



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

DANCE SECTION

Grants to Dance Professionals

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 amounts, application assessment process and criteria, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the program officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part G 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 February

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

Rochelle Hum

Program Officer

Dance Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

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1-800-263-5588 (toll-free) or 613-566-4414, ext. 4501

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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 by Canadian dance artists at home and abroad.</p>
<p>Program Objectives</p>	<p>The Dance Section recognizes the central role of the individual dance practitioner in the Canadian dance ecology. The Grants to Dance Professionals program offers support to professional dance practitioners of all cultures with the aim of:</p> <ul style="list-style-type: none"> • providing access to resources for professional development at all stages of a dance professional’s career (emerging, mid-career and established) • encouraging the exchange of knowledge and expertise to support the development of the discipline • providing opportunities for personal artistic development • supporting research activities that are not directly related to a production.
<p>Program Description</p>	<p>This program provides support and assistance to an individual Canadian dance professional to pursue projects involving professional development, research, and apprenticeship or mentorship. Applicants must identify themselves as belonging in one of the following categories:</p> <ul style="list-style-type: none"> • emerging • mid-career • established <p>Professionals working in all dance forms, genres and specializations are eligible to apply. This program supports practitioners of both contemporary and traditional dance forms rooted in many cultures (see Appendix A for a sample list of dance genres and specializations).</p> <p>This program co-administers the Jacqueline Lemieux Prize, a \$6,000 award given to an established dance professional who has made a significant contribution to dance in Canada, as nominated by peer assessment committees in this program and the Grants to Aboriginal Dance Professionals program.</p> <p>The program also co-administers the annual Victor Martyn Lynch-Staunton Awards, which provide a \$15,000 award to an outstanding Canadian mid-career artist, as nominated by peer assessment committees in this program and the Grants to Aboriginal Dance Professionals program.</p> <p>Note that individuals need not apply for these special prizes, as all eligible program applicants will automatically be considered.</p> <p>An individual may apply to the Grants to Dance Professionals and the Production Project Grants in Dance program, for separate unrelated projects.</p>

Applicant Eligibility

Note that meeting the eligibility criteria does not guarantee that you will receive a grant.

General eligibility

You are eligible to apply to this program if you are an individual Canadian dance professional. For the purposes of this program, dance professionals include dancers, choreographers, dance teachers, artistic directors, designers and technicians, as well as professionals contributing to dance in a non-artistic capacity such as managers, producers, agents, writers and archivists. (See Appendix A for a sample list of dance specializations).

If you are a dance professional working with a dance company or organization, you may only apply to this program for support of a project that is not included in the ongoing activities of the company or organization.

You must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.

You must also meet the Canada Council's definition of a professional artist, which is an artist who:

- has specialized training in the artistic field (not necessarily in academic institutions)
- is recognized as a professional by his or her peers (artists working in the same artistic tradition)
- is committed to devoting more time to artistic activity, if possible financially
- has a history of public presentation.

Full-time undergraduate or high school students enrolled at a dance academy, training institution, school, college or university are not eligible to apply.

Graduate students at the masters and doctoral levels are eligible to apply providing they can demonstrate they have sufficient time to carry out the proposed project and that the project remains distinct from their graduate work. They must have maintained an active professional dance career for **at least one year outside of an** academic setting.

