



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Grants to Professional Musicians – Individuals

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| Follow these three steps to apply for this grant: | |
| Step 1 | Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amount, assessment process and criteria, etc. |
| Step 2 | Read the Important Information for Applicants . If you still have questions about the program or the application process, contact the appropriate program officer indicated below. For first-time applicants, we recommend that you contact the Program Officer several weeks before the deadline. |
| Step 3 | Complete all sections of the attached application form . Be sure to use the checklist (Part E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material. |

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

Deadlines

1 November (Short-Term Grant)

1 March (Long-Term or Short-Term Grant)

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

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

Further Information

Classical and electroacoustic fields of music:

André Jutras, Program Officer, extension 5071
andre.jutras@canadacouncil.ca

All other fields of music:

Lucas Schuller, Program Officer, extension 4294
lucas.schuller@canadacouncil.ca

Music Section

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

1-800-263-5588 (toll-free) or 613-566-4414, and enter the appropriate extension number.

TTY: 1-866-585-5559

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PROGRAM GUIDELINES

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| <p>Mandate of the Music Section</p> | <p>The Music Section supports the on-going development of outstanding Canadian artistically driven music, created, performed, produced and disseminated by professional Canadian artists and arts organizations expressing Canadian cultural, creative and intellectual diversity for the benefit of the Canadian and international public.</p> |
| <p>Program Objectives</p> | <p>Statement</p> <p>Canadian professional musicians are consistently demonstrating artistic excellence, originality and innovation at all stages of their careers and are dedicated to the creation and enrichment of music as an art form. For decades, the Canada Council for the Arts has been assisting them by generating favorable conditions to inspire their work or to pursue new opportunities to enhance their skills through advanced training or mentoring to have an impact on the creation and identity of our Canadian artistic cultural fabric. This program allows individual artists the freedom to develop unique performance and compositional voices in all genres of music.</p> <p>Objectives</p> <p>This program is designed to:</p> <ul style="list-style-type: none"> • provide opportunities for personal artistic development in advanced studies in performance and composition as well as research and creation in all fields of artistically driven music; • support artists at all stages of their professional careers (emerging, mid-careers and established); • respond to the needs of the artists by offering specific long term and short term grants. |
| <p>Program Description</p> | <p>This program offers opportunities to individual professional Canadian musicians to pursue their artistic and creative development. Professional musicians include instrumentalists, singers, composers, arrangers, singers/songwriters, performers, conductors and opera stage directors. The program has two components:</p> <ul style="list-style-type: none"> • Long-Term Grants are available for a seven to twelve month period. • Short-Term Grants are available for a maximum period of six months. <p>For this program, applicants cannot apply to two consecutive deadlines.</p> <p>General fields of music</p> <p>The Canada Council recognizes that there are well over 100 genres of music in Canada but it uses the term “general fields of music” for its categorization needs. Applicants will be asked to identify their specific genre of music.</p> |

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| <p>Program Description (continued)</p> | <p>Professional musicians whose practices are in the following general fields of music are eligible:</p> <ul style="list-style-type: none"> • classical • jazz • world • songwriting • Aboriginal • experimental • electroacoustic • improvised • traditional • functional • folk • electronic <p>Grants cover subsistence, project and transportation costs related to a program of work lasting from a few weeks to a year. Whether artists are applying for a long-term or a short-term grant, this funding will allow them to dedicate a concentrated period of time to work on their projects. Therefore, artists are encouraged to submit realistic timelines and budgets in their proposals.</p> <p>La Cité Internationale des Arts (www.citedesartsparis.net)</p> <p>A studio-apartment at the Cité Internationale des Arts in Paris is also available (to applicants to the Long-Term Grants component only) at a moderate cost. It may be used for a period of three months to one year, from 1 September to 31 August. Musicians interested in renting the studio-apartment may indicate this in Part B of their application form.</p> |
| <p>Applicant Eligibility</p> | <p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Eligible applicants</p> <p>To 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"> • has specialized training in the field (not necessarily in academic institutions) • is recognized as a professional by his or her peers (professional artists working in the same artistic tradition) • is committed to devoting more time to artistic activity, if possible financially • has a history of ongoing public presentation in a professional context. |

