



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## EQUITY OFFICE

### Capacity Building Initiative: Project Grants

Follow these three steps to apply for this grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
<b>Step 2</b>	<b>Read the Important Information for Applicants section.</b> <b>You must contact one of the Program Officers indicated below to discuss the eligibility of your organization, association or network before applying.</b>
<b>Step 3</b>	Complete all sections of the attached application form and use the <b>Checklist</b> (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

**30 November 2011**

**Note: Competitions for these grants will be held in 2011, 2012 and 2013 only.** The Equity Office programs will be under review in 2014.

If the deadline falls on a weekend or statutory holiday, it 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, incomplete applications or those submitted by fax.

### Further Information

Equity Office

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

1-800-263-5588 (toll-free) or 613-566-4414, plus the appropriate extension as listed below.

TTY: 1-877-688-5501 or 1-866-585-5559

**Deaf and disability arts organizations, associations and networks may contact:**

**Elizabeth Sweeney, Disability Arts Officer**

[elizabeth.sweeney@canadacouncil.ca](mailto:elizabeth.sweeney@canadacouncil.ca) or the phone number above, ext. 4689

**Culturally diverse arts organizations, associations and networks may contact:**

**Shuni Tsou, Program Officer**

[shuni.tsou@canadacouncil.ca](mailto:shuni.tsou@canadacouncil.ca) or the phone number above, ext. 4173

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## PROGRAM GUIDELINES

<p><b>Mandate of the Equity Office</b></p>	<p>The Equity Office advances the guiding principle of equity throughout the Canada Council for the Arts to positively impact the Canadian arts sector and, through it, the general public.</p> <p>The Office works to increase equity of access to Canada Council grants and services for professional artists and arts organizations. It does this by collaborating with all divisions of the Canada Council and consulting with arts communities and other stakeholders to develop policies, programs and strategies. Each division at the Canada Council is accountable for implementing equity practices; the Equity Office plays a leadership role in coordinating the approach and analysis.</p>
<p><b>Overview of the Capacity Building Initiative</b></p>	<p>The Equity Office launched the Capacity Building Initiative in 2001 to:</p> <ul style="list-style-type: none"> <li>• address a critical gap in the Canada Council’s funding to arts organizations that engage and support Canadian artists of African, Asian, Latin American, Middle Eastern and mixed racial descents and their artistic practices</li> <li>• build the administrative capacity and sustainability of these organizations, and</li> <li>• increase the ability of these organizations to better compete in the Canada Council’s disciplinary section programs.</li> </ul> <p>The <a href="#">Canada Council 2008-11 Strategic Plan</a> recognized disability arts as an important, evolving sector in the Canadian arts ecology, to be supported, promoted and advanced. To address a considerable gap in funding for Deaf and disability arts organizations, the Canada Council expanded its Equity Office programs in September 2011 to better serve these sectors.</p> <p>The Capacity Building Initiative includes three competitive grant programs: <b>Project Grants</b>, <b>Multi-year Grants</b> and <b>Travel Grants</b>. Each grant program has its own application guidelines and forms.</p> <p><b>Project Grants</b></p> <p>This program provides project support to culturally diverse, Deaf and disability arts organizations (including publishing houses, artists’ collectives and music ensembles), networks and associations to conduct high-impact, extraordinary projects, such as special initiatives, forums or gatherings and professional development activities.</p> <p>Funded projects contribute to collaborative partnerships and networking, public engagement and (or) innovative use of technology in the arts that support under-represented artistic practices and communities.</p> <p><b>Multi-year Grants</b></p> <p>This program provides one-time funding support for three consecutive years to culturally diverse, Deaf and disability arts organizations. This funding enhances the ability of these organizations to develop administrative capacity to sustain artistic productivity and to benefit the designated communities.</p> <p><b>Travel Grants</b></p> <p>These grants help individual arts professionals who belong to culturally diverse groups, who are Deaf or who have a disability to travel to attend conferences, workshops or other professional development activities to enhance their knowledge of specific artistic practices and engagement with under-represented arts communities. The grants may also fund travel for peer-to-peer learning and networking opportunities to develop the applicant’s arts organization.</p>

<p><b>Program Description</b></p>	<p>The Capacity Building Initiative: Project Grants program provides targeted project support to arts organizations, associations and networks that belong to the designated applicant groups.</p> <p>This program contributes funds to extraordinary projects and initiatives that significantly benefit designated arts communities, including artists, arts professionals, audiences, volunteers and the public that make up these diverse arts ecologies. Eligible projects include forums or gatherings, conferences, professional development workshops, web-based activities, or other special programs or initiatives.</p>
<p><b>Program Objectives</b></p>	<p>Funding from this program supports eligible activities that advance any of the following five objectives:</p> <ul style="list-style-type: none"> <li>• stimulate the development and enhance the recognition and understanding of artistic practices from the designated arts communities</li> <li>• advance professional development, networking, dialogue and knowledge-sharing among arts professionals from the designated arts communities</li> <li>• increase public access to culturally diverse, Deaf and disability arts and develop audiences for these artistic practices</li> <li>• increase the potential for partnerships, collaborations, resource-sharing, solidarity, intercultural understanding and synergy among members of the designated arts communities and beyond (for example, Aboriginal arts communities and non-arts sectors), and</li> <li>• incorporate innovative strategies and tools, including digital technologies, to achieve one or more of the above.</li> </ul>

## Definitions

### **Cultural diversity and culturally diverse**

**Cultural diversity** is the presence, expressions and participation of many different individuals and communities co-existing in the general culture of a society, and the explicit recognition that the contribution and participation of all peoples, including marginalized people, have the potential of equal value and benefit to the society at large.