<p>Applicant Eligibility (continued)</p>	<p>In addition to meeting the general eligibility criteria, applicants must meet the following requirements.</p> <ul style="list-style-type: none"> • Dancers must have performed in at least one professional public presentation (outside of a training institution or academic setting) for which they were paid an artist fee. • Choreographers must have presented at least three works publicly in a period of three consecutive years in a professional context (does not include school or pre-professional work). The works choreographed must have been performed by paid professional artists. • Dance teachers must have a minimum of one year of teaching experience. • Designers and technicians must have been paid to work on at least three professional productions. • Other professionals contributing to dance in a non-artistic capacity (including managers, producers, agents, writers and archivists) must have completed at least one significant project in professional dance. <p>Emerging, Mid-career and Established Dance Professionals</p> <p>For the purposes of this application you must determine your status as an emerging, mid-career or established dance professional.</p> <p>You are considered to be an emerging dance professional if you have completed your basic training (not necessarily in a formal training institution), have gained some professional experience, and are pursuing a professional dance career.</p> <p>You meet the program’s definition of a mid-career dance professional if you have maintained an active professional career for at least five years. You must be recognized by your peers within your artistic tradition for your contribution to the field of dance.</p> <p>You are considered to be an established dance professional if you have sustained a professional dance career for a minimum of 15 years. Your entire body of work is taken into account, for example, choreography, interpretation and research.</p> <p>Established dance professionals embarking on a new field of specialization (for example, an established dancer pursuing choreography) may apply to this program as an established artist but should explain their new direction in their artistic statement in Part B2 of the application form.</p>
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<p>Project Eligibility</p>	<p>Eligible activities</p> <p>The Canada Council recognizes that the dance profession incorporates many facets of activity that enhance the dance milieu. Creative, career, and professional development activities are eligible for support through this program.</p> <ul style="list-style-type: none"> • Professional development <p>Examples of proposed professional development projects that are eligible for support include:</p> <ul style="list-style-type: none"> – periods of professional development or study within self-directed or established programs – participation at national or international dance festivals, conferences and events – attendance at workshops or training courses that are above the level of basic training – sabbatical periods for established and mid-career artists: for this program, a sabbatical is defined as a period of leave taken by a dance professional to carry out projects not otherwise associated with their regular duties within an organization or a company; this leave of absence can be used for reflection, study or travel. Note that funding for sabbaticals is highly competitive and an average of one grant per year is awarded. <ul style="list-style-type: none"> • Research projects <p>Examples of proposed research projects that are eligible for support include:</p> <ul style="list-style-type: none"> – self directed research that is not related to a specific production – investigation of technologies for dance, which may involve research to work with video, film or other media – individual research for writing projects. <p>Note that choreographers may apply for preliminary research related to a future creation, but the focus of their application must be on the research phase, as actual creation and production costs are not eligible under this program (see the Production Project Grants program).</p> <p>Research, creation and production costs are eligible within the Production Project Grants program. Please review the guidelines and eligibility requirements of this program on the Canada Council website.</p>
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<p>Project Eligibility (continued)</p>	<ul style="list-style-type: none"> • Apprenticeship or mentorship projects <p>You have an apprenticeship arrangement if you will be asking an individual or group (such as a company) to share their knowledge with you and it is a mutually beneficial experience. It is a mentorship arrangement if you will be “passing down” knowledge and sharing expertise with others (either one individual or a group) in a mentoring relationship.</p> <p>An application for apprenticeship is initiated by the apprentice. An application for mentorship is initiated by the dance professional who will offer the mentorship.</p> <p>To be eligible, your project must allow you to work closely with apprentices or mentors in order to exchange knowledge. You must establish written terms of agreement between yourself and the other party; that agreement should outline a well-developed project (refer to Part E of the application form for a template of an acceptable letter of agreement).</p> <p>Examples of proposed apprenticeship or mentorship arrangements that are eligible for support include:</p> <ul style="list-style-type: none"> – a senior artist or elder wishes to mentor a dancer to provide specific knowledge and/or training – a lighting designer wishes to apprentice with a senior lighting designer to further develop his or her skills – an emerging dancer wishes to apprentice with a specific dance company and/or an established dance professional. <p>Note: Only one apprentice will be considered per dance company.</p> <p>Ineligible activities</p> <p>The following are not eligible for support:</p> <ul style="list-style-type: none"> • commissions (refer instead to Production Project Grants program) • the creation/production or remount of a dance work or works (refer instead to Production Project Grants program) • project activity affiliated with the applicants’ company, collective or artistic associates • full-time undergraduate education or equivalent training within an academy, school, college or university • project activity affiliated with graduate or doctoral studies • participation in dance competitions • touring (refer instead to the Dance Touring Grants programs) • production and dissemination of Canadian professional screen-based dance works in film or video (refer instead to the Dance on Screen Production Fund or contact the Media Arts Section about the Grants to Film and Video Artists or Grants to New Media and Audio Artists programs)
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Project Eligibility (continued)	<ul style="list-style-type: none"> • academic (degree-related) research (contact the Social Sciences and Humanities Research Council about funding opportunities) • any new proposal, if you have an outstanding final report due to the Canada Council.
Grant Amount	<p>Amount available</p> <p>Professional development and research projects</p> <p>The maximum available for these activities is \$20,000.</p> <p>You may use grant funds from this program for travel, tuition, training materials, accommodation, subsistence (maximum of \$2,000 a month) and attendance at performances and/or conferences. Eligible expenses also include fees for professional resource people such as a mentor, elder or choreographer; the cost of studio rental; books, audiovisual material and documentation; and dancers' fees.</p> <p>You may use the travel portion of the grant to cover inter-city air, rail or bus travel and local transportation. Air travel costs must be based on the cheapest available airfare. You cannot use travel funds to cover the costs of insurance, travel by your spouse or dependants, or the shipment of personal items.</p> <p>Apprenticeship or Mentorship projects</p> <p>The maximum available for these activities is \$10,000.</p> <p>Apprentices may use grant funds to pay their mentors and to cover subsistence, studio and dancers' costs. If you will be apprenticing with an organization, institution or company, the host is expected to contribute at least 50 percent of the project costs in either cash or in-kind services.</p> <p>Mentors may use grant funds to cover their fee, studio and documentation and to offset participants' costs, if necessary.</p> <p>For all projects</p> <p>These grants cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline.</p> <p>You must round your budget request to the nearest hundred.</p> <p>Under normal conditions, the peer assessment committee will not modify the grant amount that you request. However, limited funds are available for this program and a high number of applications may be received. If your application is successful, the committee may decide to award a smaller grant than you requested.</p> <p>The purchase of capital equipment is not eligible (such as computers or video cameras). However, rental of equipment is an eligible expense.</p>