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| <p>Applicant Eligibility (continued)</p> | <p>To apply to this program, you must also meet the eligibility requirements of one of the following categories of applicants:</p> <ul style="list-style-type: none"> • Emerging artists are those who have completed their basic training (university graduation or equivalent in specialized or self-training). They must have had an active professional career for at least two years, in addition to performances while in academic settings or as part of specialized training programs. • Mid-career artists are no longer full-time students and must have completed their formal studies at least five years before applying to this program. They must have had an active professional career for at least five years. • Established artists are those who have made a nationally or internationally recognized contribution to music over a number of years and are still active in their profession. <p>Collaborative creation projects You can use these grants to work with another artist (from the same artistic discipline), but only on creation projects. There can be only two artists involved in collaborative creation projects, and both must meet the program’s eligibility criteria.</p> <p>The maximum grant amount for subsistence remains \$2000 per month.</p> <p>Both artists must create and sign a document to confirm their collaboration. If a grant is awarded, only the applicant identified in part A1 of the form will be responsible for the grant and will be subject to the Grant Terms and Conditions.</p> <p>Recording requirements Recordings are an essential part of your application, because they are used to determine your eligibility to apply to this program and the peer assessment committee relies heavily on this material when making its decisions. The recordings must be of good technical quality because the committee makes its decisions about artistic quality by listening to the submitted recordings.</p> <p>See Part D1 of the application form for technical details about submitting your recordings.</p> <p>You must allow yourself enough time to complete the application and organize the required recordings. The committee may be reviewing several hundred applications. Therefore, the presentation of your application and recordings is extremely important and should not be done at the last minute.</p> <p>Composers For projects that involve writing and creation, applicants must provide three recent works that are relevant to the proposed project. One of the works must be no more than 24 months old before the application deadline date; the other two may be older works of the applicant’s choice. For collaborative creation projects at least one work must be provided for each participant.</p> |
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| <p>Applicant Eligibility (continued)</p> | <p>Performers For projects that do not involve writing and creation, applicants must provide three recent, contrasting works that have been recorded no more than 24 months before the application deadline date. Recordings must also include one Canadian work; the Program Officer must approve any exceptions to the Canadian work requirement before the performer applies.</p> <p>Conductors Conductors must submit video of three contrasting pieces. The videos must be taken from concerts or rehearsals, and they must show the conductor from the musicians' perspective.</p> <p>Opera stage directors Opera stage directors must submit three video excerpts from productions they have directed.</p> |
| <p>Project Eligibility</p> | <p>You can use these grants:</p> <ul style="list-style-type: none"> • for advanced studies in composition or performance, privately or at an institution (the Canada Council considers advanced studies to be those beyond a Bachelor of Music degree or equivalent private or self-training) • to compose (personal creative projects only) • to arrange (personal arranging projects only) • to research new forms of music or new repertoire that will be used in the performance or composition of new works • for collaborative creation projects involving no more than two musicians (for example, projects can involve two composers, or a composer and a librettist/lyricist) • to attend workshops/master classes for individual professional artistic development. <p>Restrictions You cannot use these grants for:</p> <ul style="list-style-type: none"> • recording and production projects (refer to Production Grants in Music: http://canadacouncil.ca/grants/music/mz127228028536093750.htm) • rehearsals • performances (refer to Production Grants in Music) • projects that are strictly promotional in nature • projects related to music therapy • projects related to music pedagogy/teaching • projects involving composition commissioning (refer to the Commissioning of Canadian Compositions program: http://canadacouncil.ca/grants/music/kg127245427079218750.htm) • hiring an arranger/orchestrator • collaborative advanced training projects for duos, trios, quartets, etc. • academic research or post-graduate studies in musicology or theory (refer to the programs of the Social Sciences and Humanities Research Council of Canada) • touring or any other activities supported by other Music Section programs. |

