



Canada Council
for the Arts Conseil des arts
du Canada

INTER-ARTS OFFICE

Integrated Arts and Contemporary Circus Art Program: Touring Grants

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

Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Program Officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the checklist (Part E 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 (for tours taking place as of 15 March)**
- **1 May (for tours taking place as of 1 September)**

If one of these dates 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.

Further Information

Sue-Ellen Gerritsen

Program Officer

Inter-Arts Office

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

sue-ellen.gerritsen@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 4679

TTY: 1-866-585-5559

IAG6E 02-12



PROGRAM GUIDELINES

<p>Mandate of the Inter-Arts Office</p>	<p>The Inter-Arts Office is a specialized unit that fosters and supports creative diversity, vitality, recognition and continued excellence of integrated arts, contemporary circus arts and artist and community collaborative practices that are related to these arts (see the Definitions section).</p> <p>It achieves its mandate through the delivery of funding programs for professional artists, collectives or groups, and organizations. These programs work in complement with the other funding programs of the Canada Council for the Arts.</p> <p>In addition to its programs, the Inter-Arts Office seeks to share and generate knowledge and information about current and emerging artistic practices both within the Canada Council and with artistic communities.</p>
<p>Definitions</p>	<p>The following definitions apply to the determination of eligibility to this program and in the assessment of applications.</p> <p>Integrated arts is an approach to artistic practice that combines two or more artistic disciplines to create a new, unified and distinct form. The result is a hybrid in which no single form of art is dominant. While not defined by a particular aesthetic, integrated arts are often characterized by innovative combinations of artistic practices, genres, technology, cultural influences, social engagement and inclusion of diverse perspectives. They can also integrate fields outside of the arts in addition to the artistic disciplines involved.</p> <p>Contemporary circus art is a form of artistic expression that integrates the mastery of one or more circus techniques recognized and taught by professional circus art schools such as the National Circus School. The practice, discourse and works funded by the Inter-Arts Office are those that lead to the creative evolution of this art form and that use circus techniques in original and innovative artistic concepts.</p> <p>Artists and community collaboration is an arts process whereby professional artists and community members actively work together as creative partners in collaborative projects. Activities and projects are joint undertakings in which the process of collaborating is equally important to the art created, and where there is shared decision-making and ownership of project results.</p>
<p>Program Description</p>	<p>This program offers grants to cover costs associated with going on tour. Grants awarded through this program increase national or international exposure for Canadian integrated arts and or contemporary circus arts applicants. The type of assistance available through this program can help expand Canadian markets for the work presented on tour; contribute to the applicant’s development of engaging audiences as well as enhance opportunities for Canadian presenters themselves.</p> <p>Individual artists, collaborations, artist’s collectives or groups and non-profit organizations may apply to either the May 1st or November 15th deadline, or both.</p>

<p>Program Objectives</p>	<p>This program seeks to:</p> <ul style="list-style-type: none"> • assist with the cost associated with Canadian integrated arts and contemporary circus arts on tour within Canada or abroad. • contribute to the development of national and international engagement for Canadian presentation of these art forms. • enable applicants to respond to invitations to show work. • increase, expand and enhance Canadian markets for the applicant and works presented on tour.
<p>Eligible Applicants</p>	<p>All applicants must:</p> <ul style="list-style-type: none"> • work in the integrated arts or the contemporary circus arts or related artist and community collaborative arts • have had at least two verifiable public presentations of an integrated arts or contemporary circus art work in a professional context before the program deadline. <p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Artists’ collectives and groups and non-profit organizations</p> <p>Artists’ collectives and groups must have been in existence for at least two years before the deadline for which they are applying.</p> <p>Non-profit organizations must have been incorporated as a non-profit organization for at least two years before the deadline for which they are applying.</p> <ul style="list-style-type: none"> • If your organization is receiving operating support from the Inter-Arts Office, it can apply for a Touring Grant but the costs cannot overlap with budget items requested in the organization’s operating grant. Organizations must state how the proposed touring activities fall outside regular operating costs. • If your organization is receiving operating funding from another Canada Council section or program, it is not eligible to apply to Inter-Arts Office programs. <p>Individual artists and collaborations</p> <p>To apply to the Canada Council for the Arts, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p>You must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> • has specialized training in the artistic field (not necessarily in academic institutions) • is recognized as a professional by his or her peers (artists working in the same artistic tradition) • is committed to devoting more time to artistic activity, if possible financially.

