourself:  
 Special instructions or notes:

**Track number:** \_\_\_ **Time indicator:** From \_\_\_\_\_ to \_\_\_\_\_ **Video standard:**  VHS  DVD (Specify chapters)  
 Cued  Yes  No

**Item 3**

Title:  
 Applicant's credit or role (choreographer, dancer, etc.):  
 Medium (videotape, DVD, CD, audio tape, etc.):                      Length of original work:  
 Running time:    Completion or recording date:  
 Brief description of how the support material relates to the proposed project:  
 If you are dancing in the work, please identify yourself:  
 Special instructions or notes:

**Track number:** \_\_\_ **Time indicator:** From \_\_\_\_\_ to \_\_\_\_\_ **Video standard:**  VHS  DVD (Specify chapters)  
 Cued  Yes  No

**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.**

**Note: A maximum of 12 pages including the application form will be submitted to the peer assessment committee.**

- Identification of Applicant
- Declaration (an original signature is required)
- Part A – Name and Location of Applicant
- Part B1 – Description of Grant Request
- Part B2 – Description of Project
- Part C – Timetable
- Part D – Financial Information
- Part E1 – Printed Support Material
  - Your Curriculum Vitae or Resumé (maximum of **two pages**)
  - A brief biography (maximum of **half a page**)
  - Letter of support (one letter required for emerging Aboriginal dance professionals and non-artistic dance professionals). This letter must be enclosed with your completed application form **or your application will be rendered ineligible.**
  - Letter of confirmation from participating key professionals confirming their involvement
  - Letter of agreement (required for apprenticeship, mentorship projects and projects involving collaborators)
- Part E3 – Other Support Material
  - Information on the institution, organization or company where the applicant will be studying (if required)
  - Critical writing or reviews (for historians and critics; maximum of five pages)
- Part E4 – Detailed Description of Audiovisual Support Material
  - Videotapes or DVD (for dancers, choreographers, teachers and accompanists)
  - Photographs, videotape or DVD (for designers)
  - CD or audio cassettes (for accompanists)

**New this year**

- Voluntary Self-Identification form (included after the Guidelines and Application Form)  
You are encouraged to fill out this voluntary self-identification information 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 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 – ELIGIBLE ABORIGINAL DANCE GENRES AND SPECIALIZATIONS		
Genre	Sub-Genres	Specializations
Aboriginal	Powwow forms Contemporary Traditional/regional West coast Métis Inuit Plains	Accompanist Animator Artistic director Artists' management Arts administrator Choreographer Choreographic consultant/dramaturge Collective Composer Costume designer Dance company Dance therapist Dancer 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



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## **Guidelines for Letter of Support Grants to Aboriginal Dance Professionals**

**NEW:** Note that your appraisers must submit their letters of support to you for submission with your completed application sent to the Canada Council for the Arts on or before 1 November. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.  
**ONLY ONE LETTER OF SUPPORT IS NOW REQUIRED.**

If you are an **emerging or non-artistic Aboriginal dance professional** (such as archivist, manager, administrator, etc.) applying to the Grants to Aboriginal Dance Professionals program, you must send a copy of these guidelines to one senior artist familiar with your work. (If you are a mid-career or established dance professional, letters of support are optional but appreciated by the peer assessment committee.)

Your chosen appraiser must not be affiliated with the proposed project.

Provide your appraiser with these guidelines and a copy of Part B2 (Description of the Project) and Part D (Financial Information) of your completed application form so that he or she has a sense of the project as it is being presented to the peer assessment committee.

### **Dear Appraiser:**

Thank you for agreeing to provide the Canada Council for the Arts Dance Section with a letter of support for this applicant. It helps the peer assessment committee, particularly when the committee members are not familiar with the applicant, to gain some insight into his or her work as a dancer, administrator, teacher, etc. To help you prepare your letter, here is some background about the Grants to Aboriginal Dance Professionals program.

It is open to all Canadian dance professionals (individuals), including dancers, choreographers, animators, teachers, notators, critics, designers, historians, accompanists and administrators.

The program provides support to emerging, mid-career and established Aboriginal dance

professionals. Professionals working in all dance world cultures and a wide range of dance genres are eligible.

