



Canada Council  
for the Arts

Conseil des Arts  
du Canada

## WRITING AND PUBLISHING SECTION

### Literary Readings and Author Residencies Program: Author Residencies

Follow these <b>three steps</b> to apply for a Canada Council for the Arts grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions about the program or the application process, visit the Canada Council website or contact the Writing and Publishing Section 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 sections of the form and have included all required support material.

### Deadline

**1 March** – For residencies taking place between 1 July and 30 June.

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application 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. **You will not be contacted if your application is incomplete.**

### Further Information

#### **Mona Kiame, Program Officer**

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Canada Council for the Arts  
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## STEP 1 – PROGRAM GUIDELINES

<b>Program Description</b>	<p>The Literary Readings and Author Residencies Program increases knowledge and appreciation of Canadian authors and writing by providing opportunities for authors to read from their works, be in contact with an audience or public, and contribute to the quality of life of a community by their presence.</p> <p>The program has two components:</p> <ul style="list-style-type: none"><li>• <i>Literary Readings</i>, and</li><li>• <i>Author Residencies</i>.</li></ul> <p>These guidelines describe the Author Residencies. (There are separate application guidelines and form for Literary Readings.)</p> <p>Author Residencies provides financial assistance to organizations that wish to retain the services of a writer-in-residence and are able to match the contribution made by the Canada Council. The purpose is to encourage exchange between the author and the community, and to enable the author to work on a writing project.</p> <p>This Canada Council for the Arts program is accessible to Aboriginal arts organizations and to arts organizations from diverse cultural and regional communities of Canada.</p>
<b>Eligibility</b>	<p><b>Hosts of Author Residencies</b></p> <p>Applicants must demonstrate that they have the organizational and financial capacities to host a professionally published Canadian writer in an effective and professional manner. Hosts are encouraged to develop public lecture series or innovative ways of fostering public appreciation for Canadian writing as part of the activities planned for the writer-in-residence. Innovative residencies that involve communities not typically exposed to Canadian literature are particularly encouraged. Residencies involving writers from outside the host’s city are also strongly encouraged.</p> <p>Before applying to the program, host organizations must contact their proposed author to obtain his or her agreement to fulfil the terms of the author residency. A written agreement between the host and the author must be signed and included in the application. Authors do not have to be selected through a call-for-proposals process.</p> <p>Hosts must also determine whether the writers are Canadian citizens or permanent residents of Canada and whether they have been published professionally before the application deadline.</p> <p><b>Duration of Author Residencies</b></p> <p>The duration of author residencies must be a minimum of two months and a maximum of 12 months.</p>

<p><b>Eligibility (continued)</b></p>	<p><b>Invited Writers</b></p> <p>Hosts are strongly encouraged to invite writers from distant communities or remote parts of Canada.</p> <p>Invited writers must be Canadian citizens or permanent residents of Canada and must have been published professionally at least once before the application deadline. Eligible publications include a complete book of fiction, short stories, poetry, drama, children’s literature or literary non-fiction that lends itself to a public reading.</p> <p>Writers-in-residence are expected to devote a minimum of 60 percent of their time to their writing. They should not be assigned any regular teaching duties. Hosts may invite the same author only once every two years.</p> <p>Writers selected for Author Residencies may also apply to the Canada Council’s Creative Writing Grants program, <b>as long as the two applications apply to different periods.</b></p> <p><b>Ineligible Requests</b></p> <p>Requests for authors of travel guides, bibliographies, cookbooks, exhibition catalogues, instruction manuals, self-help books, scholarly books, textbooks, chapbooks and specialized reference works are not eligible for support from this program. Authors whose publication lists include only self-published books, or works in anthologies, literary magazines, web publications, community newspapers, free or student newsletters, or newsletters of associations or other organizations are also ineligible.</p>
<p><b>Grant Amount</b></p>	<p>Grants may range from \$3,000 to \$20,000. Hosts are expected to provide a cash contribution that matches the level of support of the Canada Council. In-kind contributions do not apply to the writer’s salary. The grant can be used to pay the author’s salary. A maximum of 5 percent of the Canada Council’s total contribution can be used toward the author’s travel expenses.</p> <p>Retroactive funding is not available.</p>

<b>Assessment of Applications</b>	<p><b>Assessment Process</b></p> <p>A peer assessment committee will evaluate all eligible applications. Committees are composed of professionals from the writing and publishing community. Committee members will also be selected to ensure fair representation of cultural and regional diversity, Aboriginal peoples, gender and geographic origin, and Canada’s two official languages.</p> <p><b>Assessment Criteria</b></p> <p>The committee evaluates applications based on:</p> <ul style="list-style-type: none"><li>• the literary merit of the writer’s work</li><li>• the congruence of the needs and goals of the writer and those of the host organization</li><li>• the support network in place for the writer at the host organization</li><li>• the contribution of the residency to the cultural life of the host’s community</li><li>• the host’s demonstrated ability to successfully organize and promote the residency.</li></ul>
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## STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

### May I submit extra support material?

No. Submit only the material requested in the application form, and choose carefully the material you include. Extra material will not be shown to the peer assessment committee. This ensures that all applications are assessed on the same basis. Also, committee members have a limited time in which to study each grant application.