<p>Access Support</p>	<p>Applicants who are Deaf or have disabilities can apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible grant activities. The Canada Council may contribute toward the access-related expenses.</p> <p>Eligible expenses</p> <p>Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> • sign language interpretation • a personal attendant • a guide • rental of specialized equipment. <p>Ineligible expenses</p> <ul style="list-style-type: none"> • major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.) • services and supports for which an individual is already receiving funding • services and supports which are not directly tied to the activities supported by the grant. <p>Requests are reviewed on a case-by-case basis and are not shared with the peer assessment committee. Please contact the Program Officer if you have any questions about your request.</p>
<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists by their peers.</p> <p>Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>Applications from emerging and mid-career dance professionals are assessed together, while applications from established dance professionals are assessed separately.</p> <p>Aboriginal dance professionals who would like to be assessed by a committee composed of Aboriginal dance professionals may apply to the Grants to Aboriginal Dance Professionals program.</p> <p>Peer assessment committees are asked to make fair, impartial and informed decisions. Prior to a committee meeting, the Canada Council sends copies of all the eligible applications to the committee members. At the meeting, members study the applications, view the DVDs and other support material, and discuss the applications.</p>

Assessment of Applications (continued)

On the final day of the meeting, the committee members place the applications in priority order, review the results to assess the national impact of their recommendations, and reach their final funding decisions.

In the situation where there are limited funds and several applicants are assessed as having equal merit, the Canada Council's strategic priorities may be taken into consideration by the assessment committee. Please consult the Canada Council's Strategic Plan 2011-2016 at www.canadacouncil.ca/aboutus/StratPlan2011-16.

Peer assessment committee recommendations are final.

For further information on this subject, please see "Peer Assessment: How the Council Makes Its Grant Decisions," posted on the Canada Council's website.

Assessment criteria

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.

For a **professional development or research project**, the specific criteria applied to the applicant are as follows:

- the artistic merit of your work as demonstrated through the submitted support material (DVD, CD, etc.)
- your previous achievements
- your contribution to the discipline.

The criteria applied to **the proposed project** are as follows:

- the artistic merit of the project and/or its significance to the development of the profession
- the project's contribution to the advancement of your artistic practice and/or your professional development
- the clarity of the project and the pertinence of the submitted support material
- a reasonable budget, including an appropriate balance of projected revenue sources.

For **apprenticeship or mentorship projects**, the committee will consider the above criteria as they pertain to the applicant. In addition, the committee will give priority to the projects whose terms of agreement provide the greatest benefits for both parties involved.

IMPORTANT INFORMATION FOR APPLICANTS

<p>Processing the Application</p>	<p>Acknowledgement of receipt</p> <p>The Canada Council 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>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.</p> <p>Feedback is available from the program officer over the telephone, for a limited time after you receive notification of the results of the process. It is not available in writing.</p> <p>Application preparation</p> <ul style="list-style-type: none"> • You are responsible for providing all the information and support material requested. • The Canada Council will make decisions about your eligibility based on the information you provide in your application. • Submit only the material requested. Extra material will not be shown to the peer assessment committee. • Carefully choose the material you submit in support of your application as committee members have limited time in which to study each grant application. • Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted. <p>Format and layout</p> <p>Where this applies, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format, 8½ x 11 inches) printed on one side. 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 and (or) in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<p>Personal Information</p>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note all the following conditions:</p> <ul style="list-style-type: none"> • 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. • You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period. • You may apply for only one Canada Council grant to professional artists and one travel grant in any Canada Council fiscal year (1 April to 31 March). <p>Note: There is an exception to the condition that you can apply for only one grant to professional artists in any fiscal year. If you are an established professional artist who works in more than one discipline and you meet the eligibility criteria as an established artist in both disciplines, you may apply to two different Canada Council grants to professional artists programs in one fiscal year. You must, however, accept or refuse the first grant that the Canada Council offers you (within two weeks of the date of the grant notification). If you accept the first grant offered, your other application will be withdrawn from competition.</p> <p>Each arts disciplines section has its own criteria regarding who is considered to be an established artist.</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, which will be provided with your grant notification letter.</p> <p>Because grants and awards are taxable income, you may wish to receive the funds in the same year or years that you will have grant expenses. If your project or program of work will be carried out over two or more calendar years, you may request that your grant be paid in more than one installment.</p> <p>Tax status</p> <p>Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p>
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**Grant Terms
and Conditions
(continued)**

Changes to proposed projects or programs of work

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 must be approved by the appropriate Program Officer **before you carry them out**.

Expiry date of the grant

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.

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.

Acknowledgement of Canada Council for the Arts support

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.

Final report

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.



**Canada Council
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Guidelines for Letter of Support Grants to Dance Professionals Program

Note that your appraisers must submit their letters of support to you for submission with your completed application sent to the Canada Council for the Arts on or before 1 February. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

ONLY ONE LETTER OF SUPPORT IS REQUIRED.

If you are an **emerging or a professional contributing to dance in a non-artistic practice** (such as manager, producer, agent, writer and archivist, etc.), you must send a copy of these guidelines to one senior artist familiar with your work. (If you are a mid-career or established dance professional, letters of support are optional.)

Your chosen appraiser must not be affiliated with the proposed project.