<p>Eligible Applicants (continued)</p>	<p>To meet the definition of a professional artist in the Integrated Arts and Contemporary Circus Art program you must also have:</p> <ul style="list-style-type: none"> • maintained an integrated arts or contemporary circus art practice for at least one year before the competition deadline • a minimum of one year of public presentation or publication in integrated arts or contemporary circus arts. <p>Full-time undergraduate students at a school, college or university are not eligible to apply.</p> <p>If you are a graduate student, you are only eligible to apply if you meet the definition of a professional artist and your proposed program of work is not related to your program of study. (You must include in your application a letter from the graduate student program director to verify this information.)</p>
<p>Eligible Activities</p>	<p>To be eligible for funding from this program, the proposed activities must fall outside the framework of existing funding programs offered by the Canada Council’s Dance, Media Arts, Music, Theatre, Visual Arts, or Writing and Publishing sections.</p> <ul style="list-style-type: none"> • You can apply for a grant to undertake a tour of integrated arts or contemporary circus art work, within Canada or abroad but outside your home region. A tour is defined as a series of two or more performances or presentations in different cities or towns, more than 750 kilometres from the area where the applicant ordinarily resides. • Under exceptional circumstances, single presentations are eligible. • You must be responding to invitations to present at professional presentation venues or festivals. At least one written confirmation from a presenter must be submitted with your application. <p>Touring activities must take place as of 15 March for the 15 November deadline and after 1 September for the 1 May deadline.</p> <p>Safety and ethical considerations</p> <p>Projects must meet all ethical and safety standards relevant to them and necessary for their completion at a professional level. Any project involving an activity with potential ethical or safety issues (for example, the inclusion of animals or artistic work that may pose a risk for injury or damage to either the applicant or other parties) will require documentation that proves all foreseeable risks have been considered. These documents, in the form of permissions, waivers, letters or other material, must be attached to your application as part of its support documents. Your proposal should address how such considerations will be managed.</p>

<p>Grant Amount</p>	<p>These grants cannot be used for projects that have already been completed or for expenses incurred before the program deadline.</p> <p>You may apply for a maximum of \$30,000. In exceptional situations (for example, for tours that involve very large-scale works) you may request more than \$30,000, but only with the written consent of the Inter-Arts Office.</p> <p>You might not be awarded the full amount requested. The peer assessment committee could award a grant to cover specific activities or sets of activities within your application, in which case you will be asked to submit a revised budget.</p> <p>Eligible expenses</p> <ul style="list-style-type: none"> • Travel, per diem, accommodation and transportation costs within Canada or abroad. • Salaries of artists on tour. • Fees for marketing and administration personnel who are hired on a contract basis specifically to manage or market the tour. • Tour-specific insurance costs. • Equipment rental, shipping, freight, equipment transport and safety and/or access related expenses. • Costs of a local crew while on tour. • Costs for the design, preparation and translation of publicity material specific to a tour. <p>Ineligible expenses</p> <ul style="list-style-type: none"> • Annual salaries for staff. • Capital costs and the cost of purchasing equipment. • Costs for the purchase of or major modifications to production elements, such as sets, props and costumes or modifications which could be considered pre-production costs.
----------------------------	--

<p>Access Support</p>	<p>When applying for a grant, individuals or members of a group, collective or ensemble who are Deaf or have disabilities may request additional funds to cover expenses for specific services and support which are required to carry out the proposed eligible activities.</p> <p>The Canada Council may contribute toward access-related expenses that are not listed in Part C2 – Summary budget form.</p> <p>Eligible expenses</p> <p>Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> • sign language interpretation • a personal attendant • a guide • rental of specialized equipment. <p>Ineligible expenses</p> <ul style="list-style-type: none"> • major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.) • services and supports for which an individual is already receiving funding • services and supports which are not directly tied to the activities supported by the grant. <p>These requests are reviewed on a case-by-case basis and are not shared with the peer assessment committee. Please contact the Program Officer if you have any questions about your request.</p>
<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists by their peers. 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>The recommendations made by the peer assessment committee are final.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Decisions,” posted on the Canada Council’s website.</p> <p>Assessment criteria</p> <p>The peer assessment committee will base its review of applications on the assessment criteria listed below. The committee’s decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p>

