



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## INTER-ARTS OFFICE

### Integrated Arts and Contemporary Circus Art Program for Arts Professionals: Travel Grants

Follow these <b>three steps</b> to apply for this grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> section 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>	Read the <b>Important Information for Applicants</b> and the Frequently Asked Questions sections. If you still have questions about the program or the application process, contact the Program Officer indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to 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.

### Deadline

You may submit your application at any time before departure date. You are encouraged to apply a minimum of **eight weeks** before your departure date so you may, where possible, receive notification of the results of your request before your departure.

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

### Further Information

#### **Sue-Ellen Gerritsen**

Program Officer

Inter-Arts Office

Canada Council for the Arts

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## PROGRAM GUIDELINES

<p><b>Mandate of the Inter-Arts Office</b></p>	<p>The Inter-Arts Office was created in 1999. Its mandate is to develop and manage strategies, policies and grant programs that support research, creation, production, dissemination and development of the integrated arts and contemporary circus art - and related activities - by professional, Canadian artists and arts organizations.</p>
<p><b>Program Description</b></p>	<p>The Travel Grants component of the Integrated Arts and Contemporary Circus Art Program for Arts Professionals is for Canadian, professional artists and independent critics and curators working in integrated arts and contemporary circus art. Travel Grants offer three categories of funding:</p> <p><b>1. Support for Presentation Travel</b> This category supports travel undertaken in response to an invitation that you have received, asking you to publicly present your work or ideas in Canada or abroad.</p> <p><b>2. Support for 'Travel to Artists' Residencies</b> These grants contribute to your travel costs to participate in a residency in a national or international artistic community.</p> <p><b>3. Support for Professional Development Travel</b> This category assists you to attend workshops, symposiums and conferences, and (or) to participate in other professional development opportunities outside your home region. This program is accessible to Aboriginal artists and artists of diverse regional and cultural communities of Canada.</p> <p><b>Artists and Community Collaboration</b> This is an arts process that actively involves professional artists and non-arts community members working together on creative and collaborative projects. Use these guidelines and form to apply, indicating in Part B of the application form (page 1) that you are applying to the ACCP. Be sure your detailed project description responds to the Additional Assessment Criteria for the ACCP, listed in the program guidelines (page 6.)</p>
<p><b>Program Objectives</b></p>	<ul style="list-style-type: none"> <li>• Increase knowledge, promote and support diversity, plurality and (or) hybridity of practice as demonstrated in the body of work of an individual artist or within an organization's programming.</li> <li>• Support both contemporary and traditional work, and (or) the integration of contemporary and traditional work.</li> <li>• Support artistic excellence in works, processes, professional development and research methodology, while taking into account the local, regional and (or) cultural context.</li> <li>• Support relationships and collaboration among artists of different disciplinary and cultural backgrounds.</li> </ul>