Provide your appraiser with these guidelines and a copy of Part B2 (Description of the Project) and Part D (Financial Information) of your completed application form so that he or she has a sense of the project as it is being presented to the peer assessment committee.

Dear Appraiser:

Thank you for agreeing to provide the Canada Council for the Arts Dance Section with a letter of support for this applicant. It helps the peer assessment committee, particularly when the committee members are not familiar with the applicant, to gain some insight into his or her work as a dancer, administrator, teacher, etc. To help you prepare your letter, here is some background information about the Grants to Dance Professionals program.

It is open to all individual Canadian dance professionals, including dancers, choreographers, animators, teachers, notators, critics, designers, historians, accompanists and administrators.

The program provides support to emerging, mid-career and established dance professionals. Professionals working in all dance forms, genres and specializations are eligible to apply. This

program supports practitioners of both contemporary and traditional dance forms rooted in many cultures.

Dance professionals can apply to this program for support of professional development, research and apprenticeship or mentorship projects.

Eligible activities

Examples of proposed projects that are eligible for support include:

Professional development

- periods of professional development or study within self-directed or established programs
- participation at national and international dance festivals, conferences and events
- attendance at workshops or training courses that are above the level of basic training
- sabbatical periods for established and mid-career artists.

Research projects

- self directed research that is not related to a specific production
- investigation of technologies for dance, which may involve research to work with video, film or other media
- individual research for writing projects.

Note that choreographers may apply for **preliminary research** related to a future creation, but the focus of their application must be on the research phase, as actual creation and production

costs are not eligible under this program (see the Production Project Grants program).

Apprenticeship or mentorship projects allow both the applicant (who can be either the apprentice or the mentor) and the other party (the mentor, company, individual or group) to benefit from working closely together in order to exchange knowledge.

An apprenticeship arrangement is when one party asks another to share knowledge and it is a mutually beneficial experience. This can be done either on a one-to-one basis or as one person apprenticing with a company. **Mentorship** involves an applicant initiating a project that allows him or her to “pass down” and share expertise with others in a mentoring relationship. A mentor may choose to work with one individual or a group.

Assessment criteria for applications

In evaluating the applications, the peer assessment committee will consider the following if the applicant is requesting funds for a **professional development or research project**.

The specific criteria applied to **the applicant** are as follows:

- the artistic merit of the applicant’s work as demonstrated through the submitted support material (DVD, CD, etc.)
- the applicant’s previous achievements
- the applicant’s contribution to the discipline

The criteria applied to **the proposed project** are as follows:

- the project’s artistic merit and/or its significance to the development of the profession
- the project’s contribution to the advancement of the artistic practice and professional development of the applicant
- the clarity of the project and the pertinence of the submitted support material
- a reasonable budget, including an appropriate balance of projected revenue sources.

For **apprenticeship or mentorship projects**, the committee will consider the above criteria as they pertain to the applicant. In addition, the committee will give priority to the projects whose terms of

agreement provide the greatest benefits for both parties involved.

Please note that **letters of support** must be written by an established artist who is unaffiliated with the proposed project.

Content of the letter of support

Your letter of support should include the following information:

1. your name, position or occupation, and address
2. the date of your letter and **your signature**
3. the length of time you have known the applicant
4. your impressions of the applicant’s past work (for example, you might want to discuss a performer’s abilities, musicality and creativity; a choreographer’s ability to convey his or her point of view through movement, the work’s structure, the sense of theatre, lighting, sets and props; or an administrator’s track record or perceived abilities in the field)
5. the applicant’s contribution to the discipline
6. the activities’ importance to the artistic development of the applicant (for professionals working in non-artistic capacities, the project’s importance to the applicant’s career)
7. the applicant’s potential as a dancer, administrator, teacher, etc., including strengths and weaknesses with reference to his or her area of specialization
8. the applicant’s ability to carry out the project and to use the grant effectively
9. any other comments you feel would be useful to the committee.

Preparation and submission of your letter of support

Please use a computer to prepare your letter: do not send a handwritten letter as it will not photocopy well. Give your signed letter to the applicant.

The applicant must include the letter of support along with his or her completed application form.

Applicants who apply online must attach a signed electronic copy of the letter of support with their submission. All required documents and support material must be postmarked by the deadline date.

Further Information

Rochelle Hum

Program Officer

Dance Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

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613-566-4414, ext. 4501

TTY: 1-866-585-5559

www.canadacouncil.ca

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Grants to Dance Professionals

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

IDENTIFICATION OF APPLICANT (please inform the Canada Council if your address changes)

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

Last name

First and middle names

Permanent address:

Mailing address, if different from permanent address:

Street and apartment or suite number

Street and apartment or suite number

City Province or territory Postal code

City Province or 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

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

- 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 may apply for only one Canada Council grant to professional artists (and one travel grant) in any fiscal year (1 April to 31 March).
- I understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's decision.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Signature (an original signature is required)

Date

ACCESS SUPPORT (if this applies)

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

Are you requesting funds to cover expenses for access support?

