



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

New Music Program: Multi-year and Annual Funding

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines section 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 listed below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part F) 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 April 2012

If this date 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, incomplete applications, or those submitted by fax or email.

Further Information

Jeff Morton

Program Officer

Music Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

jeff.morton@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5111

TTY: 1-866-585-5559

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PROGRAM GUIDELINES

<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>Many musicians and composers constantly push at the boundaries of the discipline, developing innovative ways of creating and disseminating musical works, while taking considerable aesthetic risks.</p> <p>By stimulating innovative approaches to concert production, Canadian new music artists, collectives and arts organizations contribute to the diversity and uniqueness of Canadian life; while fostering novel ways to reach audiences, and ensuring the ongoing renewal of the discipline.</p> <p>Through this program, professional artists, collectives and arts organizations receive support for the production of highly specialized new music concerts and events.</p> <p>Objectives</p> <p>This program is designed to:</p> <ul style="list-style-type: none"> • recognize and support artistic excellence in the various forms of new music • encourage the creation and performance of professional, highly specialized new music • foster high standards of professionalism in emerging new music practices • advance the accessibility and understanding of new musical voices to Canadian audiences.

<p>Program Description</p>	<p>The New Music Program provides multi-year (two-year), annual and project funding to Canadian professional ensembles, performing groups, collectives, specialized producers/presenters and non-profit organizations devoted to the development and presentation of new music in public venues and before a live audience. The project funding component of this program has its own guidelines and application form.</p> <p>Eligible forms of new music are not defined by specific aesthetic categories, but all applicants should be aware that the nature of the program is to support groundbreaking musical creation in a diversity of innovative approaches, as well as risk-taking in the overall development of the art form.</p> <p>Some of the common forms of new music include (but are not limited to) the following:</p> <ul style="list-style-type: none"> • contemporary classical • musique actuelle • free improvisation • electroacoustic / acousmatic • audio art / sound art • sound installation • turntable art <p>Multi-year and Annual Funding</p> <p>Multi-year funding grants contribute financial support, over two years, for the applicant organization’s overall local activities and operational structure.</p> <p>Annual funding grants contribute financial support, on a yearly basis, for the applicant organization’s overall local activities and operational structure.</p>
<p>Eligibility</p>	<p>All applicants</p> <p>Co-productions and free concerts are welcomed additions to your programming, but the minimum of annual self-produced and ticketed events must be met.</p> <p>Applicants must also:</p> <ul style="list-style-type: none"> • take the main responsibility for the operational framework of the presentations (even in the case of co-productions) • engage professional artistic personnel • have an administrative infrastructure in keeping with the nature of their artistic production • receive significant support from other sources • not have an accumulated deficit that threatens the viability of their organization.