<p>Assessment of Applications (continued)</p>	<p>Artistic merit (60 percent)</p> <ul style="list-style-type: none"> • Artistic merit of the proposed activities. • Artistic merit of the proposed process and strategies. • Artistic interest of the proposed partnership collaborations, where this applies. • For projects and (or) programming involving creative research, the clarity and appropriateness of the methodology and the specific research questions to be addressed. <p>Impact (20 percent)</p> <ul style="list-style-type: none"> • Potential impact of the proposed activities on the artistic development of the artists or organizations involved. • Potential impact on the artistic milieu and (or) arts communities. • Potential impact on the audiences and communities for which the activities are intended. Also, where this applies, the extent of community outreach. • Quality of engagement with an audience or audiences. • Contribution to the development and evolution of integrated arts and (or) contemporary circus art practices. <p>Viability (20 percent)</p> <ul style="list-style-type: none"> • Strength of commitment of the applicant and all partners, and the clarity of the partners' roles, where this applies. • Reasonable balance of revenue sources, considering the nature of the activities. • Balanced budget (total expenses equal total revenues). • Scale and scope of activities that are appropriate to the applicant's abilities. <p>Assessment criteria for artists and community collaboration projects</p> <p>When considering projects where artists and community collaboration is the main intent, the peer assessment committee will, in addition to the assessment criteria listed above, include the following assessment criteria:</p> <ul style="list-style-type: none"> • The merit of the proposed collaborative process (where clear and appropriate strategies and processes must be outlined to ensure a successful collaborative relationship). • The relevance of the project for participating community members and for the artists involved. In particular, the relevance for youth, Aboriginal communities and culturally diverse communities. • The artistic merit of the company or artists involved and their proven ability to carry out such a project, as demonstrated by their resources, expertise and past performance. • The potential public impact of the project.
--	--

IMPORTANT INFORMATION FOR APPLICANTS

<p>Processing the Application</p>	<p>Acknowledgement of receipt</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 has been received; it does not confirm that your application is eligible.</p> <p>Response time</p> <p>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.</p> <p>Application preparation</p> <p>For examples of grants previously awarded by the Inter-Arts Office, consult the Searchable Grants Listing at www.canadacouncil.ca/grants/recipients.</p> <p>You are responsible for providing all required information to confirm your eligibility and the eligibility of your proposed tour activities. The Canada Council will make eligibility decisions based on the information you provide in this application and will not contact you for additional information. If your application is found to be ineligible, you will be sent a letter of explanation.</p> <ul style="list-style-type: none"> • The Canada Council will make decisions about your eligibility based on the information you provide in your application. • Submit only the material requested. Extra material will not be shown to the peer assessment committee. • Carefully choose the material you submit in support of your application as committee members have limited time in which to study each grant application. • Do not submit originals. Support material will not be returned to you. The Canada Council is not responsible for the loss or damage of support material submitted. <p>Format and layout</p> <p>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. These documents must not be bound, placed under plastic or stapled. Paper clips 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>
<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>Personal Information (continued)</p>	<p>For this program, the Canada Council for the Arts requests that you indicate your year of birth on the application form. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the peer assessors.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>
<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note all the following conditions:</p> <ul style="list-style-type: none"> • You may not apply to this program for support of the same activities that appear in any other current request to the Canada Council or that have already been funded by the Canada Council. • If your application is unsuccessful in a program competition, you may resubmit it only one more time to a competition for the same program. • 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>Proof of unpaid leave</p> <p>If you work full time and are successful in obtaining a grant from this program, you must submit proof of unpaid sabbatical or other professional leave without pay. The Canada Council will not release the grant payment until it has received this document.</p> <p>Grant payment</p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form, which will be provided with your grant notification letter.</p> <p>Because grants and awards are taxable income, you may wish to receive the funds in the same year or years that you will have grant expenses. If your project or program of work will be carried out over two or more calendar years, you may request that your grant be paid in more than one installment.</p> <p>Tax status</p> <p>Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p> <p>Changes to proposed projects or programs of work</p> <p>If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the Canada Council immediately. Any changes to funded projects or programs of work (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>Grant Terms and Conditions (continued)</p>	<p>Expiry date of the grant</p> <p>The grant funds will be available to complete your project/ activity/ work for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your grant.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council Program Officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p>Acknowledgement of Canada Council for the Arts support</p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p>Final report</p> <p>You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p>
--	--