No Yes, Total amount requested: \$ _____

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

1. Services or support required (provide details):

Cost: \$ _____

2. Services or support required (provide details):

Cost: \$ _____

3. Services or support required (provide details):

Cost: \$ _____

4. Services or support required (provide details):

Cost: \$ _____



Grants to Dance Professionals

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

PART A- NAME AND LOCATION OF APPLICANT		
Name of applicant:		
<hr/>		
Last name	First and middle names	
<hr/>		
City (permanent residence)	Province or territory	Postal code
PART B1 – DESCRIPTION OF GRANT REQUEST		
For this application, you are: <input type="checkbox"/> An emerging dance professional <input type="checkbox"/> A mid-career dance professional <input type="checkbox"/> An established dance professional	This application is for the following type of project: <input type="checkbox"/> Professional development <input type="checkbox"/> Research <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Mentorship	
Genre of dance and specialization in this application (see Appendix A for a sample list.) For example, “For this application, I am applying as a Kathak dancer.” _____		
Indicate the amount you are requesting (round to the nearest hundred; see the application guidelines for the maximum available): \$ _____		
Provide the project’s start date _____ and end date _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (day/month/year) (day/month/year) </div>		
Indicate the duration of the project (in months): _____		
Provide a brief project description (10 to 15 words; you must complete this section — it is the official description of your request): <hr/> <hr/> <hr/>		
Are you seeking other sources of funding for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where else are you seeking funding (e.g., other federal, provincial, municipal or foundation grants)? _____		
Do you have any final reports outstanding from previous Canada Council grants? <input type="checkbox"/> Yes <input type="checkbox"/> No		

PART B2 – DESCRIPTION OF PROJECT

On separate sheets of paper, provide a detailed description of your proposed project. While your responses must be detailed enough to provide the members of the peer assessment committee with the information and context they need to make informed recommendations, we encourage you to be as clear, thorough and focused as possible.

Please limit your description to **1,000 words** maximum.

When describing your project, remember that the committee will evaluate your application against the assessment criteria published in the program guidelines. Do not assume the committee has knowledge of you or your work. Provide an artistic statement describing your professional development, training activities, teachers or collaborators (where applicable). Be sure to explain your intended contribution to your art form and to describe the significant qualities of your professional practice or artistic process.

Please note you may apply to one component only.

If you are applying for a **professional development** project provide the following:

- A general outline of the professional development activity(ies) including: timeline, place, and key people involved.
- Explain the importance of the project to your development and why you are pursuing the project at this time.
- Describe the anticipated impact of the activity and the project's contribution to the advancement of your artistic practice and/or professional development.
- If you are applying for a professional development activity for which you have received funding from the Canada Council in the past, you must describe the impact of your past activity as it relates to your new proposal.

If you are applying for a **research** project provide the following:

- A general outline of the research proposed including: timeline, place, and key collaborators involved.
- The nature of the issues and questions you will explore and the methodology you will use to approach them.
- Describe the anticipated impact of the activity and project's contribution.

If you are applying for an **apprenticeship/mentorship** project provide the following:

- A general outline of the apprenticeship/mentorship proposed including: timeline, place, and key collaborators involved.
- Describe the process and terms of agreement.
- Include a statement from both parties describing the benefit to both parties involved.

Include the total number of words at the end of your text. Any text beyond the word limit will not be presented to the peer assessment committee.

PART C – TIMETABLE

Please provide a detailed timetable of activities for the duration of your proposed project. Use a separate sheet of 8 ½ x 11 inch white paper, printed on one side only with a minimum font size of 11 points.

PART D – FINANCIAL INFORMATION

Please provide this information by using the Excel document posted on the Grants to Dance Professionals section on the Canada Council's website or, if that is not possible, on the page attached to this application form.

Your budget must balance (revenues must equal expenses). You may attach a separate page for budget details (as required).

If you have included other sources of funding, please identify the status of confirmation. (For example, Confirmed, Not Confirmed.)

PART D – FINANCIAL INFORMATION		
EXPENSES		
	Project Budget	Final Budget
A) All Projects		
Subsistence expenses (maximum of \$2,000 a month) \$ _____ x _____ months	\$	\$
Tuition or study fees (provide details on separate page)	\$	\$
Fees for a monitor, mentor, elder or guest choreographer	\$	\$
Educational or research material expenses (provide details on separate page)	\$	\$
Travel expenses (bus, train or airplane) from: _____ to: _____	\$	\$
Accommodation expenses (number of days)	\$	\$
Studio rental/equipment rental/documentation expenses	\$	\$
Fees or salaries for dancers (provide details on separate page)	\$	\$
Other expenses (provide details on separate page)	\$	\$
Total	\$0	\$0
REVENUES (please indicate confirmed revenues)		
	Project Budget	Final Budget
B) Private Support		
Fundraising	\$	\$
Host's in-kind donations or other contributions, required for apprenticeship projects only (provide details)	\$	\$
Personal contribution (if applicable)	\$	\$
Other revenue (provide details on separate page)	\$	\$
Foundation grants (provide details on separate page)	\$	\$
Private Support Subtotal	\$0	\$0
C) Public Support		
Grant requested from this Canada Council program	\$	\$
Other grants: If you have other sources of funding, please identify the status of confirmation (for example, Confirmed or Not confirmed)	\$	\$
Federal (please specify)		
Provincial/territorial (please specify)	\$	\$
Municipal (please specify)	\$	\$
Public Support Subtotal	\$0	\$0
Total Revenues (B plus C)	\$0	\$0
Total Expenses (A)	\$0	\$0
Total Revenues Minus Total Expenses	\$0	\$0

Note: You are required to round your grant request to the nearest hundred and to submit a balanced budget (revenues must equal expenses).