### How will I know that my application has been received at the Canada Council?

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

### Is my information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council maintains your personal information in Personal Information Bank CAC PPU 130. All other information may be accessible to others under the Access to Information Act.

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

### When and how will I find out the results of my application?

You will receive the results, by letter, approximately **four months** after the application deadline date. Note that, for privacy reasons, the Canada Council does not release results by telephone or email.

### Can I find out who got a grant and who was on the peer assessment committee?

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at [www.canadacouncil.ca/grants/recipients](http://www.canadacouncil.ca/grants/recipients). You can also contact the Canada Council, in writing, to request the list of peer assessors.

### Are there conditions attached to our grant?

All recipients of Canada Council for the Arts grants must comply with certain conditions, which will be included in the grant notification. Some conditions are described below.

#### ***Grant Conditions***

Once a host organization has received written confirmation of the grant, it must ensure that the terms of the agreement between the host and the author are honoured.

If for any reason the host organization cannot use the grant at the expected time, decides not to carry out the residency or refuses its conditions, it must notify the Canada Council immediately. The host organization must also consult the Canada Council, in writing, about any major changes concerning the grant.

Any unused portion of the grant remains the property of the Canada Council. The grant recipient must repay it on request.

The host organization must, at the request of the Canada Council, repay all or part of the grant if:

- the organization has knowingly provided any false information in the application
- the author is unable to carry out the residency (in full or in part)
- the organization relinquishes artistic and creative control before completing the project
- the grant funds are used for purposes that the Canada Council did not agree to.

The host organizations are responsible for disbursing the funds to writers and must keep detailed, clear financial records. Host organizations are encouraged to diversify their sources of funding. The Canada Council may request verification of costs and proof of payment. Hosts should not send copies of receipts to the Canada Council, but the receipts must be available to the Canada Council on request.

### ***Payment of Grants***

Grant payments for author residencies are made in one instalment, in Canadian funds. Payments are usually made four weeks after the announcement of the committee's decision, unless the host organization has not reported on a previous author residency or has not submitted the Grant Acknowledgement Form.

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

Host organizations 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.

### ***Final Reports***

#### **From Host Organizations**

Author residency host organizations must submit a final report within three months of the completion of the residency. The report must include the following information:

- an outline of events or activities in which the author was involved during the residency period
- a statement of at least one page describing how the residency benefited the community and what was achieved as a direct result of the residency
- a financial summary (complete the last column of Part E – Financial Information in the application form to report the actual revenues and expenses)
- a sample of promotional material used in the residency (in 8½ x 11 inch format).

Any host organization unable to submit a final report by the required date must send a completed "Request for Final Report Due Date Extension" form to the program officer. This form is available on the Canada Council's website.

#### **From Authors**

Authors are expected to send the Canada Council a written final report as well as a completed "Writer's Report on an Author's Residency" form. This form is available through the host organization or on the Canada Council web page for this program.



## Literary Readings and Author Residencies Program: Author Residencies

Please read the application guidelines carefully before completing the form. If you are completing the application on a computer, please use the following format. Type or print **clearly** in black ink.

**The Canada Council for the Arts will not accept applications submitted by fax or email.**

WRITING AND PUBLISHING SECTION, CANADA COUNCIL FOR THE ARTS, 350 ALBERT ST., P.O. BOX 1047, OTTAWA ON K1P 5V8

### PART A1 – IDENTIFICATION OF APPLICANT (HOST ORGANIZATION)

Name of organization:

Mailing address:

Contact person:

Position:

Telephone: ( )

Fax: ( )

Email:

Website:

### PART A2 – IDENTIFICATION OF WRITER TO BE HOSTED

Name of Author:

Permanent address:

Street and apartment/suite number

City

Province or territory

Postal code

Telephone: ( )

Fax: ( )

Email:

Website:

### PART A3 – GRANT REQUESTED

**Amount requested from this program:** \$ \_\_\_\_\_ (see “Grant Amount” in the application guidelines)

**Direct cash contribution from host:** \$ \_\_\_\_\_

**Duration of project:** From \_\_\_\_\_ to \_\_\_\_\_  
(Eligible period: 1 July to 30 June) (day/month/year) (day/month/year)

**Organization’s fiscal year for which funds are being requested:**

From \_\_\_\_\_ to \_\_\_\_\_  
(day/month/year) (day/month/year)

**PART A4 – DECLARATION**

Please sign below to confirm your agreement with the following statements.