While cultural diversity is a broad and inclusive term, the Canada Council uses the adjective “**culturally diverse**” to respectfully identify racialized groups that correspond to what is commonly understood as visible minorities.

### **Deaf culture and hearing loss**

While people with disabilities and Deaf people share similar and often overlapping histories in experiencing systemic barriers, these groups are different from each other. Many Deaf people identify themselves as “culturally Deaf” because they share distinct sign languages, traditions, values, histories, aesthetics and norms. Sign languages are regionally and culturally specific visual languages with unique syntax and grammar that are distinct from written and spoken languages.

There is a broad spectrum of hearing loss, including hard-of-hearing, oral-deaf, deaf-blind and late-deafened. Individuals may not have the same degree of participation in Deaf culture, and they may identify as having a disability rather than as being culturally Deaf.

The Canada Council has adapted the convention of using Deaf with a capital “D” to represent a range of experiences: from being culturally Deaf or deaf, to having hearing loss, and using multiple forms of oral and visual languages.

### **Equity**

Equity is a principle and process that promotes fair conditions for all persons to fully participate in society. It recognizes that while all people have the right to be treated equally, not all experience equal access to resources, opportunities or benefits. Achieving equality does not necessarily mean treating individuals or groups in the same way, but may require the use of specific measures to ensure fairness.

### **Impairment and Disability**

Impairments are physical, mental, or learning conditions that may be evident or not, and have long term, temporary, or fluctuating effects. The degree to which impairment affects people's lives is extremely diverse.

Disability is an experience of exclusion or disadvantage. People with actual or perceived impairments experience disability when they are disadvantaged as a direct result of that impairment, or due to social, policy or environmental barriers, including discrimination and prejudicial attitudes.

For other commonly used terms in the Equity Office programs, please see the Glossary on page 14 of this document.

<p><b>Designated Applicant Groups</b></p>	<p><b>Culturally diverse arts organizations, associations and networks:</b></p> <ul style="list-style-type: none"> <li>• work primarily with culturally diverse artists (Canadian artists of African, Asian, Latin American, Middle Eastern and mixed racial descents), and (or)</li> <li>• engage in culturally diverse artistic practices (practices that explore and represent the expressions, perspectives and experiences of culturally diverse artists or are rooted in the artistic traditions of one or more of the cultures indicated above).</li> </ul> <p><b>Deaf arts organizations, associations and networks:</b></p> <ul style="list-style-type: none"> <li>• work primarily with Deaf and (or) hard-of-hearing artists, and (or)</li> <li>• engage in Deaf arts (artistic practices that explore Deaf culture and (or) represent the expressions, perspectives and lived experiences of Deaf people and (or) people who experience hearing loss).</li> </ul> <p><b>Disability arts organizations, associations and networks:</b></p> <ul style="list-style-type: none"> <li>• work primarily with artists with disabilities, and (or)</li> <li>• engage in disability arts (practices that explore and represent the expressions, perspectives and lived experiences of people with disabilities).</li> </ul>
<p><b>Applicant Eligibility</b></p>	<p>Note that meeting the eligibility criteria does not guarantee that your organization, association or network will receive a grant.</p> <p><b>Types of eligible applicants</b></p> <p>An applicant must be a Canadian professional arts organization, association or network.</p> <p><b>Arts organizations</b></p> <p>Your arts organization must be <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>• A <b>registered, non-profit arts organization</b> operating under a volunteer board of directors.</li> <li>• A <b>publishing house</b> that operates under industry regulations: <ul style="list-style-type: none"> <li>– has its head office in Canada, maintains editorial control in Canada and is at least 75 percent Canadian-owned</li> <li>– maintains full control over editorial processes, and</li> <li>– has book publishing as its primary activity</li> </ul> </li> </ul>