PART E – SUPPORT MATERIAL

You are responsible for submitting all support material on time, along with your completed application form.

The Canada Council will return submitted DVDs and CDs to you, but will keep written support material in your grant file.

- **Curriculum vitae or resumé**

Submit **two pages** (maximum) of your curriculum vitae or resumé. Demonstrate that you have completed basic training in your dance genre and specialization. Only include your professional (not student) work and experience relating to your artistic development.

Tips for your curriculum vitae or resumé:

- Training, experience and teaching: List where you studied, for how long, the techniques studied and the names of your principal teachers, mentors and/or elders.
- Choreographies and performance experience: Provide the title, date, length, collaborators, place, context, etc. for your presentations, in date order.
- Agents, managers and producers: Tell us about your experience in dance and in the arts, including both non-profit and commercial activities.

- **Brief biography:** Include a **half page** written biography.

- **Letter of support:** One letter is required for emerging dance professionals and other professionals contributing to dance in a non-artistic capacity; this is not required for mid-career and established artists.

You must have one person familiar with your work (such as a peer, elder, teacher or mentor) write a letter of support for you. This must be written by someone who is not involved in the project. Guidelines for letters of support are included in this application form.

Tip for your letter of support:

This letter should provide the peer assessment committee with information about you that will help the committee gain insight into your work as a dance professional. Therefore, it is preferable for you to choose an appraiser who has followed your career path over the years.

- **Letter of confirmation:** Include letters of intent from any collaborators or other key professionals (artists, teachers) working with the project. This letter should confirm their participation in the project.

Clarification: Letters of confirmation are written by people involved in the project, whereas letters of support must be from people unaffiliated with the proposed project.

All letters must be submitted with your completed application form.

PART E – SUPPORT MATERIAL (continued)**Letter of agreement (required for apprenticeship or mentorship projects and projects that involve collaborators)**

If you are applying for support of an apprenticeship, mentorship project or your project involves collaborators, you must submit a copy of the agreement between yourself and the other party. Please note that this is an example of the kind of information that should be contained in a letter of agreement. It is the minimum required by the peer assessment committee when reviewing your application. You may decide to create your own template and agree on more terms, but **the following five points must be covered.**

Please provide the required information on a separate sheet or sheets.

A) Objectives of the project

- For you, as the applicant
- For the other party

B) Confirmation of dates

- Must be included in the letter of agreement

C) Financial agreement (including in-kind donations)

- Please provide details, including the value of any services offered (classes, rehearsal time, private sessions, etc.).
- If you are apprenticing with an organization, institution or company, the host must provide at least 50 percent of the total cost of the project, in funds and/or in-kind services.

D) Contingency plan regarding disputes and non-compliance

Indicate how you and the other party intend to jointly manage disputes and/or changes of plans. Regularly scheduled reviews of the agreement and check-in points during the project period are suggestions.

E) Signatures of both parties (for apprenticeship or mentorship projects only)

You should state that your letter of agreement forms an essential part of your application for support of an apprenticeship or mentorship project under the Grants to Dance Professionals program. Indicate that the Canada Council for the Arts is not a party to your agreement. Include an identification and signature block, as follows:

EXAMPLE

This document forms the basis of a project agreement between _____,
the applicant, and _____, the collaborator, organization, mentor or apprentice.

Applicant's signature

Date

Other party's signature

Date

Short Project Description: _____

Provide the project's start date _____ and end date _____
(day/month/year) (day/month/year)

PART F1 – AUDIOVISUAL MATERIAL AND OTHER SUPPORT MATERIAL

If you are a dancer, choreographer or teacher, you must submit a DVD or CD of your recent work (within the last three years). **You must complete** Part F3 of the form Detailed Description of Audiovisual Material. Provide clear and brief information on what the peer assessment committee will see and hear: the title of the work; the names of the dancers, choreographers and composer; when and where the work was performed; why you chose that material for the committee to watch and listen to; and **how it relates to your project**. The committee members will look at approximately 5 minutes of work.

Dancers and choreographers – You may provide up to three pieces of choreography completed in the last three years cued or all on one DVD or CD. Each video may present a complete choreography, a work-in-progress or an edited version of a complete piece. Please do not include work completed as a student, promotional or commercial videos.

Tips:

Dancers and their movements must be clearly visible to give a sense of the work's movement vocabulary and aesthetics. You are encouraged to record movement material in the studio without production values.

Try to relate at least one of the video selections to this application. At least one of the pieces should be very recent (within the last year or so). Make sure to identify yourself in the video material submitted.

Dancers – Select audiovisual support material that shows your range of expression as a performer and, where appropriate, your technical abilities.

Choreographers – Select support material that shows your choreographic vocabulary and breadth of expression. It should demonstrate the foundation upon which you will undertake the proposed project.

