



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

DANCE SECTION

Support Services to the Dance Milieu: Project Funding

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

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

Deadline

15 November

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application form and all required support material must be postmarked on or before the deadline date.

The Canada Council will not accept applications postmarked after the deadline date, incomplete applications, or those submitted by fax or email.

Further Information

William Lau

Program Officer

Dance Section

Canada Council for the Arts

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DAG3aE 09-11



PROGRAM GUIDELINES

<p>Mandate of the Dance Section</p>	<p>The Dance Section supports Canadian professional dance of many cultures through policies, programs and initiatives that foster the development of a vital ecology for the art form and contribute to a significant presence of Canadian dance artists at home and abroad.</p>
<p>Program Description</p>	<p>The Support Services to the Dance Milieu: Project Funding program provides project funding to Canadian dance organizations, associations and professionals that offer Canadian choreographers, dancers and (or) other dance professionals one-time or recurring services or opportunities that respond to demonstrated needs within the Canadian dance milieu.</p> <p>Project grants assist Canadian dance organizations and associations to:</p> <ul style="list-style-type: none"> • invite visiting out-of-province, out-of-territory or international dance artists or resource people to lead dance workshops or master classes in any field of artistic skills development for Canadian dance professionals • host a choreographic workshop or lab for Canadian choreographers • provide the Canadian dance community with a national forum—at an in-person gathering or electronic meeting place—to enhance learning, communication and networking among dance professionals across the country • coordinate a year-round training subsidy program for a community of dancers • provide other unique or exceptional support services that serve a broad segment of the dance community or fill a critical gap in the Canadian dance sector. (Applicants must discuss these projects with the program officer before submitting an application to the program). <p>Project grants assist individual Canadian dance professionals to:</p> <ul style="list-style-type: none"> • provide general management services to three or more dance artists, collectives and (or) companies. <p>The Support Services to the Dance Milieu: Multi-year and Annual funding program has its own program guidelines and application form located on the Canada Council website at www.canadacouncil.ca/dance.</p> <p>Dance presenters and festivals should include their support service projects in their applications to the Dance Presentation Program.</p> <p>Applicants seeking assistance to develop their non-artistic skills (such as governance, management mentorship, needs assessment, strategy or plan development) are encouraged to consult the Dance Flying Squad program.</p> <p>Agents, managers and artists’ representatives seeking support for activities that support the career development of artists should contact the Audience and Market Development Office.</p>

<p>Program Objectives</p>	<p>The Support Services to the Dance Milieu program provides funding to Canadian dance organizations, associations and professionals that are dedicated to developing professional dance in Canada by providing services and related opportunities. The program aims to cultivate a healthy and vibrant ecology for dance artists to create, produce and disseminate their work by:</p> <ul style="list-style-type: none"> • increasing opportunities for career and creative development for Canadian dance practitioners • promoting networking, skills-sharing and resource-sharing among Canadian dance professionals • fostering discourse, archiving and legacy activities related to professional Canadian dance • strengthening the infrastructure underpinning professional dance in Canada and building regional and sector-wide capacity.
<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Eligible applicants</p> <p>To be eligible to apply, dance organizations and associations must:</p> <ul style="list-style-type: none"> • be a non-profit organization and be incorporated in Canada • have an appropriate administrative infrastructure, according to the scope and scale of the project • have a history of providing services to professional artists, collectives and (or) companies. <p>To be eligible to apply, individuals must:</p> <ul style="list-style-type: none"> • be registered in Canada and operate as a sole proprietor • 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 • be recognized as a professional arts manager • provide ongoing general management services to a minimum of three dance artists, collectives and (or) companies. <p>Dance companies may only apply for support service activities that serve the broader dance community. Projects that exclusively benefit the company’s own dancers/personnel are not eligible.</p> <p>Applicants receiving annual or multi-year support in the Creation/Production in Dance program may apply only for projects involving:</p> <ul style="list-style-type: none"> • an international visiting artist or resource person leading workshops or master classes.

