



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Opera/ New Opera Program: Project Funding

Follow these three steps to apply for a Canada Council for the Arts grant:	
Step 1	Read the Program Guidelines section for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria and so on.
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 as 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.

Deadline

1 December

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, incomplete applications, or those submitted by fax or email.

Further Information

Daniel Swift

Program Officer

Music Section

Canada Council for the Arts

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PROGRAM GUIDELINES

<p>Mandate of the Music Section</p>	<p>The Music Section supports the on-going development of outstanding Canadian artistically driven music, created, performed, produced and disseminated by professional Canadian artists and arts organizations expressing Canadian cultural, creative and intellectual diversity for the benefit of the Canadian and international public.</p>
<p>Program Objectives</p>	<p>Statement</p> <p>As an art form, opera offers a unique fusion of artistic disciplines and responds to the public’s enduring interest for vocal music, a domain to which Canada has made an outstanding and internationally recognized contribution.</p> <p>Deeply rooted in their communities, opera companies provide the Canadian public with access to a large core of traditional and alternative repertoire, as well as to new works written by foreign and Canadian composers. As they provide performance opportunities and employment to established and emerging singers, stage directors, set costume and lighting designers, dancers and musicians, opera companies also offer training and development for young artists, educational activities for learners of-all ages, and act as advocates for the arts.</p> <p>While the Canadian opera/new opera scene runs the gamut from professional companies to community and volunteer or academically-based groups, the Canada Council supports the professional component of the field, which is uniquely positioned to provide engaging performances and expert artistic resources to the Canadian public.</p> <ul style="list-style-type: none"> • To recognize and support artistic excellence and achievement in opera/new opera. • To advance the creation, development and presentation of Canadian works, while promoting the vitality of the international repertoire. • To support the training and development of Canadian artists, and administrators, from diverse cultural backgrounds in the field of opera/new opera. • To encourage innovative education and outreach programs that attract and serve new audiences for opera/new opera, including young audiences. • To foster mutual understanding, co-operation and collaboration among creators, performers, producers and audiences of traditional and non-traditional operatic theatre, other disciplines and still evolving forms. • To encourage the use of best management practices within the opera/new opera field. • To stimulate the Canadian public’s interest in, and appreciation of Opera/new opera works.

<p>Program Description</p>	<p>This program supports the activities of Canadian professional opera/new opera companies in their community by contributing financial assistance through Project Grants or Operating Grants.</p> <p>Project Grants assist with selected costs associated with a particular opera/new opera activity or event taking place in a defined and concentrated period of time, with a particular interest for initiatives involving Canadian creation, development of young audiences and outreach/dissemination.</p> <p>Operating Grants provide ongoing support to the overall activities and organizational structure of opera/new opera companies on a multi-year or annual basis.</p> <p>Note: The operating funding component of this program has its own guidelines and application form, which are available on the Canada Council’s website.</p>
<p>Eligibility</p>	<p>Eligible applicants</p> <p>Professional, not-for-profit, incorporated Canadian opera/new opera companies, music organizations and other production companies are eligible to apply for support. Unincorporated artists’ collectives are also eligible to apply providing that they operate on a not-for-profit basis. All applicants must engage professional artistic and administrative personnel.</p> <p>Ineligible applicants</p> <p>This program does not fund applications presented by:</p> <ul style="list-style-type: none"> • individuals • academic or religious institutions • training programs (such as summer schools), and • festivals <p>Restriction</p> <p>Organizations receiving operating grants from the Opera/New Opera Program or from other Canada Council programs may have limited access to project support as described under the project’s eligibility section of these Guidelines.</p> <p>Some projects may belong more to theatre than to new opera. Other projects may also be better served by the New Music Program. If you are unsure about your project, you must consult the Theatre and/or Music Sections in order to determine which peer assessment committee may better assess your request.</p>