Highlight other elements of your work (such as sound, sets and lighting) in Part F3 of the form Detailed Description of Audiovisual Material.

Teachers – Submit a DVD or CD that shows you teaching for approximately **fifteen minutes**. Please ensure that the DVD or CD picks up the comments and corrections you are making to the students. Committee members want to see an overview of the class and your direction.

Designers and technicians – Submit **10 photographs** of past productions, or a DVD or CD if appropriate. Clearly indicate your name on your submitted material and your role in the productions.

Historians and critics – Submit a maximum of **five pages** of critical writing and/or various reviews.

Accompanists – Submit a CD or audio cassette and a DVD or CD of your work in class or in performance.

Agents, managers and producers – Provide one letter of support from a peer or mentor.

PART F2 – GUIDELINES FOR SUBMITTING AUDIOVISUAL MATERIAL**Video files on CD-RW, CD-ROM, DVD-RW, DVD-RAM or DVD-ROM formats:**

- ensure that all files submitted are independent and do not require plug-ins
- indicate whether the files need to be downloaded on the hard drive in order to be viewed or listened to
- make sure the file names display the name and title listed in Part F3 (for example, 01title.mov, 02title.mp3). Do not use symbols, special characters or quotation marks (#/-«»& | ...) in the file name
- include the extension in the file name
- for each file, indicate the minute where you wish the committee members to start and stop their viewing or listening
- specify whether the files must be viewed on a MAC or a PC.

Video DVD (including Blu-ray HD):

- only submit NTSC-compliant DVDs
- indicate the chapter number or menu name
- specify the beginning and the end of the part that you wish the committee members to view.

The support material must be compatible with the hardware and software listed below:

MACINTOSH

- Apple Mac Pro 2 x 2.8 GHz Quad Core
- OS X Leopard
- 320 GB hard drive
- 2 GB of RAM
- 256 MB HD PCI Express Video Card
- CD-RW/DVD-RW/DVD-RAM drive
- Safari or Firefox browser with the following plug-ins: Flash, Shockwave, Adobe Acrobat, RealAudio, RealVideo and QuickTime

PC (IBM compatible)

- HP DC7600
- Windows XP SP3
- 149 GB hard drive
- 2 GB of RAM
- 384 MB Intel Graphics Media Accelerator Q35
- CD-RW/DVD-ROM drive
- Microsoft Office XP SP3
- Internet Explorer 6.X or 7.X equipped with the following plug-ins: Flash, Shockwave, Adobe Acrobat, Windows Media Player, RealPlayer and QuickTime

Surround 5.1 audio is available.

PART F3 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL

Fill in the boxes below, listing the material that you are submitting in support of your application. Be sure to list the items in order of viewing priority. Clearly label your support material.

Send a **maximum of three items** on separate cued or all on one **DVD or CD**.

Due to time limitations, the peer assessment committee usually watches five minutes of audiovisual material per application. Be selective about what you submit.

Item 1

Title:

Applicant's credit or role (choreographer, dancer, etc.):

Running time:

Length of original work:

Date, Venue:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

If you are dancing in the work, please identify yourself:

Special instructions or notes:

Track number: ___ **Time indicator:** From _____ to _____ **Format:** CD DVD (Specify chapters)

Item 2

Title:

Applicant's credit or role (choreographer, dancer, etc.):

Running time:

Length of original work:

Date, Venue:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

If you are dancing in the work, please identify yourself:

Special instructions or notes:

Track number: ___ **Time indicator:** From _____ to _____ **Format:** CD DVD (Specify chapters)

Item 3

Title:

Applicant's credit or role (choreographer, dancer, etc.):

Running time:

Length of original work:

Date, Venue:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

If you are dancing in the work, please identify yourself:

Special instructions or notes:

Track number: ___ **Time indicator:** From _____ to _____ **Format:** CD DVD (Specify chapters)

PART G – CHECKLIST

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

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

- Identification of applicant
- Declaration (an original signature is required)
- Access support (if this applies)
- Part A – Name and location of applicant
- Part B1 – Description of grant request
- Part B2 – Description of project (maximum of **1,000 words**)
- Part C – Timetable
- Part D – Financial information

Part E –Support material

- Curriculum vitae or resumé (maximum of **two pages**, plus a brief biography of **half a page**)
- Letter of support (one letter required for emerging dance professionals and non-artistic dance professionals). This letter must be enclosed with your completed application form **or your application will be rendered ineligible.**
- Letter of confirmation from participating key professionals confirming their involvement
- Letter of agreement (required for apprenticeship, mentorship projects and projects involving collaborators)

Part F1 – Audiovisual material and other support material

- Information on the institution, organization or company where the applicant will be studying (if required)
- Critical writing or reviews (for historians and critics; maximum of **five pages**)

Part F2 – Detailed description of audiovisual support material

- DVD or CD (for dancers, choreographers, teachers and accompanists)
- Photographs, DVD or CD (for designers and technicians)
- CD or audio cassettes (for accompanists)

New this year

- Voluntary Self-Identification form (included after the Guidelines and Application Form)
You are encouraged to fill out this voluntary self-identification information form to help the Canada Council identify whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The information that you provide will not be used to assess the eligibility or merit of your application.