<p>Eligibility (continued)</p>	<p>Ineligible applicants and activities</p> <p>The following are not eligible for funding from this program:</p> <ul style="list-style-type: none"> • workshops and master classes led by local teachers (with the exception of choreographic workshops/labs) • organizations currently receiving operating support through the Support Services to the Dance Milieu program: Multi-Year and Annual program. Exception: pilot initiatives that launch a significant new service for Canadian dance professionals may be accepted on a one-time basis. If you are looking for funding for this type of project, you must discuss this possibility with the program officer before submitting your application <p>Note: 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>
<p>Grant Amount</p>	<p>These grants cannot be used for projects that have already been completed or for expenses that were incurred before this program deadline.</p> <p>Funds are limited, and grants are awarded in a competitive context according to the criteria listed in these guidelines.</p> <p>Funding through this program is strictly project-based. Successful applicants are not guaranteed regular or ongoing funding through this program. As the volume and quality of applications varies from one program deadline to another, applicants requesting funds for recurring activities should not rely on receiving the same level of funding that they obtained through this program at an earlier competition.</p> <p>Visiting artist projects</p> <p>For projects involving visiting Canadian or international dance artists or resource people teaching dance workshops or master classes (excluding choreographic workshops/labs), the maximum contribution to a single organization is \$5,000.</p> <p>Applicants may apply for one or more visiting artists/resource people in a single application. These grants may be used only to cover travel, accommodation and per diem expenses of guest teachers. The maximum contribution toward combined accommodation and per diem costs is \$ 125 per person per day. Administration, facility and technical costs, artistic fees and all other non-travel-related expenses associated with mounting these dance workshops or master classes are not eligible.</p> <p>All other projects</p> <p>For other types of projects, including choreographic workshops/labs, grants provide a minimum contribution of \$5,000, and may be applied to any project expense but not to the applicant’s general overhead costs.</p>

<p>Assessment of Applications</p>	<p>Assessment process</p> <p>The program officer reviews applications for eligibility according to the eligibility criteria.</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible applications will be evaluated by a peer assessment committee, whose members will be selected for their involvement with and knowledge of dance in Canada, and to reflect a broad range of professional experience. They will also be chosen with consideration to fair representation of Aboriginal peoples, gender, geographic origin, Canada’s two official languages, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grants Decisions,” posted on the Canada Council’s website.</p> <p>Assessment criteria</p> <p>The peer assessment committee functions as a team. The peer assessment committee will review your written application and support material, including financial information. They will discuss the Canadian dance ecology and debate mechanisms for the development of professional dance in Canada. Peer assessment committee members who are familiar with the activities of an organization or an individual may contribute their own perspectives on the applicant’s effectiveness in delivering the kind of activity proposed in the application. The peer assessment committee also considers the equity priorities of the Canada Council.</p> <p>The peer assessment committee will base its review of applications on the program’s objectives and the assessment criteria listed below. The committee’s decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p>The committee will take into account the stated objectives, geographic context, and cultural and artistic context of each project. The following assessment criteria will be applied to requests for funding:</p> <ul style="list-style-type: none"> • the vision and clarity of the proposed support service project and the extent to which it responds to a demonstrated need for Canadian dance professionals • the anticipated impact of the project on the targeted participants and on the local and (or) broader dance milieu, as demonstrated by such factors as the uniqueness of the service offered, the number of dance practitioners directly or indirectly served by the project, and the potential contribution of the project in building regional or sector-wide capacity • the applicant’s ability to carry out the project, as demonstrated by the quality of the work plan, the expertise of the personnel involved in the project, the applicant’s past achievements, the presence of an appropriate administrative infrastructure to support the project, and a reasonable budget, including an appropriate balance of projected revenue sources.
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INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Part A – Identification and Declaration	Original signatures are required. The Dance Section encourages collaboration: an application may be submitted jointly by more than one organization. If you would like to submit a joint application, contact the program officer for further instructions.
Part B – Profile	It is your responsibility to submit an updated version of your own or your organization’s profile with the application.
Part C – Basis of Assessment Statement	Please limit Part C of your application to a maximum of 1500 words per project. Please print on one side only of white, 8½ x 11 inch paper, using a font size of at least 11 points, with one-inch margins . Text exceeding the amount allowed will not be presented to the peer assessment committee.
Part D – Support Material	Please read the “Support Material” section of the application form carefully and attach the requested materials. Note that some items, including biographies of key project personnel and letters of support , are mandatory and your application will be deemed incomplete and rendered ineligible if these required items are missing from your submission.