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| <p>Grant Amount</p> | <p>Long-term grants Up to \$24,000 is available for long-term projects (between seven and twelve months).</p> <p>Short-term grants Up to \$12,000 is available for short-term projects (a maximum of six months). You must round your budget request to the nearest thousand. If your application is successful, you may possibly not be awarded the full amount that you request.</p> <p>Other sources of funding The Canada Council may share the funding of a project with other private or public donors or sources, but it will not fund a project that has already received full financial support. In Part C of the application form, you must provide information on other sources of funding that you have applied for, either from an academic institution or from other private or public sources.</p> <p>Eligible expenses Grants may cover your subsistence, project and transportation expenses.</p> <p>Subsistence expenses are your living costs, to a maximum of \$2,000 a month. (An itemized budget is not required for these costs.)</p> <p>Project expenses must be justified by a detailed budget and may include tuition fees, a teacher’s honorarium, research materials (such as books and CDs), rental of music equipment, instrument maintenance and rental of practice space.</p> <p>Transportation expenses must be justified by a detailed budget. Only your air, rail or bus ticket costs will be covered, for travel from one city to another. You may also request half the cost of air transportation for large instruments, such as a cello, double bass or harp.</p> <p>The air travel portion of the grant is based on the cheapest available airfare from your place of residence to the place where you will carry out your program of work. If you will already be in that location, you may apply for a one-way fare to return to a destination in Canada.</p> <p>Allowable transportation expenses do not include hotel or meal costs, local transportation, travel by a spouse or dependants, or the shipment of personal items. Note, however, that eligible expenses could include additional costs related to a disability.</p> <p>Ineligible expenses These grants cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline.</p> <p>Grants from this program may not be used for capital costs, such as the costs of computers, software, musical instruments, microphones or amplifiers.</p> |
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| <p>Access Support</p> | <p>Individual 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 travel activities. The Canada Council may make a contribution 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. 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. 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>Where there are unusual circumstances, the Canada Council may provide the committee with additional evaluations from independent assessors.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grant Decisions,” posted on the Canada Council’s website.</p> <p>All decisions of the peer assessment committee are final.</p> <p>Assessment criteria</p> <p>The Canada Council for the Arts looks for originality and creativity in the genre of music practised by the artists. It also looks for artistic excellence.</p> <p>The committee’s decision will be based on the general merit of each application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> |

IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application

Acknowledgement of receipt

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of the receipt indicates that the application has been received; it does not confirm the eligibility of your application.

Response time

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.

Application preparation

You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.

It is important to inform the Canada Council for the Arts of any changes to contact details.

Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.

Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.

Format and layout

You may submit your application by mail or electronically using GO! Grants Online.

Note that you **must** submit all your support material online if you apply using GO! Make sure, before you begin, that you have all the required documentation and support material in the appropriate electronic format. Refer to the application form for details.

For paper submissions, 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. Paper clips are acceptable, however.

Colour printing on coloured sheets or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.

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| <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 (travel grant) and one (grant to professional artists) in any Canada Council fiscal year (1 April to 31 March). • For this program, you cannot apply to two consecutive deadlines. <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 (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.</p> <p>Grant payments</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> |

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| <p>Grant Terms and Conditions (continued)</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> <p>Changes to proposed projects or programs of work</p> <p>If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the Canada Council immediately. Any changes to funded projects or programs of work (for example, changes in the activity budget, to key creative personnel, or to the start or end date) must be approved by the appropriate Program Officer before you carry them out.</p> <p>Expiry date of the grant</p> <p>The grant funds will be available for your use for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your grant.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council Program Officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p>Acknowledgement of Canada Council for the Arts support</p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p>Final report</p> <p>You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p> |
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Canada Council
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Grants to Professional Musicians – Individuals

The information you provide on the next 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.

Last name

First and middle names

Year of birth

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 a 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 travel grant and one grant to professional artists in any fiscal year (1 April to 31 March).
- For this program, I understand that I cannot apply to two consecutive deadlines.
- 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 decision.
- I am aware that the Canada Council for the Arts is subject to 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 have disabilities may apply for additional funds to cover expenses for specific services and support required to carry out the proposed eligible activities. **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 Professional Musicians – Individuals

The information 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 this 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.).