<p><b>Eligibility of Applicant</b></p>	<p><b>Applicant Eligibility</b></p> <p>To apply to the Canada Council for the Arts, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p>You must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the artistic field (not necessarily in academic institutions)</li> <li>• is recognized as a professional by his or her peers (artists working in the same artistic tradition), and</li> <li>• is committed to devoting more time to artistic activity, if possible financially.</li> </ul> <p>To meet the definition of a professional artist in the Integrated Arts and Contemporary Circus Art program you must also have:</p> <ul style="list-style-type: none"> <li>• maintained an integrated arts or contemporary circus art practice for at least one year before the competition deadline,</li> <li>• a minimum of one year of public presentation or publication in integrated arts or contemporary circus art.</li> </ul> <p>If you are a <b>critic or curator</b>, you must be a practising, independent integrated arts critic or curator. An arts critic must have published a minimum of three articles, papers or exhibition texts on independent integrated arts or contemporary circus art artists and artworks. A curator must have completed at least three programs of independent inter-arts work that have been presented publicly.</p> <p>Note that meeting the eligibility criteria allows you to apply to the program, but does not guarantee that you will receive a grant.</p> <p><b>Restrictions</b></p> <ul style="list-style-type: none"> <li>• If you are a graduate student, you are eligible only if you meet the Canada Council’s definition of a professional artist and your proposed program of work is not related to your program of study. (You must include in your application a letter from the graduate student program director to verify this information.)</li> <li>• You are not eligible if you are a full-time undergraduate student at a school, college or university.</li> <li>• You may not apply to this program for support of the same activities that appear in any other current request to the Canada Council or that have already been funded by the Canada Council.</li> </ul>
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<p><b>Eligibility of Project</b></p>	<p><b>Project Eligibility</b></p> <p>The Canada Council for the Arts defines <b>integrated arts</b> as professional artistic activities with a singular artistic vision that combine art forms, or integrate existing art forms into its own distinct form. To be eligible for funding from the Integrated Arts and Contemporary Circus Art Program, the proposed integrated arts activities must fall outside the framework of existing funding programs offered by the Canada Council’s Dance, Media Arts, Music, Theatre, Visual Arts, or Writing and Publishing sections.</p> <p>The Canada Council defines <b>contemporary circus art</b> as a form of artistic expression that integrates the mastery of one or more circus techniques in an original and innovative artistic concept of this art form. The practice, discourse and works are aimed at the creative evolution of this art form. Eligible contemporary circus art techniques are those recognized by professional circus arts schools such as the National Circus School.</p> <p><b>Eligibility for Specific Categories</b></p> <p>Travel Grants assist you to travel on occasions important to the development of your artistic practice or career. The three categories of support have the following eligibility requirements:</p> <p><b><i>1. Support for Presentation Travel</i></b></p> <p>Hosts must be professional arts or cultural organizations. To be considered professional, an organization must pay professional fees to participating artists, critics and curators.</p> <p><b><i>2. Support for Travel to Artists’ Residencies</i></b></p> <p>The host must be a professional arts or cultural organization. You are responsible for securing your own residency. To be eligible to apply for this category of travel grant, you must have been chosen through a selection process and have obtained financial support in the form of a confirmed grant, artists’ fees, or a contribution to per diem and accommodation costs.</p> <p>The length of the residency must be <b>12 weeks or shorter</b>. If you wish to participate in a residency of longer than 12 weeks, you may apply to the Integrated Arts and Contemporary Circus Art Program for Artists (deadline, 1 May).</p> <p><b><i>3. Support for Professional Development Travel</i></b></p> <p>The professional development activity must take place in the context of a professional arts organization or with arts professionals in a mentorship or career tools enhancing capacity.</p> <p>For examples of grants previously awarded by the Inter-Arts Office, consult the Searchable Grants Listing at <a href="http://www.canadacouncil.ca/grants/recipients">www.canadacouncil.ca/grants/recipients</a>.</p>
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<p><b>Eligibility of Project (continued)</b></p>	<p><b>Ineligible Activities</b></p> <p>Travel activities related to the following are not eligible:</p> <ul style="list-style-type: none"> <li>• commercial or industrial projects</li> <li>• student projects</li> <li>• educational projects</li> <li>• design or development of computer programs</li> <li>• projects on art history (for independent critics and curators only).</li> </ul>
<p><b>Grant Amount</b></p>	<p><b>Amount Available</b></p> <p>Travel Grants are available in fixed amounts (\$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500), depending on the extent of travel. Note that the amounts of \$2,000 and \$2,500 <b>are available only</b> if you are travelling to or from northern Canada or to international destinations other than the United States and Europe.</p> <p>You must justify the amount you are requesting, and you must supply a travel cost estimate from a transportation or travel agency.</p> <p>These grants cannot be used for projects that have already been completed or for expenses that occur before your departure date.</p> <p><b>Eligible Expenses</b></p> <p>You must be travelling to a destination more than 500 kilometres outside your home region.</p> <p>The value of the grant is based on the most economical means of travel between your home and the venue of the proposed activity. You may include more than one destination in the same round trip (for example, from Vancouver to Montreal for one activity, to Toronto for another, and return).</p> <p>The grants contribute only toward the personal costs of your travel (such as plane, train or bus fare) and accommodation, <b>not</b> to transportation costs for artworks. A private or rented vehicle may be used when no other means of public transportation is available.</p> <p>For artists' residencies, Travel Grants may be used to cover only the travel and accommodation costs between your home and the location of the residency. You are not permitted to use the grant to pay the per diem, accommodation and (or) registration costs of the residency itself.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process and Criteria</b></p> <p>Applications will be assessed by a committee of Canada Council program officers. They will make their funding decisions based on the availability of funds, the overall merit of your grant request in comparison with other eligible applications, and the following assessment criteria for the Integrated Arts and Contemporary Circus Arts Program.</p>