<p>Eligibility (continued)</p>	<p>Ineligible projects and expenses</p> <p>This program does not fund:</p> <ul style="list-style-type: none"> • projects involving market-driven forms of music and (or) music for which an established commercial support structure exists (such as musicals or rock operas) • an applicant’s administrative structure or overall activities • seasons of activities • touring • capital expenses • musical composition or libretto writing (see the Commissioning of Canadian Compositions Program) • recordings • books and articles, and • activities taking place before the application deadline. <p>Opera/new opera companies and other eligible organizations that receive multi-year operating support may apply in mid-cycle for a Project Funding grant, but only on a limited basis, to enable them to benefit from special initiatives or programming opportunities that are not normally part of the regular scope of their activities and that were not and could not be foreseen when their multi-year operating plans were submitted. This applies only if such initiatives or opportunities cannot be covered by the organization’s general operating revenues. The applicant must clearly demonstrate why the project and the circumstances leading to its proposal are exceptional.</p> <p>In the case of co-produced events, only one application should be presented by a “lead-organization” representing the interests of the co-producers. The applicant should provide a clear description of the responsibilities and financial investment of all parties involved in the project.</p>
<p>Grant Amount</p>	<p>Grants will be awarded based on a competitive process. A peer assessment committee will recommend funding priorities and establish the amount of the Canada Council’s contribution to the proposed activities of successful applicants.</p> <p>Project funding is available annually and each request is subject to peer assessment. Recurring support is not guaranteed every year.</p>

<p>Assessment of Applications</p>	<p>Assessment process</p> <p>The Music Section will review applications for eligibility, based on the published eligibility criteria. A peer assessment committee will then evaluate all eligible applications.</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Members of peer assessment committees are specialists in the field and may be musicians, artistic and general directors, conductors, composers, administrators, outreach and education specialists, trustees or generalists with a broad knowledge of opera/new opera in Canada or internationally. Members will also be selected with consideration to fair representation of Aboriginal peoples, gender, generations, Canada’s two official languages, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>All peer assessment committee recommendations are final.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grant 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 program’s objectives and the assessment criteria listed in this section. These criteria are applied within a national competitive and comparative context and with consideration to each organization’s artistic mandate, geographic and artistic environment, and available resources.</p> <ul style="list-style-type: none"> • Artistic quality of the applicant’s work. • Merit of the proposed project, including how it contributes to: <ul style="list-style-type: none"> – the development of the organization/applicant – the development of the art form, and – audience development, including the development of young audiences. • The financial viability of the proposed project (as determined by the submitted budget information). • The ability of the applicant to carry out the project.
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IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application	<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 the 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>You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. You can also contact the Canada Council, in writing, to request the list of peer assessors.</p> <p>Application preparation</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>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 limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <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. Use a font size of 12 points or larger. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable, however. Colour printing on coloured sheets and (or) in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
Personal Information	<p>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 <i>Privacy Act</i>. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note that any overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant.</p> <p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Grant payment</p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form and after you have satisfied any conditions that are provided with your grant notification letter.</p> <p>Changes to proposed activities</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 activities, you must notify the Canada Council immediately. Any changes to funded activities (for example, changes in the proposed activities or to the start or end date) must be approved by the appropriate Program Officer before you carry them out.</p> <p>Expiry date of the grant</p> <p>The grant funds will be available 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.</p> <p>If you require an extension to the expiry date, please contact the appropriate Program Officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p>Acknowledgement of Canada Council for the Arts support</p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p>Final report</p> <p>You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p>
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Opera/New Opera Program: Project Funding

The information that 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 (legal name of organization): <hr/>	Name of person completing this application (if same as applicant, please repeat here): <hr/>
Permanent address of applicant: <hr/> Street address and apartment or suite number <hr/> City <hr/> Province or territory Postal code <hr/> Telephone Fax <hr/> Email <hr/> Website	Mailing address (if different from permanent address of applicant): <hr/> Street address and apartment or suite number <hr/> City <hr/> Province or territory Postal code <hr/> Telephone Fax <hr/> Email <hr/> Website

DECLARATION

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

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

As an Artistic Director or General Manager/Administrative Director,

- 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 eligibility criteria.
- I understand that the organization that I represent is not eligible to apply to this program until all of its overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of the program and agree to accept the Canada Council'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 complete and accurate, to the best of my knowledge.