PART A1 – NAME AND LOCATION OF APPLICANT

Name of applicant (please provide your full legal name):

Last name

First and middle names

City (permanent residence)

Province or territory

PART A2 – DESCRIPTION OF GRANT REQUEST AND FIELD OF MUSIC

Program component and type of grant requested:

Long-Term (1 March)

Short-Term (1 March or 1 November)

Individual

Collaborative creation

Name of collaborator: _____

Period to be covered by this grant:

Your project start date can be any time after the application deadline date, but may not be later than 12 months after the deadline (for Long-Term Grants) or later than 10 months after the deadline (for Short-Term Grants).

From _____
(day, month, year)

to _____
(day, month, year)

Number of months: _____

Amount requested:

Maximum of \$24,000 for Long-Term Grants or \$12,000 for Short-Term Grants.

\$ _____ (rounded to the nearest thousand)

Identify your general field of music:

Classical

Electroacoustic

Songwriting

Functional

Jazz

Aboriginal

Improvised

Folk

World

Experimental

Traditional

Electronic

Identify your specific genre of music: _____

Identify your practice:

Composer

Singer

Instrumentalist: _____

(principal instrument)

Other (please specify, if this applies): _____

NAME OF APPLICANT:

Grants to Professional Musicians – Individuals / 2

PART A2 – DESCRIPTION OF GRANT REQUEST AND FIELD OF MUSIC (continued)

In a sentence (a maximum of **15 words**), **summarize your proposed project.** (Examples are “to compose for three months,” or “to study guitar with Jane Doe in Montreal for 10 months.”)

Name the cities or towns where you plan to carry out your project:

PART B – DESCRIPTION OF PROJECT

On separate sheets of paper, describe your planned project activities in **750 or fewer words**. **Mark the total number of words at the end of your text. Any text that goes beyond the 750-word limit will not be presented to the peer assessment committee.**

If you are interested in the studio-apartment in Paris, explain how use of it would benefit your project. (You can be considered for the studio-apartment only if you are applying to the Long-Term Grants component.)

PART C – FINANCIAL INFORMATION

Fill in the budget for your proposed project. Indicate the types of expenses for which you will use this grant and the total amount you are requesting. You must round your total budget request to the **nearest thousand dollars**. Present a balanced budget for your proposed project. In other words, the total expenses must equal the total revenues.

| | Budget |
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| Expenses (see the application guidelines for details of eligible expenses.) | |
| Subsistence for ____ months at \$_____ per month (to a maximum of \$2,000 per month for individuals or collaborations) | \$ |
| Project expenses (if this applies) | \$ |
| Tuition fees/honorarium | \$ _____ |
| Instrument maintenance | \$ _____ |
| Practice space rental | \$ _____ |
| Research materials | \$ _____ |
| Music equipment rental (rental costs cannot exceed the purchase price) | \$ _____ |
| Total | \$ _____ |
| Transportation expenses (if this applies; note that only air, bus or train fares are eligible) | \$ |
| Total expenses | \$ |
| Revenues (list of funding requested from other sources for this project, if this applies) | |
| Federal grants, other than from the Canada Council (provide details) | \$ |
| Provincial or territorial grants (provide details) | \$ |
| Municipal or regional grants (provide details) | \$ |
| Graduate or doctoral assistantship | \$ |
| Personal contribution | \$ |
| | |
| Grant requested from the Canada Council | \$ |
| Total revenues | \$ |

NOTE: Please ensure that total expenses equal total revenues.

Budget notes:

PART D1 – SUPPORT MATERIAL

The following material is required:

Curriculum vitae or professional resumé (maximum of three pages)

Submit an up-to-date chronological curriculum vitae or resumé describing your professional history including training, performance history, discography, etc. **Artist bios are not acceptable.** For collaborative creation requests, both you and the other artist must submit your curriculum vitae or professional resumé (maximum of three pages for each artist).

Collaborative creation agreement

For collaborative projects, you and the other artist must sign a document to confirm that you wish to work together.