Aboriginal Dance professionals can apply to this program for support of professional development, research and apprenticeship or mentorship projects.

### ***Eligible Grant-Supported Activities***

#### **Professional development**

- periods of professional development or study (such as attending national or international dance festivals) within self-directed or established programs
- attendance at workshops or training courses that are above the level of basic training
- youth development initiatives, such as exploring new ways of introducing dance to youth
- sabbatical periods for established and mid-career artists.

#### **Research Projects**

- self directed research that is not related to a specific creation or production
- investigation of technologies for dance, which may involve research to work with video, film or other media
- individual research for writing projects.

**Apprenticeship or mentorship** projects allow both the applicant (who can be either the apprentice or the mentor) and the other party (the mentor, company, individual or group) to benefit

from working closely together in order to exchange knowledge.

**An apprenticeship** arrangement is when one party asks another to share knowledge and it is a mutually beneficial experience. This can be done either on a one-to-one basis or as one person apprenticing with a company. **Mentorship** involves an applicant initiating a project that allows him or her to “pass down” and share expertise with others in a mentoring relationship. A mentor may choose to work with one individual or a group.

### *Assessment Criteria for Applications*

In evaluating the applications, the peer assessment committee will consider the following if the applicant is requesting funds for a **professional development or research project**.

The artistic criteria applied to **the applicant** are as follows:

- the applicant’s previous achievements
- the potential impact of the proposed activity on the applicant’s artistic path
- the applicant’s development of vocabulary and knowledge associated with the values of Aboriginal dance.

The artistic criteria applied to **the proposal** are as follows:

- the proposal’s artistic intent and merit
- the proposal’s contribution to the advancement and professional development of the applicant
- the proposal’s contribution to the professional development of Aboriginal dance
- the clarity of the proposal and the pertinence of the support material
- the abilities of the collaborators in the artistic activity, based on the proposed workplan and their previous achievements
- other possible sources of financing.

For **apprenticeship or mentorship projects**, the committee will consider the above criteria as they pertain to the applicant. In addition, the committee will give priority to the projects whose terms of agreement provide the greatest benefits for both parties involved.

Please note that **letters of support must** be written by an established artist who is unaffiliated with the proposed project.

## *Letter of Support*

### *Contents:*

Your letter of support should include the following points:

- 1) Your name, position or occupation, and address
- 2) The date of your letter and your signature
- 3) The length of time you have known the applicant
- 4) Your impressions of the applicant's past work (for example, you might want to discuss a performer's abilities, musicality and creativity; a choreographer's ability to convey his or her point of view through movement, the work's structure, the sense of theatre, lighting, sets and props; or an administrator's track record or perceived abilities in the field)
- 5) The applicant's contribution to the discipline
- 6) The activities' importance to the artistic development of the applicant (for professionals working in non-artistic capacities, the project's importance to the applicant's career)
- 7) The applicant's potential as a dancer, administrator, teacher, etc., including strengths and weaknesses with reference to his or her area of specialization
- 8) The applicant's ability to carry out the project and to use the grant effectively
- 9) Any other comments you feel would be useful to the committee.

Note that the Privacy Act applies to the Canada Council for the Arts. The Canada Council keeps the information that you supply in the applicant's grant file which is considered confidential.

### *Preparation and Submission of Your Letter of Support*

Please use a computer to prepare your letter: do not send a handwritten letter as it will not photocopy well. Give your signed letter to the applicant.

**The applicant must include the letter of support along with their completed application form.**

Applicants who apply online must attach a signed electronic copy of the letter of support with their submission and forward signed originals in the mail. All required documents and support material must be postmarked by the deadline date.

## **Further Information**

For further information on the Grants to Aboriginal Dance Professionals program, contact

### **Geraldine Manossa**

Program Officer  
Dance Section

[geraldine.manossa@canadacouncil.ca](mailto:geraldine.manossa@canadacouncil.ca)

1-800-263-5588 (toll-free) or  
613-566-4414, ext. 5501

TTY: 1-866-585-5559

Fax: 613-566-4409

[www.canadacouncil.ca](http://www.canadacouncil.ca)

DALS16E 07-11



## 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](mailto: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](mailto: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:** \_\_\_\_\_