Integrated Arts and Contemporary Circus Art Program: Touring Grants

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

IDENTIFICATION OF APPLICANT	
Name of applicant (please provide your full legal name):	
<input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. Year of birth: _____ _____ Last name _____ First and middle names	Contact person for collectives and organizations: _____ Last name _____ First and middle names
Permanent address: _____ Street address and apartment or suite number _____ City Province or territory Postal code _____ Telephone (residence) Telephone (business) _____ Email	Mailing address, if different from permanent address: _____ Street address and apartment or suite number _____ City Province or territory Postal code _____ Telephone (residence) Telephone (business) _____ Email
For collaborations, first co-applicant : <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. Year of birth: _____ _____ Last name First and middle names Permanent address: Mailing address, if different from permanent address: _____ Street address and apartment or suite number Street address and apartment or suite number _____ City Province or territory Postal code City Province or territory Postal code _____ Telephone (residence) Email Telephone (residence) Email	
For collaborations, second co-applicant (if this applies): <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. Year of birth: _____ _____ Last name First and middle names Permanent address: Mailing address, if different from permanent address: _____ Street address and apartment or suite number Street address and apartment or suite number _____ City Province or territory Postal code City Province or territory Postal code _____ Telephone (residence) Email Telephone (residence) Email	

PART A4 – DECLARATION

Will you permit the Canada Council for the Arts to include your name, address and email on its mailing list?
(This information will be used for Canada Council business only, including surveys.) Yes No

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

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

As an individual artist,

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's decision.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Signature of applicant or lead applicant

Date

Signature of first co-applicant (if this applies)

Date

Signature of second co-applicant (if this applies)

Date

Original signatures are required.

As a contact person for a collective or organization,

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I confirm that the applicant I represent meets these criteria.
- I understand that the applicant I represent is not eligible to apply to this program until all their overdue final reports have been submitted and approved.
- I accept the conditions of the program and agree to accept the Canada Council's decision.
- I will act as the only representative of the applicant, and I will keep the other participants informed of the contents and outcome of this grant application.
- 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 confirm that the statements in this application are accurate and complete, to the best of my knowledge.

Signature: _____ Date: _____

An original signature is required.

ACCESS SUPPORT (if this applies)

Applicants who have disabilities may apply for additional funds to cover expenses for specific services and support without which the applicant will not be able to travel. **Please see the Access Support section in the program guidelines for details.**

Are you requesting funds to cover expenses for access support?

No Yes, Total amount requested: \$ _____

Please describe the services and support required and indicate the cost.

1. Services or support required (provide details):

Cost: \$ _____

2. Services or support required (provide details):

Cost: \$ _____

3. Services or support required (provide details):

Cost: \$ _____

4. Services or support required (provide details):

Cost: \$ _____

PART A4 – PROFILE OF APPLICANT

On separate sheets of paper, provide your professional profile in **750 or fewer words**. Use a font size of at least 11 points on 8½ x 11 inch white paper. Print on one side only and single space the text. **Mark the total number of words at the end of your text. Any text that goes beyond the word limit will not be presented to the peer assessment committee.**

Address each point below that applies to you or your organization.

- Your history or the history of your organization (if you are applying on behalf of an organization, include date established and principal events or main accomplishments).
- Main goals and artistic objectives.
- Geographic location and community served.
- Your role or the role of your organization within the arts community (if this applies to you).

The profile allows you to tell the peer assessment committee, in your own words, who you are as an artist, artists' collective, collaboration or incorporated group. It is your biography and is distinct from the description of the proposed touring activities, below. The standard biographies generally included in promotional kits are acceptable, but it is usually better to write something new that gives an overview of your artistic vision, performing history and goals. Point form is acceptable.

PART B – DETAILED DESCRIPTION OF TOURING ACTIVITIES

On separate sheets of paper, submit a detailed description of the proposed touring activities. Be sure to address the program's assessment criteria below and to describe how the proposed activities will meet the objectives of the program (see the application guidelines for this program's objectives).