As a representative of the host organization:

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets the criteria.
- I accept the conditions of the program as outlined in the application guidelines, and agree to abide by the Canada Council for the Arts' decision.
- I certify that the information contained in this application is accurate and complete, to the best of my knowledge. I will act as sole representative of the organization, and I will keep the other participants (including the author) informed of the contents and outcome of this grant application where applicable.
- I confirm that the invited author is eligible and is a Canadian citizen or permanent resident, as defined by Citizenship and Immigration Canada.
- I have submitted all final reports due for previous Canada Council grants. I understand that my application will not be eligible if any final reports that are due have not been submitted to the Canada council before the application deadline for this grant program.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

Name of contact person: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**AN ORIGINAL SIGNATURE IS REQUIRED**

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

**PART B – PROFILE OF APPLICANT**

Please describe your organization in a **maximum of 400 words**, on attached pages. Address each of the points below. To make the processing of your application easier, print on one side only of white, 8½ x 11 inch paper.

- A brief history.
- Mandate and objectives.

**PART C – PROJECT DESCRIPTION**

While your project description must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, please be as clear, brief and focused as possible. Limit your description to a **maximum of 2,000 words**, in total, for this section.

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

Please provide the following information:

- The focus of the residency, including how and why the author was selected for the residency.
- A description of activities planned for the residency.
- An explanation of how the residency will benefit the author and the community.
- A description of the physical space or office that will be available to the writer.
- A description of how your organization will promote and publicize the residency.

**Assessment Criteria**

Please take into consideration the criteria listed under “Assessment of Applications” in the program guidelines.

**PART D – SUPPORT MATERIAL**

**You must submit the following support material with your application:**

- The author’s curriculum vitae or resumé.
- A 20- to 30-page sample of the writer’s recent work (typed or word-processed, single-sided and suitable for photocopying).
- A signed copy of the written agreement between the author and host detailing the terms and duration of the residency, and the Canada Council and hosts’ contributions (contingent upon approval). You must include the following stipulation in the agreement:

“The author will provide a final report on the use of this grant, and will also submit to the Canada Council a ‘Writer’s Report on an Author’s Residency’ form, which is available through the host organization or on the Canada Council web page for this program.”

<b>PART E – FINANCIAL INFORMATION</b>		
	<b>Projected</b>	<b>Actual</b> <b>(To complete for</b> <b>final report on</b> <b>grant)</b>
	<b>20__ - 20__</b>	<b>20__ - 20__</b>
<b>REVENUES</b>		
<b>Earned revenues</b> (if applicable):		
Ticket sales, fees	\$	\$
Other (provide details)	\$	\$
<b>Grants:</b>		
Municipal government	\$	\$
Provincial/territorial government	\$	\$
Canada Council for the Arts (Literary Readings and Author Residencies program)	\$	\$
Other (provide details)	\$	\$
<b>Host's contributions:</b>		
Host's cash contribution	\$	\$
Host's in-kind contribution	\$	\$
<b>Donations:</b>		
Private sector cash donations	\$	\$
Private sector in-kind donations	\$	\$
Other (provide details)	\$	\$
<b>TOTAL REVENUES</b>		
	\$	\$
<b>EXPENSES</b>		
<b>Artistic:</b>		
Canada Council's salary contribution	\$	\$
Canada Council's travel costs contribution (maximum 5 percent of grant)	\$	\$
Host's cash salary contribution	\$	\$
Host's cash travel costs contribution	\$	\$
Other (provide details)	\$	\$
<b>Production:</b>		
Venue rental	\$	\$
Equipment/technical support	\$	\$
Accommodation (if applicable)	\$	\$
<b>Promotion:</b>		
Publicity	\$	\$
Advertising	\$	\$
<b>Administration:</b>		
Materials	\$	\$
<b>Other (provide details):</b>	\$	\$
<b>TOTAL EXPENSES</b>		
	\$	\$
<b>Net revenues (loss) for period</b>	\$	\$
Accumulated surplus/(deficit)	\$	\$

**PART F – CHECKLIST**

**Please submit your completed application in the following order:**

- Part A1 – Identification of Applicant (Host Organization)
- Part A2 – Identification of Writer to be Hosted
- Part A3 – Grant Requested
- Part A4 – Declaration (with original signature)
- Part B – Profile of Applicant (maximum of 400 words)
- Part C – Project Description (maximum of 2,000 words)
- Part D – Support Material
- Part E – Financial Information
- Part F – Checklist

Do not submit originals or “only copies.” The Canada Council for the Arts is not responsible for the loss or damage, whatever the cause, of support material. Your support material should not include any information that your organization considers confidential. These materials will be sent to peer assessment committee members, and they will not be returned to you.

**Please do not bind or staple your application. Be sure to keep a copy of your completed application form. Remember that the Canada Council will not accept applications postmarked after the application deadline, incomplete applications, or those submitted by fax or email.**