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 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>You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.</p> <p>It is important to inform the Canada Council for the Arts of any change of address.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>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 11 points or larger. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable.</p> <p>Colour printing on coloured sheets or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
Personal Information	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note the following condition:</p> <ul style="list-style-type: none"> • All your overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant. <p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Grant 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, which are provided with your grant notification letter.</p> <p>Changes to grants</p> <p>If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the Canada Council immediately. Any changes to funded projects or programs of work (for example, changes in the activity budget, to key creative personnel, or to the start or end date) must be approved by the appropriate Program Officer before you carry them out.</p> <p>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 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>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> <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>
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Support Services to the Dance Milieu: Project Funding

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

IDENTIFICATION OF APPLICANT

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

Last name

First and middle name

Permanent address:

Mailing address (if different from applicant's address):

Street and apartment/suite number

Street and apartment/suite number

City Province/territory Postal Code

City Province/territory Postal Code

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

Fax Email

Fax Email

DECLARATION

Will you permit the Canada Council for the Arts to include your name, 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

As an individual,

- 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 as outlined in the application guidelines and agree to abide by the Canada Council's decisions.
- 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 my application are complete and accurate, to the best of my knowledge.

Signature (an original signature is required)

Date

NAME OF APPLICANT:

Support Services to the Dance Milieu: Project Funding / 2

DECLARATION

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

As a representative of an organization or an association,

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I confirm that the organization/association I represent meet these criteria.
- I will act as sole representative of the organization or association, and I will keep the other participants informed of the contents and outcome of this grant application.
- 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 the program as outlined in the application guidelines and agree to abide by 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 my application are accurate and complete, to the best of my knowledge.

Signature (**an original signature is required**)

Date



Support Services to the Dance Milieu: Project Funding

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

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

PART A1 – NAME AND LOCATION OF APPLICANT	
Name of applicant (please provide your full legal name):	
Last name	First and middle names
City(permanent residence)	Province or territory
PART A2 – DESCRIPTION OF GRANT REQUEST	
Total Amount requested from this program (see application guidelines) \$ _____ (rounded to the nearest hundred dollars)	
Are you currently receiving an operating grant from the Dance Section? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fill out the following information for each project you are submitting. If you are applying for more than three projects photocopy this page as required.	
<u>Project 1:</u>	
Title: _____	Project dates: _____
Amount requested for this project: _____	
Brief project description (10-15 words): _____	

<u>Project 2:</u>	
Title: _____	Project dates: _____
Amount requested for this project: _____	
Brief project description (10-15 words): _____	

<u>Project 3:</u>	
Title: _____	Project dates: _____
Amount requested for this project: _____	
Brief project description (10-15 words): _____	

PART B – PROFILE OF APPLICANT

Provide a profile of your organization, in a maximum of **1000 words** on separate sheets of paper. Address each of the points below. If you are applying as an individual, provide a profile of your registered business or sole proprietorship.

Factual Information

- The mandate and mission statement of your organization or business.
- A brief history of your organization or business (include date established and major milestones and accomplishments).
- The organizational structure and key personnel of your organization or business.
- A brief description of any support services your organization or business provides to dance professionals on an ongoing basis (for example, dance space, administrative services, consultation, workshops or other professional development programs, forums or other discourse activities, general management, etc.)

Contextual Information

- Describe the dance milieu in which you work and the niche you occupy within that milieu. Explain how your support service activities fit into the local, regional, national and/or international professional dance ecology. If your organization or business serves dance professionals working in a particular dance genre, describe your role within that genre as well.
- If your organization or business regularly works in partnership with other organizations or businesses to deliver support services to dance professionals, list these partners and describe how you collaborate.

PART C – DESCRIPTION OF PROJECT

On separate sheets of paper, in a maximum of 1500 words, describe your proposed support service project. (If you are applying for more than one project, include separate project descriptions (maximum 1500 words each) and start each new project description on a separate page.)