Assessment criteria

- Artistic merit (60 percent)
- Impact (20 percent)
- Viability (20 percent)

Be sure to include the following points:

- what you plan to do with the funds you are requesting
- what you will be presenting, why, where and for whom
- how you will reach your desired audience, and
- what the tour will do for you, or your group or organization.

Please limit your description to **750 or fewer words**. While your submission 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. Print on one side only of white, 8½ x 11 inch paper. **Mark the total number of words at the end of your text. Any text that goes beyond the word limit will not be presented to the peer assessment committee.**

Safety and ethical considerations: Projects must meet all ethical and safety standards relevant to them and necessary for their completion at a professional level. Any project involving an activity with potential ethical or safety issues (for example, the inclusion of animals or artistic work that may pose a risk for injury or damage to either the applicant or other parties) will require documentation that proves all foreseeable risks have been considered. These documents, in the form of permissions, waivers, letters or other material, must be attached to your application as part of its Support Documents. Your proposal should address how such considerations will be managed.

PART C1 – TOURING-RELATED FINANCIAL INFORMATION

Complete the summary budget form, Part C2. **You must also submit a detailed budget** giving a breakdown of the expenses and revenues listed in your summary budget.

You must round your budget request to the nearest hundred dollar figure.

Touring expenses***Per diem***

The Canada Council allows a maximum per diem of \$50 (a higher per diem will not be allowed under any circumstances). Some applicants may wish to pay a lower per diem to themselves or their group members, although this is not encouraged.

The per diem is divided as follows: breakfast—\$8, lunch—\$13, dinner—\$23, and incidentals—\$6.00.

Accommodation

Multiply the total number of days on tour by the number of people in your touring party, and then multiply that number by \$50. If you have an uneven number of individuals in your touring party or you need one single room due to the gender mix of your group, round the size of the touring party up to the next even number and multiply that number by \$50 to arrive at the total accommodation costs for the tour.

Transportation

You must obtain and attach travel quotes from a travel agent or appropriate travel planning website. Use the best prices available from regularly scheduled airlines. Do not use charter airfares in your travel estimates.

When proposing to use your own or another privately owned vehicle, the rate allowed is \$0.445 per kilometre. This rate covers the transportation of people and equipment, and includes gas, insurance and repairs.

Freight

If you have freight costs for equipment or other items, determine and identify the freight costs that will be required for your tour.

Touring revenues***Grants***

A number of grants are available to touring artists, in addition to those from this Canada Council program. You are encouraged to apply for all grants that you are eligible for.

Guarantees

For the guarantees line, list the income that you anticipate will be generated by your tour (if applicable).

Sponsorships and (or) fundraising

List any tour support you will receive from sponsorships, such as tickets provided by airlines.

Per diem costs paid by presenters

Presenters (particularly festivals) often provide meals as part of their contribution to participating artists. For example, if a festival covers three lunches and dinners, list this contribution as revenue using the per diem amounts given in the Touring Expenses section, above.

Accommodation costs paid by presenters

Presenters (particularly festivals) often provide accommodation as part of their contribution to participating artists. For example, if a festival covers three nights' accommodation costs, list this contribution as revenue using the formula given in the Touring Expenses section, above.

PART C2 – SUMMARY BUDGET FORM				
EXPENSES	Costs requested from this program	Costs requested from other sources	Total Touring Costs	Notes
Travel	\$	\$	\$	
Per diem	\$	\$	\$	
Accommodation	\$	\$	\$	
Salaries/honoraria of artists on tour	\$	\$	\$	
Shipping costs	\$	\$	\$	
Freight costs	\$	\$	\$	
Tour-specific insurance costs	\$	\$	\$	
Fees for marketing and administration personnel hired on a contract basis	\$	\$	\$	
Equipment rental (rigging, lighting, projectors, etc.)	\$	\$	\$	
Costs of local crew while on tour	\$	\$	\$	
Cost for design, preparation and translation of publicity material specific to tour	\$	\$	\$	
Safety and or Acces related costs (provide details)	\$	\$	\$	
TOTAL EXPENSES *	\$	\$	\$	
REVENUES	Confirmed	Unconfirmed	Total Revenues	Notes
Grant request to the Canada Council	\$	\$	\$	
Other federal grants	\$	\$	\$	
Provincial or territorial grants	\$	\$	\$	
Municipal grants	\$	\$	\$	
Other grants	\$	\$	\$	
Guarantees	\$	\$	\$	
Box office revenues	\$	\$	\$	
Per diem costs paid by presenters	\$	\$	\$	
Accommodation costs paid by presenters	\$	\$	\$	
Sponsorships and (or) fundraising	\$	\$	\$	
Other revenues (provide details)	\$	\$	\$	
TOTAL REVENUES	\$	\$	\$	

*** Please ensure that your total expenses equal your total revenues.**

PART D1 – SUPPORT MATERIAL

In addition to the completed application form, you must provide the support material indicated below. **The support material will not be returned to you.** Please submit only the material requested; other support material will not be accepted or shown to the peer assessment committee.