<p><b>Applicant Eligibility (continued)</b></p>	<ul style="list-style-type: none"> <li>• A professional music ensemble, band or group of 2 to 22 musicians that: <ul style="list-style-type: none"> <li>– has been working together long enough to create a unique and cohesive musical voice, usually a minimum of one year, or</li> <li>– has a structure that involves a variable-numbered pool of musicians working together on a regular basis, as stated in their artistic mandate.</li> </ul> </li> <li>• An artists’ collective, which is: <ul style="list-style-type: none"> <li>– is an unincorporated group that has been in existence with the same core artistic membership for at least two years of ongoing activity before the application deadline, and</li> <li>– has also created and publicly presented at least two arts activities that have received recognition from artists working in the same disciplines, genres or traditions.</li> </ul> </li> </ul> <p><b>Note: Professional Context</b></p> <p>This program recognizes that different professional contexts and alternative organizational structures exist for the designated applicant groups, especially Deaf and disability arts groups. Examples of such contexts and structures include collectives working with emerging and community-based artists and (or) support staff (interpreters, attendants, etc.) who enable the creative process.</p> <p><b>Associations and networks</b></p> <p>Your association or network can be local, regional or national in scale. It must:</p> <ul style="list-style-type: none"> <li>• be a group of arts professionals or arts organizations (usually non-profit) that has a primary mandate outside arts creation, production or dissemination</li> <li>• be mandated to serve the interests of member artists, arts professionals and (or) arts organizations, and</li> <li>• serve a broad membership base of typically 15 or higher, although numbers may vary depending on region and (or) artistic practices served.</li> </ul> <p><b>Previous funding</b></p> <p>An applicant <b>must also meet one</b> of the following criteria:</p> <ul style="list-style-type: none"> <li>• be an association or network that evolved from the Canada Council Stand Firm Initiative</li> <li>• <b>have received, in the past five years, funding support from the Canada Council, or federal, provincial/territorial and municipal public arts funders or arts funding from foundations.</b></li> </ul>
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<p><b>Applicant Eligibility (continued)</b></p>	<p><b>Commitment to designated communities</b></p> <p>An applicant’s mandate and the majority of its activities, artistic content, and financial and human resources must be dedicated to culturally diverse, Deaf and disability communities and, specifically, to:</p> <ul style="list-style-type: none"> <li>• creating, promoting or supporting the arts practices of these communities</li> <li>• employing and developing artists, artistic leaders, creative contributors and/or staff from these communities</li> <li>• providing access to the arts for audiences from these communities, and/or</li> <li>• advancing the artistic development of these communities.</li> </ul>
<p><b>Project Eligibility</b></p>	<p><b>Eligible projects</b></p> <p>For this program, projects are eligible if they meet the criteria set out in this section and the objectives of this program. <b>If the proposed project activities are eligible under any other Canada Council’s programs, you must apply to those programs.</b></p> <p><b>Arts organizations</b></p> <p>Eligible projects for arts organizations include first-time or pilot projects and one-time extraordinary initiatives that go beyond the scope, mandate and regular activities of the organization.</p> <p><b>Associations and networks</b></p> <p>Eligible projects for associations and networks include first-time or pilot projects and one-time extraordinary initiatives. On-going projects or activities may also be considered if they provide a unique and targeted service to the designated arts communities.</p> <p><b>All applicants</b></p> <p>Examples of project activities that <b>are eligible</b> include:</p> <ul style="list-style-type: none"> <li>• conferences, forums and symposiums</li> <li>• gatherings or networking sessions</li> <li>• professional development workshops</li> <li>• web-based activities that benefit a broader community beyond the applicant</li> <li>• special events and programs</li> <li>• major partnerships, and</li> <li>• other first-time or extraordinary initiatives.</li> </ul>

<p><b>Project Eligibility</b></p>	<p><b>Ineligible activities</b></p> <p>Examples of project activities that <b>are not eligible</b> include:</p> <ul style="list-style-type: none"> <li>• touring</li> <li>• production</li> <li>• creation</li> <li>• distribution or dissemination</li> <li>• exhibitions, and</li> <li>• day-to day operations</li> </ul> <p><b>Please contact the appropriate Program Officer at least a month before the application deadline to determine whether your project is eligible and meets the objectives of the program.</b> (The contact information is on the cover page of these guidelines.)</p>
<p><b>Grant Amount</b></p>	<p><b>Amount available</b></p> <ul style="list-style-type: none"> <li>• The maximum grant amount that your organization, association or network can receive for the project proposed in this application is \$50,000. However, most grants fall between \$10,000 and \$30,000.</li> <li>• Successful applicants may not be awarded the full amount requested.</li> <li>• Grant levels will be determined according to the scale and scope of the proposed project activities.</li> </ul> <p><b>Number of applications and overall maximum amounts</b></p> <p>Applicants may submit only one application to each program deadline, but may reapply in future years. Once you receive a total of \$50,000 from this program, you are no longer eligible for support. For example, if you apply in 2011 and receive \$20,000, you can apply for a maximum of \$30,000 in 2012.</p> <p>If your organization has already received \$50,000 from the former Community Capacity Building Grants for Culturally Diverse Arts Organizations program, it cannot apply to this program.</p>