<p><b>Assessment of Applications (continued)</b></p>	<p>The specific weighted criteria are as follows:</p> <p><i>Artistic Merit (60 percent)</i></p> <ul style="list-style-type: none"> <li>• Artistic merit of the proposed <b>activities</b>.</li> <li>• Artistic merit of the proposed <b>process and strategies</b></li> <li>• Artistic interest of the proposed <b>partnership collaborations</b>, where this applies.</li> <li>• For programs of work involving <b>creative research</b>, the clarity and appropriateness of the methodology and the specific research questions to be addressed.</li> </ul> <p><i>Impact (20 percent)</i></p> <ul style="list-style-type: none"> <li>• Potential impact of the proposed activities on the <b>artistic development</b> of the applicant and the organizations involved.</li> <li>• Potential impact on the <b>artistic milieu</b> and (or) disciplinary arts communities.</li> <li>• Potential impact on the <b>audiences and communities</b> for which the activities are intended. Also, where this applies, the extent of community outreach.</li> <li>• Quality of <b>engagement</b> with an audience or audiences.</li> <li>• Contribution to the <b>development and evolution</b> of integrated arts and contemporary circus art practices.</li> </ul> <p><i>Viability (20 percent)</i></p> <ul style="list-style-type: none"> <li>• Strength of <b>commitment</b> of the applicant and all partners, and the clarity of the partners' roles, where this applies.</li> <li>• Reasonable balance of <b>revenue sources</b>, considering the nature of the activities.</li> <li>• <b>Financial health</b> of the applicant or applicants, where this applies.</li> <li>• <b>Scale and scope</b> of activities that are appropriate to the applicant's abilities.</li> </ul> <p><b>Additional Assessment Criteria for Applications to the Artists and Community Collaboration Program (ACCP)</b></p> <p>In addition to the above criteria, the assessment committee will consider the following in its evaluation of requests to the ACCP:</p> <ul style="list-style-type: none"> <li>• The merit of the proposed <b>collaborative process</b> (where clear and appropriate strategies and processes must be outlined to ensure a successful collaborative relationship).</li> <li>• The <b>relevance</b> of the program of work or project for participating community members and for the artists involved. In particular, the relevance for youth, Aboriginal communities and culturally diverse communities.</li> <li>• The <b>artistic merit</b> of the company or artists involved and their proven ability to carry out such a program of work, as demonstrated by their resources, expertise and past performance.</li> <li>• The potential <b>public impact</b> of the program of work.</li> </ul>
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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 will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of receipt indicates that the application was received; it does not confirm the eligibility of your application.</p> <p><b>Response Time</b></p> <p>You will be informed of the competition results by mail, approximately <b>two months</b> after the application has been received. The Canada Council does not release results by telephone or email.</p> <p><b>Application Preparation and Submission</b></p> <p>You are responsible for providing all the information and documents requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application. If your application is found to be ineligible, you will be sent a letter of explanation.</p> <p>It is important to inform the Canada Council for the Arts of any change of address.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p><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. These documents must not be bound, placed under plastic or stapled. Paperclips are acceptable, however.</p> <p>Colour printing on coloured sheets and/or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<p><b>Personal Information</b></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><b>Grant Terms and Conditions</b></p>	<p><b>Before you apply for a grant</b>, please note all the following conditions:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period.</li> <li>• 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).</li> </ul> <p><b>Note:</b> 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 <b>established professional artist who works in more than one discipline</b> (for example, in both visual arts and music) 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. Established artists (for the Inter-Arts Office) are artists who have at least 10 years of practice in a professional context, are at a mature stage in their career, have created an extensive independent body of work and have made a nationally and (or) internationally recognized contribution through public presentation of their work.</p> <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></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><b>Tax Status</b></p> <p>Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p> <p><b>Changes to Proposed Projects</b></p> <p>Any changes to funded projects must be approved by the appropriate Program Officer <b>before you carry them out</b>.</p> <p><b>Acknowledgement of Canada Council for the Arts Support</b></p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p><b>Final Report</b></p> <p>You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p>
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## FREQUENTLY ASKED QUESTIONS ABOUT THIS PROGRAM