General material

- Sample or test of the proposed work for the tour.
If the touring activities you are proposing are radically different from your organization's previous accomplishments, include a sample or test of the kind of activities you intend to undertake with the grant.
- Names of and full contact information for all co-applicants (collaborations only).
- A professional resumé for each principal collaborator or partner.
Submit up-to-date professional resúmes that summarize relevant training, artistic accomplishments and public presentations of work. **Each resumé can be a maximum of three pages**—any additional pages will not be forwarded to the peer assessment committee.
- Letters of incorporation, if not previously submitted to the Inter-Arts Office (incorporated groups only).
- Letters of invitation from the presenters of the tour.
You must submit **at least one letter from a presenter**, confirming the touring activities.
- Calendar of activities (tour itinerary).
- For projects that potentially require consideration of personal safety or ethics; include letters of permission, waivers, releases or other documents that address how potential risks will be managed.

Audiovisual support material

Submit digital still images, a video and (or) an audio sample of your previous work on a CD, CD-ROM, DVD, videotape or audiotape.

- **15 digital still images** and **one five-minute video or audio**.
- If you do not submit digital images, you may submit **two five-minute video or audio clips**.

Complete Part D2 of the form, which requests details about the audiovisual material you are submitting (if this applies).

Note that your audiovisual material must comply with the Guidelines for Submitting Audiovisual Support Material (Part D3).

Supplementary material

You may include additional printed material, such as catalogues and promotional documents, as supplementary support material. Please do not send press clippings.

PART D2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL

ITEM 1		
Title or Description		
Format:	Running Time:	Completion Date:
Applicant's Role		
How does this material relate to your application?		
Special instructions for viewing or playing, if any		
ITEM 2		
Title or Description		
Format:	Running Time:	Completion Date:
Applicant's Role		
How does this material relate to your application?		
Special instructions for viewing or playing, if any		
ITEM 3		
Title or Description		
Format:	Running Time:	Completion Date:
Applicant's Role		
How does this material relate to your application?		
Special instructions for viewing or playing, if any		

PART D3 – GUIDELINES FOR SUBMITTING DIGITAL SUPPORT MATERIAL

Important notice: If the digital support material submitted with your application does not follow the guidelines below, your application may be considered incomplete and may be withdrawn from the competition.

Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

Videos must be submitted on one DVD, DVD-R or CD-R.

Video files must be:

- in .avi, .mov, .mpg, or .mpeg format

Audio files must be submitted on a CD or a CD-R.

Audio files must be:

- Uncompressed in .aif, .aiff, .wav format or
- Lossless (.flac, .m4a, .mp4) or
- Compressed (.mp3, .wma).

Digital images must be submitted on a CD or DVD, without folders.

Image files must be:

- PC-compatible
- in jpg file format
- a maximum of 1 MB file size
- a maximum resolution of 1024 x 768 pixels, and
- RGB or greyscale colour mode only (no CMYK).

File names must be in the following format:

01initialsyeartitle.jpg (image number, applicant's initials, year of the work, title of the work). Do not put any special characters, symbols, periods, quotation marks (such as # / - " &) or spaces in any file name.

PART E – CHECKLIST

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Be sure to put your name on all items.