<p><b>Eligibility of Expenses</b></p>	<p><b>Eligible Expenses</b></p> <p>All expenses must be directly related to the proposed project.</p> <p>Examples of <b>eligible expenses</b> are:</p> <ul style="list-style-type: none"> <li>• artistic or administrative fees for project leaders</li> <li>• artistic fees for special presentations or showcases (including fees for performers, designers, writers, creators, curators and presenters)</li> <li>• technical fees (for stage managers, production managers, technicians, etc.)</li> <li>• fees for speakers, workshop leaders, facilitators, animators, etc.</li> <li>• promotional material and communications costs</li> <li>• travel costs</li> <li>• technology or new media costs</li> <li>• rental costs for space or equipment</li> <li>• research expenses</li> <li>• costs for sign language interpreters, captioning, audio description and simultaneous translation, and</li> <li>• fees for guides for people with visual impairments, attendants, accessibility consultants and other disability-related access support services.</li> </ul> <p><b>Ineligible expenses</b></p> <p>Expenses that <b>are not eligible</b> are:</p> <ul style="list-style-type: none"> <li>• <b>any expenses incurred before the program deadline</b></li> <li>• artistic or administrative salaries</li> <li>• creation, production or dissemination fees</li> <li>• commissioning fees</li> <li>• salaries for consultants or mentors, except fees for accessibility consultants</li> <li>• major capital costs, including costs for renovations or adaptations to physical spaces</li> <li>• deficit reduction or deficit elimination costs, and</li> <li>• artistic mentorship costs (see the grants to professional artists programs in specific Canada Council disciplinary sections).</li> </ul>
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<p><b>Assessment of Applications</b></p>	<p><b>Assessment process</b></p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a <b>multidisciplinary</b> peer assessment committee, composed of professionals with experience in arts management and knowledge of a range of diverse artistic practices.</p> <p>Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Aboriginal people, the cultural and regional diversity of Canada and people who are Deaf or have disabilities. New committees are formed for each competition.</p> <p>Program Officers may also provide contextual information to the committee about trends in, and realities of, the artistic milieu.</p> <p><b>The peer assessment committee’s recommendations are final.</b></p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grant Decisions” (see the following link <a href="http://www.canadacouncil.ca/aboutus/Governance/PeerAssessment/gq127234205403281250.htm">www.canadacouncil.ca/aboutus/Governance/PeerAssessment/gq127234205403281250.htm</a>)</p> <p><b>Assessment criteria</b></p> <p>The peer assessment committee’s decisions will be based on the relative merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p>In assessing the proposed project, the committee will take into account each applicant’s stated mandate and direction, stage of development, as well as regional, cultural and artistic context.</p> <p>The committee will base its review of applications on the program’s objectives and the assessment criteria listed below (the relative importance of each criterion is shown in brackets):</p> <ul style="list-style-type: none"> <li>• merit, clarity and rigour of your proposal in relation to the objectives of this program, which are outlined in the Program Objectives section in these guidelines (30 percent)</li> <li>• the demonstrated ability and track record of your organization, association or network in advancing the artistic development of the designated arts communities (20 percent)</li> <li>• your ability to successfully realize the proposed project, as measured by your track record, the quality of the research, planning and/or consultation processes and whether your timelines are realistic for the proposed activities (20 percent)</li> <li>• potential impact of the project on culturally diverse, Deaf and/or disability arts communities, including artists, arts professionals, audiences, volunteers and/or the public (15 percent), and</li> <li>• your ability to present a realistic and accurate budget for the proposed project activities (15 percent).</li> </ul> <p><b>Priorities for funding</b></p> <p>After the applications have been assessed as described immediately above, the peer assessment committee will list the applications recommended for funding in priority order. Where there are projects of equal merit, the committee will give priority to applicants engaged in rare artistic practices or from under-represented regions and population groups within the context of the competition.</p>
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## IMPORTANT INFORMATION FOR APPLICANTS

<p><b>Processing the Application</b></p>	<p><b>Acknowledgement of receipt</b></p> <p>The Canada Council for the Arts will send you 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><b>Response time</b></p> <p>You will be informed of the competition results, by mail, approximately <b>four months</b> after the application deadline. The Canada Council does not release results by telephone or email.</p> <p>You can access the Searchable Grants Listing, a database of successful grant applicants, at <a href="http://www.canadacouncil.ca/grants/recipients">www.canadacouncil.ca/grants/recipients</a>. You can contact the Canada Council, in writing, to request the list of peer assessors.</p> <p><b>Application preparation</b></p> <p>You are responsible for providing all the information and support material requested to confirm the eligibility of your organization, association or network 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><b>Format and layout</b></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. <b>Use a font size of 12 points or larger.</b> These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable.</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><b>Personal Information</b></p>	<p>The Privacy Act gives individuals the right to access and request corrections 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><b>Grant Terms and Conditions</b></p>	<p><b>Before you apply for a grant, please note all of the following conditions:</b></p> <ul style="list-style-type: none"> <li>• Any overdue final reports for Canada Council grants received by your organization, association or network must be submitted and approved before it is eligible to apply for another Canada Council grant.</li> <li>• You may apply to and receive funding from either the Equity Office or the Aboriginal Arts Office, but not both.</li> </ul> <p><b>If your application is successful,</b> the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p><b>Grant payment</b> Payment will be made once you have confirmed in writing that you agree to the terms and conditions of the grant.</p> <p><b>Changes to proposed projects</b> If your organization, association or network cannot use part or all of the grant during the period stated in your application, for any reason, or if it decides not to carry out the proposed project, you must notify the Canada Council immediately. Any changes to funded projects (for example, changes to the scope of the project, to the budget, to key personnel, or to the start or end date) must be approved by the appropriate Program Officer <b>before they are carried out.</b></p> <p><b>Final report</b> Your organization, association or network will be required to submit a final report on how it used the grant. This report must be submitted by the date identified in your grant notification letter.</p> <p><b>Acknowledgement of Canada Council for the Arts support</b> 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><b>Frequently Asked Questions</b></p>	<p><b>How can I communicate with Canada Council staff?</b></p> <ul style="list-style-type: none"> <li>• You can call 1-800-263-5588 (toll-free) or 613-566-4414 ext. 4102.</li> <li>• You can use the Canada Council TTY lines: 1-877-688-5501 or 1-866-585-5559.</li> <li>• You can email text or video messages to Canada Council staff in French, English, LSQ or ASL. Email addresses follow the pattern: first name dot last name at canadacouncil dot ca (e.g. <a href="mailto:elizabeth.sweeney@canadacouncil.ca">elizabeth.sweeney@canadacouncil.ca</a>).</li> <li>• You can contact staff to request a web conference or meeting in person. Sign language interpretation in ASL or LSQ can be provided.</li> </ul> <p><b>May I submit my application or final report in alternate formats, such as orally or by video in ASL or LSQ?</b></p> <p>No, you must submit your application and final report, on or before the deadline, in written English or written French. If you must pay for access support services (such as transcription, sign language interpretation, etc.) to submit these documents, the Canada Council may contribute toward these costs. For more information about reimbursement, please contact the Equity Office <b>before incurring these costs.</b></p>

<p><b>Frequently Asked Questions (continued)</b></p>	<p><b>How do I indicate my willingness to participate on a peer assessment or advisory committee?</b></p> <p>You may fill out a self-nomination form, which is available through <a href="http://www.canadacouncil.ca">www.canadacouncil.ca</a>. If you are invited to participate on a peer assessment or advisory committee, the Canada Council will provide and pay for necessary access support services (such as sign language interpretation or attendant care) to assist you to participate.</p>
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## GLOSSARY

The terms listed below apply specifically to the Equity Office's Capacity Building Initiative.