Name of Artistic Director or General Manager/Administrative Director: _____

Position: _____

Signature: _____ Date: _____

AN ORIGINAL SIGNATURE IS REQUIRED.



Opera/New Opera Program: Project Funding

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, staples, mount it in plastic, etc.).
- If you are completing the form on a computer, use the following format.

PART A1 – NAME AND LOCATION OF APPLICANT

Name of applicant (ensemble, band or group) <hr/> <hr/>	Name of person completing this application (if same as applicant, please repeat here): <hr/> <hr/>
City _____ Province or territory _____ <small>(group's main city of activity)</small>	City _____ Province or territory _____

PART A2 – DESCRIPTION OF GRANT REQUEST

Amount requested from this program: \$ _____	Total cost of the project (as indicated in Part C – Financial Information): \$ _____
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Have you applied to other Sections of the Canada Council for support of this project?
 No Yes If so, please name the program to which you have applied.

Project description: (10 to 15 words) _____

Are you applying for:

Canadian creation project: premiere _____ remount _____ workshops _____ other _____

Development of young audiences project

Outreach/dissemination project

Other (specify if the work proposed is new to your company's repertoire)

When will the project take place? _____

Where will the project take place? (indicate the hall's seating capacity, as well) _____

PART A3 – PROFILE OF YOUR ORGANIZATION

It is your responsibility to maintain an up-to-date profile of your organization each time you apply to this program.

Please describe your organization, and the events or activities that have marked its development. Use a maximum of 1,000 words (approximately two pages), on separate sheets and print on one side only of white, 8½ x 11 inch paper, in a font size of 12 points or larger.

Please address the points below:

Factual Information

- The legal mandate of your organization (if it is incorporated).
- The artistic mission statement of your organization.
- A brief history (including date established, milestones and accomplishments).
- Other relevant information concerning ongoing activities such as training programs, touring activities, special initiatives and working relationships with orchestras.

Contextual Information

- The particular place and role your organization occupies in your art form.
- The context in which you work (how, for example, you see your organization within the ecology of your discipline in a regional, national and, if applicable, international context?)

PART B1 – PROJECT DESCRIPTION

The description of the project should be directly related to the criteria against which the peer assessment committee will evaluate your application. The assessment criteria are listed below. The decision to award a grant will be based on the relative merit of your proposal compared with all others received in this national competition, and on the funds available.

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 concise and focused as possible. Please limit your responses to a **maximum of four pages**, in total, for this section.

To facilitate processing, print on one side only of white, 8½ x 11 inch paper in a font size of 12 points or larger.

Assessment Criteria

- The artistic quality of the applicant's work.
- The merit of the proposed project, including how it contributes to:
 - the development of the organization/applicant
 - the development of the art form
 - audience development, including the development of young audiences.
- The financial viability of the proposed project (as determined by the submitted budget information).
- The ability of the applicant to carry out the project.

Please note that the Canada Council's project funding contributions are directed towards specific artistic, production and promotional costs and may not be used to support the applicant's organizational structure and overall activities. Seasons of activities are not eligible.

PART B2 – LIST OF PERFORMERS AND CREATIVE ARTISTS

Please list the names of the performers and creative artists involved in the project.

Title of the work/program/initiative:

List of performers		List of Creative Artists	
		1. Composer:	
		2. Librettist:	
		3. Stage director:	
		4. Conductor:	
		5. Others: (specify)	