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

- Identification of applicant
- Declaration (with original signature)
- Access support (if this applies)
- Part A1 – Name and location of applicant(s)
- Part A2 – Information on the grant requested
- Part A3 – Title and brief description of Tour
- Part A4 – Profile of applicant (maximum of 750 words)
- Part B – Detailed description of touring activities (maximum of 750 words)
- Part C – Touring-related financial information
 - Part C2 – Budget summary form
 - Detailed budget breakdown
- Part D1 – Support material
 - Sample or test of the proposed work for the tour
 - Names of and full contact information for all co-applicants (collaborations only)
 - An up-to-date professional resumé for each principal collaborator or partner (maximum of three pages for each resumé)
 - Letters of incorporation, if not previously submitted to the Inter-Arts Office (incorporated groups only)
 - Letters of confirmation from the presenters of the tour
 - Calendar of activities (tour itinerary)
 - Permissions, waivers, letters related to safety or ethical considerations (if this applies)
 - Audiovisual and (or) printed material (minimum of one item; maximum of two audiovisual items)
 - Supplementary material (optional)
- Part D2 – Detailed description of audiovisual support material (if this applies)

New this year

Voluntary Self-Identification form (included after the Guidelines and Application Form). Individual applicants are encouraged to fill out this voluntary self-identification 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:**Inter-Arts Office**

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



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.

NAME: _____

If you have any questions regarding the provision of this voluntary self-identification information, please contact H el ene Pollex, Information Officer, Arts Services Unit, at 1-800-263-5588 or 613-566-4414, ext. 4075, or by email at helene.pollex@canadacouncil.ca.

Please complete this revised form even if you have provided self-identification information in the past. The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*.

To access, correct or revise your personal information, please provide a precise description of your personal information to the Access to Information and Privacy (ATIP) Coordinator:

ATIP Coordinator

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

debbie.stenson@canadacouncil.ca

Telephone: 1-800-263-5588 or 613-566-4414, ext. 4696

TTY: 1-866-585-5559

Fax: 613-566-4390

It will take you approximately 10 minutes to complete this form.

Name:

Last name

First name

Year of birth: _____

Place of residence:

City, town, hamlet, reserve or other place: _____

Province or territory: _____ Postal code: _____

Region:

Where **in Canada** do you consider to be your home? (This may be different from your current place of residence.)

Home city, town, hamlet, reserve or other place: _____

Home province or territory: _____

Gender:

Female

Male

Transgender

Other, please specify: _____

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

PROTECTED WHEN COMPLETED

NAME: _____

Citizenship:

Check a box if you identify as a:

- Canadian citizen
- Permanent resident (as defined by Citizenship and Immigration Canada)
- Other, please specify _____

Newcomer or immigrant:

Check the box below if you identify as a:

- Newcomer or immigrant to Canada

If you checked this box, please indicate the year you immigrated to Canada: _____

Official Languages:

What is your preferred official language?

- English
- French

First Language:

Check one or more of the boxes below indicating the language(s) you first learned and still understand:

- English
- French
- Inuktitut
- Other Aboriginal language (please specify): _____
- Sign language (please specify): _____
- Other languages (please specify): _____

Official-language minority communities:

These are groups of people that share a common language, English or French, distinct from the linguistic majority of the province or territory in which they live, as defined in Section 41 of the Official Languages Act.

Check one of the boxes below if you identify as a:

- Anglophone official-language minority
- Francophone official-language minority

Aboriginal/First Peoples of Canada:

Check one of the boxes below if you identify as:

- First Nations
- Métis
- Inuit

NAME: _____

Ethno-Cultural Origin:

Check only one of the boxes below if you identify as:

- Indigenous person from outside Canada (for example, Maori from New Zealand, Sami from Norway, Quechua from Peru) (please specify): _____
- Person of African, Asian, Middle Eastern, Latin American or mixed racial heritage—Mixed racial heritage means that your heritage includes at least one of the groups named here. (Note that the above corresponds to “**visible minority**,” as defined in the Employment Equity Act of Canada.) (Please specify): _____
- Other (please specify): _____

Disability:

Check the box below if you identify as a person with a disability.

- Please specify: _____

AGREEMENT TO PROVIDE PERSONAL INFORMATION

Consent to share information:

Please check one of the boxes below:

- I consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.
- I do not consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.

I have signed on the signature line below to confirm that I agree to the following:

- I have provided the personal information in this form with the understanding that it will be used only for the purposes stated in this form and that the Canada Council requires my written consent before it can use my personal information for any other purpose.
- The information I have provided is true and complete.

Name: _____

Signature: _____ Date: _____

If you complete this form by hand or on a typewriter, your original signature is required (not a photocopy). If you complete this form online, your email address will be accepted as your original signature.

CANADA COUNCIL USE ONLY—ATS contact: _____