### **How do I know whether my application is eligible for funding from the Integrated Arts and Contemporary Circus Art Program?**

Read the application guidelines carefully for the component you wish to apply to. If you have any questions or concerns, please contact the Inter-Arts program officer well in advance before submitting an application.

For examples of grants previously awarded by the Inter-Arts Office, consult the Searchable Grants Listing at [www.canadacouncil.ca/grants/recipients](http://www.canadacouncil.ca/grants/recipients). Research the list of previous grant recipients to better understand which applicants have been supported through this program in the past.

### **How do I determine whether my program of work or project is an “integrated arts” or a “contemporary circus art” type of activity or practice?**

One useful way is to consider the context within which the assessment committee will view your application. Ask yourself which type of assessment committee might be better able to understand and evaluate your proposal: a committee with specific disciplinary experience or one with a range of artistic experiences in integrated arts and contemporary circus art.

### **What genres or styles of integrated arts and contemporary circus art practices are eligible?**

The Integrated Arts and Contemporary Circus Art program can support a wide range of art practices if they meet the program’s eligibility criteria. Such practices may include, but are not limited to, integrated arts work informed by circus arts, street arts, hip hop culture, interdisciplinary work, performance art, celebration arts, community arts, cross-sectoral work, Aboriginal arts, new media, intercultural work, public interventions, socially engaged work and other related art practices.

A project could be eligible if it combines or integrates music, dance and theatre into a distinct or unique form. Also, it must not be eligible for funding from any other program at the Canada Council.

### **Is my project eligible for funding from the Artists and Community Collaboration Program?**

Artists and community collaboration is recognized as an eligible arts practice in all programs of the Inter-Arts Office. There are two methods of applying for support of this practice.

**If you are applying to a project, touring or travel grants** program, use the regular guidelines and form for the program and indicate in Part B of the form that you are applying to the Artists and Community Collaboration Program (ACCP). In addition, ensure that your detailed project description responds to the specific assessment criteria for the ACCP, which are listed in the program guidelines.



Canada Council  
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## Integrated Arts and Contemporary Circus Art Program for Arts Professionals: Travel Grants

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

Last name

First and middle names

Permanent address:

Mailing address, if different from permanent address:

Street address and apartment or suite number

Street address and apartment or suite number

City Province or territory Postal code

City Province or territory Postal code

Telephone (residence) 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 travel grant (and one Canada Council grant to professional artists) 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



Canada Council  
for the Arts

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du Canada

## Integrated Arts and Contemporary Circus Art Program for Arts Professionals: Travel Grants

The information that you provide from this point onward will be submitted to the 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 (please provide your full legal name):

\_\_\_\_\_

Last name

\_\_\_\_\_

First and middle names

\_\_\_\_\_

City (permanent residence)

\_\_\_\_\_

Province or territory

### PART B – DESCRIPTION OF GRANT REQUEST AND TRAVEL ACTIVITY

Please complete all six points listed below.