### **Collaborator**

Participants who work together and make a significant or equal contribution to the development of a project. These participants may be co-authors, co-producers, joint applicants, or partnering individuals or organizations affiliated in any capacity with the project.

### **Collaboration**

Effort made by artists and/or arts professionals participating equally in artistic research, creation, production and disseminations of a work.

### **Commission**

- A request from an individual or organization to an artist or group of artists to create a specific artwork.
- A financial contribution toward a commissioned work.

### **Creation/production**

- The artistic effort (including the research) of generating new or substantially revised artistic materials or artwork (play, dance, score, script, sculpture, video, installation, etc.).
- The remounting of works.
- The presentation phase in some disciplines, such as theatre and dance.

### **Disciplinary sections**

A grouping of administrative units within the Canada Council for the Arts that provides grant programs, services and administers funding for a particular artistic discipline, practice or sector. The Canada Council's disciplinary sections include: Audience and Market Development, Dance, Media Arts, Music, Inter-Arts, Theatre, Visual Arts and Writing and Publishing.

### **Dissemination**

Methods to present and distribute artworks to the public. This includes exhibition, touring, the circulation of exhibitions, the promotion and distribution of artworks and literature, extension services and library and resource centre activities.

### **Mentorship**

An activity or experience in which an apprentice learns from a mentor (an organization, institution or individual with extensive knowledge and experience in a particular art form.) This may also be called an apprenticeship. The mentorship can include exchanges, sharing knowledge and/ or working together that result in benefits for both or all parties.

**Partnership**

A clearly defined artistic, financial, or administrative relationship. Two or more parties working towards shared and/or compatible objectives with: shared authority and responsibility; joint investment of time and resources; sharing of risks and benefits; and an explicit agreement, contract or other instrument that sets out terms. A partnership lasts whatever length of time suits the partners and their undertaking.

**Peer assessment**

An evaluation mechanism and principle based on peer review in which the majority of Canada Council's funding decisions are made. The Canada Council's commitment to peer assessment is based on the conviction that decisions about which artists or arts organizations receive support should be made by their peers. A new committee of peers is usually formed for each competition. Peer assessment committees can be discipline-specific or multidisciplinary.

For more information please refer to:

<http://www.canadacouncil.ca/aboutus/Governance/PeerAssessment/gq127234205403281250.htm>

**Peer-to-peer learning**

Opportunities to learn, exchange and share between and amongst artists, art professionals and organizations usually working within common artistic traditions, disciplines, communities or sectors.

**Racialized group**

Groups designated as different based on perceived race or ethnicities and on that basis subjected to differential and unequal treatment. In the present context, racialized groups include those who may experience differential treatment on the basis of race, ethnicity, religion, culture, etc. That is, treated outside the norm and receiving unequal treatment based upon phenotypical features.

**Systemic barriers**

Barriers within the system, imbedded in policy, law, institutions, structures, geopolitics and politics. These barriers are experienced by groups based on age, culture, disability, ethnicity, gender, language, region, sexual orientation etc.

**Touring**

Cross-border Canada/USA travel in addition to domestic and international travel for individuals, groups or collectives of professional artists to further disseminate art and increase artistic expertise.



## Capacity Building Initiative: Project Grants

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

» Please complete the electronic form (in PDF format), email it, or print and mail it with the required support material

IDENTIFICATION OF APPLICANT (please inform the Canada Council if your address changes)	
Name of applicant (legal name of organization, association or network, registered name if incorporated.)	
<b>Permanent address of applicant:</b>	<b>Mailing address (if different from permanent address):</b>
Street address and apartment or suite number	Street address and apartment or suite number
City	City
Province or territory	Postal code
Telephone	Fax
Email	Website
<b>DECLARATION</b>	
In which language(s) do you prefer to communicate with the Canada Council? Check all that apply:	
<input type="checkbox"/> Spoken English <input type="checkbox"/> Spoken French <input type="checkbox"/> Written English <input type="checkbox"/> Written French <input type="checkbox"/> ASL <input type="checkbox"/> LSQ	
<b>To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.</b>	
As primary representative of the applicant organization, association or network:	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• I understand that the applicant is not eligible to apply to this program until any of its overdue final reports for Canada Council grants have been submitted and approved.</li> <li>• I accept the conditions of this program and agree to accept the Canada Council's decision.</li> <li>• I will act as the primary representative of the applicant, and will keep other participants informed of the contents and outcome of this application.</li> <li>• I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.</li> </ul>	
<b>I confirm that the statements in this application are complete and accurate, to the best of my knowledge.</b>	
_____ Name and position of applicant's primary representative	_____ <b>Signature</b> (an original signature is required)
_____ Name and position of applicant's alternative representative (board member, artistic leader or staff)	_____ <b>Signature</b> (an original signature is required)



## Capacity Building Initiative: Project Grants

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

- The Canada Council requires only one copy of the application form.
- Type or print in black ink to make your application easier to photocopy.
- Do not bind your completed application form (in other words, do not use spiral binding, staples, mount it in plastic, etc.).
- You must submit your application, on or before the deadline in written English or written French. The Canada Council may contribute toward costs required for sign language interpretation or access support services (such as transcription) in order to submit these documents. You must contact the Equity Office in advance for more information about reimbursement **before incurring these costs.**

### PART A1 – TYPE, NAME AND LOCATION OF APPLICANT

**Type of applicant:**

- Arts organization (including an artists' collective, publishing house or music ensemble)
- Association or network

For the definition of the above, see the Applicant Eligibility section of the guidelines.