Submit your application to:

Dance Section

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

APPENDIX A – EXAMPLES OF DANCE GENRES AND SPECIALIZATIONS	
Genres	Specializations
ABORIGINAL : Powwow forms, Contemporary, Traditional/Regional, Métis, Inuit, West Coast, Plains	Accompanist
AFRICAN: Afro-Caribbean, Contemporary, Traditional	Animator
BALLET: Classical, Contemporary, Neo-classical	Artistic director
BAROQUE	Artists' management
CAPOEIRA	Arts administrator
CLASSICAL SPANISH: Flamenco	Choreographer
CONTEMPORARY: Aerial, Dance Theatre, Integrated (mixed abilities), Improvisation, Modern, Jazz, Other	Choreographic consultant/dramaturge
DANCE AND MEDIA: Video, Film, New Technologies	Collective
EAST ASIAN: Chinese Opera, Chinese Traditional, Chinese Contemporary, Korean Traditional, Korean Contemporary, Japanese Traditional, Japanese Contemporary, Butoh	Composer
EUROPEAN FOLKLORIC: Percussive, Traditional	Costume designer
MIDDLE EASTERN: Lebanese Folk, Baladi, Contemporary	Dance company
SOUTH ASIAN: Bharata Natyam, Kathak, Odissi, Kathakali, Contemporary	Dance therapist
PERCUSSIVE: Tap	Dancer
URBAN: Hip hop, b-boy, b-girl, Contemporary	Designer
	Festival
	Film/video director
	Historian/researcher
	Multidisciplinary presenter
	Notator
	Photographer
	Presenter
	Producer/production company
	Publisher
	Rehearsal director
	Service organization
	Specialized presenter
	Stage manager
	Teacher
	Writer
	Elder
	Other
OTHER (specify):	



Voluntary Self-identification Form

The Canada Council for the Arts is a federal Crown corporation created by an Act of Parliament, and it has certain legal obligations under the Canadian Charter of Rights and Freedoms.

The federal Privacy Act protects the personal information that you provide on this form.

The Canada Council for the Arts' mandate is to support the study, enjoyment and production of works in the arts. Moreover, the Canada Council would like to strengthen its positive impact on all professional Canadian artists. The Canada Council can better achieve these objectives if it knows more about who applies to its programs and who receives its funding.

The Canada Council is committed to equity, diversity and inclusion when providing grants and services to professional artists and arts organizations. Its policies reflect Canada's rich and complex reality, and the Canada Council uses its unique national perspective to identify and address issues related to access. The issues can be—but are not limited to—regional, cultural, racial, generational, language-based, Aboriginal-based, disability-based and (or) gender-based.

For this reason, you are encouraged to complete this voluntary self-identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. Individuals who are applying for a grant as members of a collective and (or) an ensemble are also encouraged to complete this form.

The form will be detached from program application forms. The information that you provide in this form will not be used to determine your eligibility.

How will the Canada Council use the information that you provide?

Your voluntary self-identification information may be used to:

- generate statistics that will measure the impact of, and identify gaps in, funding
- ensure there is diversity in the membership of peer assessment committees, advisory committees and focus groups
- gather information to help the Canada Council with the design, review and evaluation of its programs
- plan outreach activities and targets
- report to the Canada Council Board and committees
- share information with other government departments, organizations and contractors with whom the Canada Council has a data sharing agreement (please refer to the consent option on page 4), and
- Identify applications for priority funding after they have been assessed as having equal merit with other applications.

How will the Canada Council protect the information that you provide?

By submitting your personal information, you are consenting to its collection, use and disclosure in accordance with the Privacy Act. The Canada Council will use or disclose the information to others only for the purposes stated. If the Canada Council wishes to use your information for other purposes, it must first receive your written consent to do so.

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

NAME: _____

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

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

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

ATIP Coordinator

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

debbie.stenson@canadacouncil.ca

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

TTY: 1-866-585-5559

Fax: 613-566-4390

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

Name:

Last name

First name

Year of birth: _____

Place of residence:

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

Province or territory: _____ Postal code: _____

Region:

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

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

Home province or territory: _____

Gender:

Female

Male

Transgender

Other, please specify: _____

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

PROTECTED WHEN COMPLETED

NAME: _____

Citizenship:

Check a box if you identify as a:

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

Newcomer or immigrant:

Check the box below if you identify as a:

- Newcomer or immigrant to Canada

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

Official Languages:

What is your preferred official language?

- English
- French

First Language:

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

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

Official-language minority communities:

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

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

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

Aboriginal/First Peoples of Canada:

Check one of the boxes below if you identify as:

- First Nations
- Métis
- Inuit

NAME: _____

Ethno-Cultural Origin:

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

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

Disability:

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

- Please specify: _____

AGREEMENT TO PROVIDE PERSONAL INFORMATION

Consent to share information:

Please check one of the boxes below:

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

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

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

Name: _____

Signature: _____ Date: _____

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

CANADA COUNCIL USE ONLY—ATS contact: _____