Address the following points:

- The nature of the support service you will be offering to Canadian dance professionals and how this service responds to a demonstrated need or fills a gap within the Canadian dance milieu.
- The goals and objectives of the project and the specific activities that will be carried out.
- For projects involving visiting Canadian or international dance artists or resource people, include information on the expertise of the visiting dance artists/resource people, the content of the workshops/master classes they will be teaching, and your rationale for inviting these experts into your community.
- Logistical details, such as the location /facilities that will be used, the duration/schedule, the key resource people involved in the project, partnering organizations, etc.
- The targeted participants and how you will reach them.
- The projected impact of the support services project on the participants and on the local and/or broader dance milieu.
- A brief timeline, indicating key dates in the implementation of the project.

PART D - SUPPORT MATERIAL

Attach the following support material:

Mandatory:

- **Brief biographies of the key personnel involved in the proposed project**, including project coordinators and creative resource people such as workshop leaders, mentors, facilitators, speakers, etc. (maximum of **250 words** each).
- **A minimum of one and a maximum of five signed letters of support from dance professionals** (not involved in planning or implementing the project) who have an informed perspective on the project. Note that these letters should be submitted as part of your application package. The Council cannot ensure that letters mailed under separate cover or directly from the letter-writers will be reviewed by the Peer Assessment Committee.

Where applicable:

- If you are asking for project support for a recurring activity or service, attach a **brief narrative (maximum of two pages) and financial report (maximum one page)** on the previous year's project activity.

Optional:

- For large-scale pilot initiatives, you may attach a preliminary study, survey or similar groundwork that demonstrates the need for the project, as well as your organization's ability to carry it out. For assistance in developing this kind of material, you are encouraged to consult the Dance Section's Flying Squad program or other needs assessment programs. Note that these documents will not be read by the Peer Assessment Committee in advance of the assessment meeting but will be made available to the Committee for reference purposes during the assessment process.

PART E – FINANCIAL INFORMATION

Attach the following financial documents:

- A project budget using the Excel document entitled **Part E – Financial Form for Project Funding**, which is posted at <http://www.canadacouncil.ca/grants/dance/ob128884241820447455.htm> on the Canada Council website. If you are applying for more than one project, submit a separate project budget for each project.
- **Organizations: Your organization’s audited financial statements or an independent financial review for your last completed fiscal year.** “Independent” means that the financial review was prepared by a person not related to your organization in any way (was not responsible for your bookkeeping, was not a member of your board of directors).
- **If you are applying for a project involving visiting Canadian or international dance artists/resource people, attach a breakdown of the *eligible* artist travel expenses.** Note that eligible travel expenses include air or ground travel and up to \$125 per person per day for combined accommodation and per diem expenses. For each visiting dance artist/resource person, indicate the:
 - name of the artist/resource person
 - location the artist/resource person is traveling from (city/province/country)
 - cost of air or ground travel
 - number of days the artist/resource person will be actively working on the support service project (you may include travel days), and
 - combined accommodation and per diem expenses (not exceeding daily maximum of \$125).

PART F – CHECKLIST

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

Note that the time the peer assessment committee may devote to each application is limited. It is therefore to your advantage to present well-organized material.

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

For all applicants:

- Identification of Applicant
- Declaration (**an original signature is required**)
- Part A1 – Name and Location of Applicant
- Part A2 – Description of Grant Request
- Part B – Profile of Applicant
- Part C – Description of Project (one per project)
- Part D – Support Material
 - Biographies of key personnel involved in the project.
 - A minimum of one and a maximum of five signed letters of support from dance professionals.
 - For requests for project support for a recurring activity or service:** a brief narrative (maximum of two pages) and financial report on the previous year's activity.
 - For Pilot initiatives:** A preliminary study, survey or similar groundwork that demonstrates the need for the project, as well as your organization's ability to carry it out (optional).
- Part E – Financial Information
 - Completed "Financial Form for Project Funding" (Excel format-one per project).
 - For organizations:** Audited financial statements or independent financial review for your last completed fiscal year.
 - For projects involving visiting Canadian or international dance artists/resource people:** a breakdown of eligible travel expenses.

Submit your application to:**Dance Section**

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