**Designated arts communities served by the applicant** (check all that apply):

- Culturally diverse arts community     Deaf arts community     Disability arts community

**Name of applicant** (legal name of organization, association or network—registered name if incorporated):

City \_\_\_\_\_ Province or territory \_\_\_\_\_

**Name and position of organization's primary representative:** \_\_\_\_\_

### PART A2 – DESCRIPTION OF GRANT REQUEST

**Amount requested from this program:** \$ \_\_\_\_\_ (to a maximum of \$50,000)

**Period to be covered by this grant:**

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

**Note:** The period of this grant must begin after the program deadline, which is 30 November 2011.

**Brief project description** (10 to 15 words; you must complete this section): \_\_\_\_\_

**Have you received funding from the Community Capacity Building Grants for Culturally Diverse Arts Organizations program?**     Yes     No

**If so, how much?** \$ \_\_\_\_\_

**PART A3 – OTHER GRANT SUPPORT**

Please check the appropriate box(es) below to indicate the Canada Council disciplinary section(s) that have previously provided or are currently providing grant support to your organization, association or network:

- Audience and Market Development     Dance     Inter-Arts     Media Arts  
 Music     Theatre     Visual Arts     Writing and Publishing

Please check the appropriate box (es) below to indicate the type of grant support your organization, association or network has previously received or is currently receiving from each of the funders indicated:

**Canada Council for the Arts**

- Project funding     Annual operating funding     Multi-year operating funding

**Other Federal Arts Funders**

- Project funding     Annual operating funding     Multi-year operating funding

**Provincial or Territorial Arts Funders**

- Project funding     Annual operating funding     Multi-year operating funding

**Municipal Arts Funders**

- Project funding     Annual operating funding     Multi-year operating funding

**Foundations (associations and networks only)**

- Project funding     Annual operating funding     Multi-year operating funding

**Note:** If you have not received Canada Council funds in the past, you must provide one letter confirming arts funding support offered by another source of funding.

**PART B1 – ELIGIBILITY EVALUATION TOOL: GENERAL GUIDELINES**

The Canada Council recognizes diverse arts communities and practices. However, to address funding gaps and access issues, this program focuses strategically on culturally diverse, Deaf and disability arts organizations, networks or associations, as well as their artistic practices.

The Equity Office has developed this eligibility evaluation tool for you to indicate the artistic practices and representation of people from the designated arts communities. Please note that the applicant's mandate, major artistic activities, and community or communities benefiting from your work are considered the most critical areas in reflecting the level of representation.

In Part B2, please estimate the percentage of individuals and artistic practices from the designated groups in your organization's current operation. Use the examples for each designated group in Part B3 as a guide. If the form does not provide enough space, you may use the Word document located at [www.canadacouncil.ca/grants/equity/](http://www.canadacouncil.ca/grants/equity/)

The Canada Council recognizes that applicant groups may work with diverse populations with multiple or overlapping identities that are not mutually exclusive of each other. For instance, culturally-diverse, Deaf or disability arts organizations frequently serve other equity-seeking groups such as Aboriginal people, women, the Gay, Lesbian, Bisexual and Transgendered community, linguistic minorities, immigrants and refugees, people living in poverty or other marginalized communities. However, the core focus of this program is to address funding gaps for members of the three designated groups.

If your organization dedicates a substantial amount of resources to serving groups other than the three designated groups, please **do not incorporate them into the percentages** in Part B2, but describe them in Part C. If your organization works with members of Deaf, disability or visible minority communities, please **include them in the percentages**.

<b>PART B2 – ELIGIBILITY EVALUATION TOOL TO BE COMPLETED</b>		
<b>Eligibility criteria</b>	<b>Content</b>	<b>Representation of designated communities (%)</b>
<b>Mandate</b> (main purpose of your organization)		
<b>Major artistic activities,</b> including activities that explore and (or) represent the expressions, perspectives and lived experiences of: <ul style="list-style-type: none"> <li>• culturally diverse artists and (or) are practices rooted in culturally diverse traditions</li> <li>• Deaf people, in other words, Deaf arts</li> <li>• people with disabilities, in other words, disability arts.</li> </ul>		
<b>Community or Communities</b> (individuals, groups or organizations that benefit from your organization’s work, including workshop participants, collaborators, members, volunteers, partnering arts professionals or organizations, donors and audiences.)		
<b>Leadership</b> (key representatives of your organization who report to the board, if this applies.)		
<b>Staff and artists</b>		
<b>Board</b> (if this applies)		
<b>AVERAGE</b>		