Letter of acceptance

If you plan to study in an academic institution or with a private teacher/master/coach, you must send a copy of the letter of acceptance to the Canada Council. You do not need to submit this letter when you apply for the grant, but it will be required if your application is successful. The Canada Council will not release the grant payment until it has received this letter of acceptance.

Recordings (see the application guidelines for details of the recording requirements)

You must submit **three** different audio or video samples that clearly illustrate your work as a performer, composer, arranger, conductor or opera director. The amount of time that peer assessment committees can devote to listening is relatively short, so it is important for you to submit your strongest work. Especially for longer works, **you may direct the committee to different parts of the recording by providing cue information in Part D2.**

Canada Council prefers to receive the recordings as three tracks or files on a single disc. Recordings may be submitted on a CD, CD-R, DVD, DVD-R, or Blu-ray disc. **Internet links are not acceptable.** Data files must be clearly identified and must use one of the following acceptable extensions:

Audio: .aif, .aiff, .wav, .flac, .m4a, .mp4, .mp3, .wma

Video: .avi, .mpeg, .mpg, .mov, .wmv

The Canada Council for the Arts has access to rooms offering 5.1 Surround capabilities.

It is the applicant's responsibility to ensure that all your recordings will function properly.

Lyrics

If you are a songwriter or composer of lyric-based music, you must provide the lyrics of the three recordings you are submitting.

Scores/Lead sheets

Please do not send accompanying scores as they are no longer required.

List of repertoire (for classical music composers and performers only)**Libretto/Synopsis (for operatic projects only; maximum of three pages)**

PART D2 – DETAILED DESCRIPTION OF RECORDINGS

Clearly label your support material and complete the following. List your recordings in the order that you want them to be presented.

Please keep the recordings to a maximum of 40 minutes in total.

Item 1

Title:

Composer: Canadian? Yes No

Applicant's credit or role (performer: instrument, composer, etc.):

Completion or recording date (mandatory; see date requirements in the application guidelines):

Performed by:

Brief description of how this piece of music relates to the proposed project:

Track Running time: _____ Track number: _____ Indicate cues: _____

Accompanying lyrics/libretto: Yes No

Indicate format (CD, DVD, .wma, .mp3, .mov, etc.) : _____

Item 2

Title:

Composer: Canadian? Yes No

Applicant's credit or role (performer: instrument, composer, etc.):

Completion or recording date (mandatory; see date requirements in the application guidelines):

Performed by:

Brief description of how this piece of music relates to the proposed project:

Track Running time: _____ Track number: _____ Indicate cues: _____

Accompanying lyrics/libretto: Yes No

Indicate format (CD, DVD, .wma, .mp3, .mov, etc.) : _____

Item 3

Title:

Composer: Canadian? Yes No

Applicant's credit or role (performer: instrument, composer, etc.):

Completion or recording date (mandatory; see date requirements in the application guidelines):

Performed by:

Brief description of how this piece of music relates to the proposed project:

Track Running time: _____ Track number: _____ Indicate cues: _____

Accompanying lyrics/libretto: Yes No

Indicate format (CD, DVD, .wma, .mp3, .mov, etc.) : _____

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 write your name 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)
- Description of access support
- Part A1 – Name and location of applicant
- Part A2 – Description of grant request and field of music, including summary of project
- Part B – Description of project (maximum of **750 words**)
- Part C – Financial information
- Part D1 – Support material
 - Curriculum vitae or professional resumé (maximum of **three pages**)
 - For collaborations, curriculum vitae or professional resumé of the collaborating musician, if this applies
 - Collaborative creation agreement, (if this applies, signed by both artists)
 - Letter of acceptance (does not need to be submitted with the application)
 - Recordings (please indicate format): _____
 - Lyrics (songwriters **must** include lyrics of the three audio selections)
 - List of repertoire (for classical music composers and performers only)
 - Libretto/synopsis (for operatic projects only; maximum of **three pages**)
- Part D2 – Detailed description of recordings

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 the merit of your application.

Mail your application form to the following address:

Music Section

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.

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: _____