PART C – FINANCIAL INFORMATION		
PROJECT BUDGET		
EXPENSES	Program or Event	Percentage of the project's overall budget
Artistic		
Performing artists' fees	\$	
Creative artists' fees	\$	
Other artistic expenses (specify)	\$	
Production		
Costumes and sets	\$	
Equipment rental	\$	
Technical personnel	\$	
Other (specify)	\$	
Hall Expenses		
Hall rental	\$	
Other hall-related expenses to produce an event	\$	
Publicity/Promotion/Administration		
Advertising, publicist, promotion	\$	
Event program	\$	
Administration	\$	
Total Expenses	\$	
REVENUES (anticipated)		
Ticket sales	\$	
Broadcasting and recording fees	\$	
Performers' fees (for co-production and presenter-produced concerts)	\$	
Corporate donations/sponsorships	\$	
Donations (individuals, foundations, trusts, etc.)	\$	
Provincial/territorial grants <input type="checkbox"/> Confirmed <input type="checkbox"/> Pending	\$	
Municipal grants <input type="checkbox"/> Confirmed <input type="checkbox"/> Pending	\$	
Contribution from the applicant's own operating budget	\$	
Other (specify)	\$	
Total Revenues	\$	
Surplus (Deficit)	\$	
Amount requested from the Canada Council	\$	

PART D1 – SUPPORT MATERIAL

Please attach the following support material to this application.

For all projects:

- a **short** biography of the main performers, stage director and conductor, and
- media reviews and brochures related to the applicant's past performance (**maximum of three documents**).

For projects involving new or unfamiliar works, add:

- a **short** biography of the composer and librettist
- a score of the work (at the production stage of a new work, at least one act of the score must be fully orchestrated)
- audio or video support documentation that relates as closely as possible to the project:

For production projects that involve existing but unfamiliar/alternative repertoire, provide a recording of the work.

For production projects that involve the premiere of a new work, provide a workshop recording (full workshop recording, if available)

For workshopping projects, provide recordings of two different parts of the work to be workshopped (if available), or two examples of the composer's previous accomplishments in the opera/new opera or vocal field.

Organizations that use the same performers/singers on a regular basis and/or that may not be well known on the national scene should also send audio/video samples of their previous work on stage. Companies may also submit photographs or drawings of selected productions.

The presentation of your application and required support material is of critical importance. You need to allow ample time to complete the application form and to organize your support material.

The peer assessment committee has limited time available to review applications. It is therefore in your best interest to present well-organized and clearly labeled material and to indicate the preferred listening/ viewing order of the recordings. You are also welcome to add additional cues within your audio/ video material and to indicate which part(s) of each sample the peer assessment committee should start with.

Audio and visual support material will be returned to you. Paper support material, including brochures and press reviews, will be retained in your Canada Council file.

PART D2 – DESCRIPTION OF SUBMITTED AUDIO OR VIDEO SUPPORT MATERIAL

Please send a **maximum of two recordings** of recent performances on one clearly indexed CD, CD-R or DVD. It is your responsibility to ensure the proper functioning (playability) of all audio or video support material submitted to the Canada Council. Clearly label your support material with the applicant's name and complete the following.

Item 1

Title: _____ Running time : _____ Completion or recording date: _____

Composer (if this applies): _____

Applicant's credit or role (for example, performer, composer, conductor or stage director):

List of performers and their roles:

Brief description of how this item relates to the proposed project:

Track number: _____ Time indicator: from _____ to _____ CD CD-R DVD
Cued: Yes No

Item 2

Title: _____ Running time : _____ Completion or recording date: _____

Composer (if this applies): _____

Applicant's credit or role (for example, performer, composer, conductor or stage director):

List of performers and their roles:

Brief description of how this item relates to the proposed project:

Track number: _____ Time indicator: from _____ to _____ CD CD-R DVD
Cued: Yes No

PART E – CHECKLIST

Please check the boxes below to confirm that you have submitted all relevant parts of the application form and 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)
- Part A1 – Name and location of applicant
- Part A2 – Description of grant request
- Part A3 – Profile of your organization
- Part B1 – Project description
- Part B2 – List of performers and creative artists
- Part C – Financial information: Project budget
- Part D1 – Support material
 - For all projects
 - A **short** biography of main performers, stage director and conductor
 - Media reviews and brochures (**maximum of three documents**)
 - For projects involving new or unfamiliar works, add
 - A short biography of the composer and librettist (if applicable)
 - A score of the work (if applicable)
 - Audio or video support material as required
- Part D2 – Description of submitted audio or video support material

Send your application to:

Music Section

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