<b>PART B3 – Example of completed eligibility evaluation tool for culturally diverse arts organizations, associations and networks</b>		
<b>Eligibility criteria</b>	<b>Content</b>	<b>Representation of designated communities (culturally diverse / visible minority (%))</b>
<b>Mandate</b>	The Origins Gallery was created to support and promote multidisciplinary contemporary art that encourages reflection on ethnic or cultural intersections and history. We present programs that represent and reflect the cultural diversity of Canada's populations and create a space to explore the discourse of art practice in relation to ethnicity, culture and race.	100
<b>Major artistic activities</b>	<ul style="list-style-type: none"> <li>• Permanent collection (25%)</li> <li>• Special programs:               <ol style="list-style-type: none"> <li>1) Trans Land – A First Peoples and culturally diverse multidisciplinary exhibit on land and sexuality (50%)</li> <li>2) Current Realities: Water, Electricity, Power and Protest – International works on major hydro dams and their effects on Indigenous peoples in Latin America (100%)</li> <li>3) Play Me: Digital Media and Global Communications (25%)</li> </ol> </li> </ul>	Calculation: $25 + 50 + 100 + 25 = 200 / 4 = 50$ 50
<b>Community or Communities</b>	We are an artist-run centre with a diverse and inclusive membership. While we don't ask our membership to identify themselves according to race or ethnicity, generally more than half of the membership, volunteers, workshop participants, project partners and visitors appear to be from the Asian-Canadian and African-Canadian communities – 60% represents a conservative estimate.	60
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Artistic Coordinator – Mixed African and French-Canadian</li> <li>• Administrative Coordinator – European-Canadian</li> </ul>	50
<b>Staff and artists</b>	We have a five-member staff; two are full time and three part time. Three are members of visible minorities. Roughly 30% of artists come from visible minorities.	Calculation: $3/5 = 60$ $60 + 30 = 90 / 2 = 45$
<b>Board</b> (if this applies)	A 10-member board; four members belong to visible minorities.	40
<b>AVERAGE</b>		(Total of all percentages divided by 6) $100 + 50 + 60 + 50 + 45 + 40 = 345 / 6 = 57.5$ 58

<b>PART B3 – Example of completed eligibility evaluation tool for deaf arts organizations, associations and networks</b>		
<b>Eligibility criteria</b>	<b>Content</b>	<b>Representation of designated communities (Deaf people / Deaf arts) (%)</b>
<b>Mandate</b>	The Front and Centre Gallery was created to support and promote multidisciplinary contemporary art that encourages reflection about the diverse lived experiences of being Deaf, including exploring intersecting identities, Deaf cultures and history. We present programs that represent and reflect the diversity of Deaf Canadians and create a space to explore their discourse of arts practices.	100
<b>Major artistic activities</b>	<ul style="list-style-type: none"> <li>• Permanent collection (75%)</li> <li>• Special programs:               <ol style="list-style-type: none"> <li>1) Hand in Hand – An intimate video exhibit of Deaf and hearing Canadians in relationships, which explores their shared lives, languages and cultures (50%)</li> <li>2) Radical Realities: Deaf People, Pride and Protest – International works about Deaf LGBT people and their battle to gain access to Pride celebrations (100%)</li> <li>3) Play Me: Digital Media and Global Communications (75%).</li> </ol> </li> </ul>	Calculation: $75 + 50 + 100 + 75 = 300 / 4 = 75$ 75
<b>Community or Communities</b>	We are an artist-run centre with a diverse and inclusive membership. While we don't ask our membership to identify whether they are Deaf or hard-of-hearing, more than half of the membership, volunteers, workshop participants, project partners and visitors appear to be Deaf – 60% represents a conservative estimate.	60
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Artistic Director – A Deaf person</li> <li>• General Manager – A hearing person</li> </ul>	50
<b>Staff and artists</b>	We have a five-member staff and three are Deaf people. Roughly 80% of artists are Deaf artists.	Calculation: $3/5 = 60$ $60 + 80 = 140 / 2 = 70$
<b>Board</b> (if this applies)	A 10-member board; four members are Deaf.	40
<b>AVERAGE</b>		(Total of all percentages divided by 6) $100 + 75 + 60 + 50 + 70 + 40 = 395 / 6 = 65.8$ 66

<b>PART B3 – Example of completed eligibility evaluation tool for disability arts organizations, associations and networks</b>		
<b>Eligibility criteria</b>	<b>Content</b>	<b>Representation of designated communities (people with disabilities / disability arts) (%)</b>
<b>Mandate</b>	The Open Gallery was created to support and promote multidisciplinary contemporary art that encourages reflection about the diverse lived experiences of people with disabilities, including exploring intersecting identities, disability cultures and history. We present programs that represent and reflect the diversity of Canadians with disabilities and create a space to explore their discourse of arts practices.	100
<b>Major artistic activities</b>	<ul style="list-style-type: none"> <li>• Permanent collection (50%)</li> <li>• Special programs:               <ol style="list-style-type: none"> <li>1) This Land Is My Land – A portrait exhibit of Aboriginal people with disabilities and their relationship to the land, in diverse rural and urban Canadian landscapes (100%).</li> <li>2) Radical Realities: Disabled People, Pride and Protest – International works about LGBT people with disabilities and their battle to gain access to Pride celebrations (100%).</li> <li>3) Play Me: Digital Media and Global Communications (25%).</li> </ol> </li> </ul>	Calculation: $50 + 100 + 100 + 25 = 275 / 4 = 68.8$ 69
<b>Community or Communities</b>	We are an artist-run centre with a diverse and inclusive membership. While we don't ask our membership to identify whether they have a disability, more than half of the membership, volunteers, workshop participants, project partners and visitors appear to be people with disabilities – 60% represents a conservative estimate.	60
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Artistic Director – A person with a disability</li> <li>• Administrative Coordinator – A person without a disability.</li> </ul>	50
<b>Staff and artists</b>	We have a five-member staff; two are full time and three are part time. Three are people with disabilities. Roughly 30% of artists have disabilities.	Calculation: $3/5 = 60$ $60 + 30 = 90 / 2 = 45$
<b>Board</b> (if this applies)	A 10-member board; four members have disabilities.	40
<b>AVERAGE</b>		(Total of all percentages divided by 6) $100 + 69 + 60 + 50 + 45 = 364 / 6 = 60.6$ 61

**PART C – PROFILE OF APPLICANT AND DESCRIPTION OF PROJECT ACTIVITIES**

On separate sheets of paper, please provide the information requested in this section. **Present your text in the order shown below.** While the descriptions must be detailed enough to allow the peer assessment committee to make informed recommendations, please be concise and clear.