1. Category you are applying to (you may apply to more than one category):

- Presentation Travel
- Travel to Artists' Residencies
- Professional Development Travel

2. Artists and Community Collaboration Program (ACCP) (if this applies)

- This request is being submitted to the ACCP

3. Amount you are requesting from the program:

- \$500
- \$750
- \$1,000
- \$1,500
- \$2,000
- \$2,500

4. Description of the travel you wish to undertake (summarize in a maximum of 15 words):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Event: \_\_\_\_\_

6. Destination or destinations: \_\_\_\_\_ Dates: \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**PART C – SUPPORT MATERIAL**

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

**For All Applicants**

- A document describing the significance of your activities as they relate to the assessment criteria stated in the application guidelines (maximum of **one** page)
- Digital still images and (or) audio or audiovisual items
- A list of all other financial support requested or obtained for this travel
- A travel cost estimate from a transportation or travel agency
- A letter from your graduate student program director (graduate students only)
- A recent curriculum vitae (a maximum of **three** pages)

**For Independent Critics and Curators Only**

- A description of the proposed program of work
- Three texts you have written for catalogues or published programs

**Support for Presentation Travel**

- The letter of invitation
- Written confirmation of the host organization's intention to pay a fee for the presentation or activity
- For participation on a panel of experts, an excerpt or summary of the document you will present

**Support for Travel to Artists' Residencies**

- The letter of invitation
- Written confirmation of the host organization's financial contribution
- A description of the facilities (working studios or research facilities)

**Support for Professional Development Travel**

- Information on the professional development activity

**For Artists and Community Collaboration Program (ACCP) Travel**

- Letter(s) confirming collaboration with the community

NAME OF APPLICANT: \_\_\_\_\_

**PART D1 – DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL**

Complete the following table. If further descriptive information is necessary, include the details on a separate page (maximum of **one page**).

**DIGITAL STILL IMAGES**

Please do not submit more than **10 digital images** (or no more than **five** if you are submitting audio or video material, too). For more information on preparing and submitting digital images, see Part D2.

No.	Title	Date	Medium	Dimensions of Artwork
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

**VIDEO OR AUDIO**

If you submit a CD, CD-ROM, DVD, and (or) DVD-ROM, please note that the **running time** of your audiovisual and (or) audio material must be a maximum of **five minutes**, in total.

No.	Title	Year	Running Time	Format
1.				
2.				

NAME OF APPLICANT: \_\_\_\_\_

**PART D2 – GUIDELINES FOR SUBMITTING AUDIOVISUAL SUPPORT MATERIAL**

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

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

**Digital images** must be submitted on a CD or DVD. Image files must be:

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

File names must be in the following format: **01initialsyeartitle.jpg** (image number, applicant's initials, year of the work, title of the work). The image numbers must correspond to the ones in the Audiovisual Support Material section, which is Part C1 of this form.

**Videos** may be submitted either on DVD or as video files on a CD or DVD. Video files must be:

- PC-compatible
- viewable with QuickTime, RealPlayer or Windows Media Player
- a maximum of 1 GB file size, and
- a maximum resolution of 1024 x 768 pixels.

NAME OF APPLICANT: \_\_\_\_\_

**PART E –CHECKLIST**

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

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

- Identification of Applicant
- Declaration (original signatures are required)
- Part A – Name and Location of Applicant
- Part B – Description of Grant Request and Travel Activity
- Part C– Support Material
  - A document describing the significance of your activities (maximum of **one** page)
  - Digital still images and (or) audio or audiovisual items
  - A list of all other financial support
  - A travel cost estimate
  - A letter from your graduate student program director (graduate students only)
  - A recent curriculum vitae (a maximum of **three** pages)
  - Additional support material (as required on page 2)
- Part D1 – Description of Audiovisual Support Material

**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:**

**Inter-Arts Office**

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



## Voluntary Self-identification Form

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

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

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

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

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

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

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

Your voluntary self-identification information may be used to:

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

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

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

**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](mailto: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](mailto: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

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

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: \_\_\_\_\_