The information requested below is directly related to the assessment criteria and factors that the peer assessment committee will use to evaluate your application (see the Assessment Criteria section of the guidelines for details). Submit a maximum of **12 pages** for Part C.

**Profile of your arts organization, association or network**

- Provide your mandate and mission statement.
- Short description of your activities, including historical highlights, key activities pursued over the past year, the number of arts professionals involved and the approximate size of the audience/public (if this applies.)
- Describe your activities that have advanced the artistic or professional development of members of the designated arts communities.

**Proposed project activities**

- Describe the proposed project activities and how they will respond to **any of the five** objectives of this program as outlined below:
  - stimulate the development and enhance the recognition and understanding of artistic practices from the designated arts communities
  - advance professional development, networking, dialogue and knowledge-sharing among arts professionals from the designated arts communities
  - increase public access to culturally diverse, Deaf and disability arts and develop audiences for these artistic practices
  - increase the potential for partnerships, collaborations, resource-sharing, solidarity, intercultural understanding and synergy among members of the designated arts communities and beyond (for example, Aboriginal arts communities and non-arts sectors), and
  - incorporate innovative strategies and tools, including digital technologies, to achieve one or more of the above.
- Outline your organizational processes as they relate to the proposed activities (for example, research, planning, programming and consultation processes, and timelines).
- Provide the names of major partners and (or) arts professionals who will be participating in the proposed project activities. **You must provide letters or formal emails from them to confirm their participation.**
- Indicate who (within and outside your organization, association or network) will benefit from these proposed project activities (for example, artists, arts professionals, audiences, volunteers, stakeholders and (or) the public from the designated arts communities).

<b>PART D – FINANCIAL INFORMATION</b>			
Provide a detailed list of revenues and expenses, using the table below (rounded off to the nearest hundred dollars), for the project activities that your organization, association or network plans to carry out if it receives a grant from this program. Attach notes to this section, if needed.			
<b>REVENUES</b>			
	<b>Confirmed</b>	<b>Pending</b>	<b>Confirmed plus Pending</b>
<b>Public funds:</b>			
Canada Council grant requested from this program:		\$	\$
Federal grants other than Canada Council (provide details):			
	\$	\$	\$
	\$	\$	\$
Provincial or territorial grants (provide details):			
	\$	\$	\$
	\$	\$	\$
Municipal grants (provide details):			
	\$	\$	\$
	\$	\$	\$
Foundations (provide details):			
	\$	\$	\$
	\$	\$	\$
Private or corporate donations (provide details):			
	\$	\$	\$
	\$	\$	\$
Earned revenues (provide details):			
	\$	\$	\$
	\$	\$	\$
Other revenues, such as cost-sharing with other institutions or in-kind support (provide details):			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total revenues</b>	\$	\$	\$

<b>PART D – FINANCIAL INFORMATION (continued)</b>		
<b>EXPENSES</b>		
Provide a breakdown and details for each expense. Create an enlarged budget form if there is not enough space below.		
	<b>For all activities related to the project</b>	<b>For proposed activities in this application only</b>
Artistic or administrative fees or project leaders:		
	\$	\$
Artistic fees for presentations or showcases:		
	\$	\$
Technical fees (for stage managers, production managers, technicians, etc.):		
	\$	\$
Fees for speakers, workshop leaders, facilitators, etc.:		
	\$	\$
Promotional material and communications costs:		
	\$	\$
Travel costs:		
	\$	\$
Technology or new media costs:		
	\$	\$
Space or equipment rental costs:		
	\$	\$
Research expenses:		
	\$	\$
Costs for sign language interpretation, captioning, audio description and simultaneous translation:		
	\$	\$
Fees for guides for people with visual impairments, attendants, accessibility consultants and other disability-related access support services:		
	\$	\$
Other costs (provide details):		
	\$	\$
<b>Total expenses</b>	\$ (must equal total revenues from Confirmed plus Pending column)	\$ (maximum of \$50,000)

**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 the applicant's name on all items.

For this program, **you are not required to submit artistic support material** (such as digital images, CDs, videotapes, manuscripts or catalogues). Artistic support material or any other material not requested in the application form will not be shown to the peer assessment committee.

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

- Identification of applicant
- Declaration (two **original signatures** are required)
- Part A1 – Type, name and location of applicant
- Part A2 – Description of grant request
- Part A3 – Other grant support
  - One letter confirming financial support from other federal, provincial, territorial and (or) municipal arts funders, or foundations, if you have never received Canada Council grants.
- Part B2 – Eligibility evaluation tool
- Part C – Profile of applicant and description of project (maximum of **12 pages**)
  - Letters of confirmation from major partners and (or) participating arts professionals (formal emails are acceptable)
- Part D – Financial information

Once the form has been completed, please choose one of the following options for submission.

**By email**

Be sure to include any required support material. Any non-electronic support material must be sent by mail on or before the program deadline date.

**By mail**

Please send your completed application and all required support material to the following address:

**Equity Office**

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