<p>Eligibility (continued)</p>	<p>Multi-year grant applicants</p> <p>Applicants to this component must meet the requirements as indicated above and must also:</p> <ul style="list-style-type: none"> • be incorporated non-profit organizations with a board of directors. Organizations with less formal structures are eligible for annual and project funding. • have all required activities take place in the organization’s home market • have presented at least two full seasons of local performances, including at least three different events, ensuring consistency and continuity in their yearly series of concerts/events. A minimum of three different events are required annually, and these must be self-produced and ticketed. <p>Annual grant applicants</p> <p>Applicants to this component must meet the requirements at the beginning of this section and must also:</p> <ul style="list-style-type: none"> • have presented at least two full seasons of local performances, including at least two different events. A minimum of two different events, plus another public activity (tour, CD launch with performance, workshop, etc.) are required annually. These must be self-produced and ticketed. <p>Restrictions</p> <p>Applicants or organizations already receiving annual or multi-year funding may apply for a Special Project grant by using the New Music Program Project Funding form. Only projects that are truly special (not normally included in the organization’s mandate or regular activities) will be considered. Applicants should verify the eligibility of their project by consulting with the Music Section officer listed on the first page of this document before applying.</p> <p>Small ensembles and collectives are eligible for Annual Funding grants, but not eligible for Multi-year Funding grants.</p> <p>Applicants that have received at least two consecutive New Music Program: Project Funding grants and that meet the basic eligibility criteria may apply for Annual Funding grants.</p> <p>Successful applicants to the New Music Program cannot receive funding from the Production Grants in Music: Performance Production component Program.</p> <p>In cases where the peer assessment committee lacks confidence in extending multi-year support, it may recommend annual or project funding.</p> <p>Reinstatement to any prior program level requires consultation with the Music Section Officer, but in most cases applicants will be required to meet the eligibility criteria as indicated in this section.</p>
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<p>Eligibility (continued)</p>	<p>Ineligible applicants</p> <p>New Music festivals organized by symphony orchestras cannot receive funding from this program. Organizers of such events should apply to the Professional Orchestra Program.</p>
<p>Grant Amount</p>	<p>The peer assessment committee recommends funding priorities and establishes the value of the Canada Council’s contribution to the applicant’s proposed activities. Recommendations are made in relation to the program’s assessment criteria.</p> <p>These grants cannot be used to fund activities that occurred before this program deadline.</p> <p>Peer assessment is a competitive process within which regular adjustments to grant amounts are made. Funding adjustments, increases or decreases, are based on an organization’s performance according to the program objectives and assessment criteria. Adjustments also reflect the funds available and the number of applicants competing for those funds. While an increase to a grant amount does not have a maximum (or up to the maximum grant amount in a program), a decrease as part of the regular peer assessment process for any annual or multi-year competition will not exceed 20%.</p> <p>If your organization is successful in obtaining operating grant funding, it will be subject to the Canada Council Fair Notice to Organizations policy.</p>
<p>CADAC Financial and Statistical Reporting</p>	<p>The Canada Council for the Arts collects financial and statistical information through a national online database called CADAC (Canadian Arts Data / Données sur les arts au Canada). The CADAC website www.thecadac.ca enables arts organizations applying for operating funding from public funders that are partners in CADAC to submit their financial and statistical information in the same format.</p> <p>Arts organizations that apply for an operating grant at the Canada Council for the Arts are required to use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” to submit the information that is required in Part D of the attached application form. Please go to the CADAC website www.thecadac.ca to access and use these forms. Step-by-step instructions for the process of completing, uploading, and submitting the required information is provided in Part D of the attached application form.</p> <p>Applicants are encouraged to review the following guides at www.thecadac.ca/cms/en/guides.html for useful instructions on how to complete both the CADAC Financial and Statistical Forms.</p> <ul style="list-style-type: none"> • CADAC Financial Form for Arts Organizations: https://www.thecadac.ca/Help/FinancialForms/Eng/Financial%20Form1.html • CADAC Statistical Form for Arts Organizations: https://www.thecadac.ca/cms/en/documents/StatsformguideJune22-2011.pdf

<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible applications will be evaluated by a peer assessment committee, composed of experienced professionals in the field of Music. Committee members will also be selected with consideration to artistic specializations, gender, Canada’s two official languages, Aboriginal peoples and the cultural and regional diversity of Canada. New committees will be formed for each competition.</p> <p>All peer assessment committee recommendations are final.</p> <p>For further information on this subject, please see the document entitled Peer Assessment: How the Council Makes Its Decisions, posted on the Canada Council’s website.</p> <p>Assessment criteria</p> <p>This is a very important section of the application process. The committee bases its review of eligible applications on the assessment criteria listed below. These criteria are defined in a national comparative context taking into account each organization’s artistic mandate, geographic and artistic environment, and available resources.</p> <p>The assessment criteria are weighted, which means that some criteria are considered more significant than others. The relative weight of each criterion is expressed as a percentage.</p> <p>As you describe what you do, be sure to describe how your Outreach and Audience Development Activities, as well as your Administrative and Financial Stability, support the artistic vision of your organization.</p> <p>1. Artistic merit (60 percent)</p> <p>This section refers to the artistic quality of production and presentation maintained by the organization, and to its programming choices. Assessment focuses on how those choices reflect the applicant’s artistic mandate and on the quality of the programming delivery. Explain how your programming concept provides coherence and flow from individual events to concert series and seasons.</p> <p>There are three parts to the discussion of artistic merit: (a) intent (b) realization and (c) impact. Your artistic statement should have three subtitles, corresponding to each of these parts.</p> <p><i>(a) Intent</i></p> <p>As the raison d’être for past accomplishments and future plans, your stated artistic intent is the standard against which all your activities will be compared. The Artistic Director should interpret that mandate in a clear, personal expression of his or her current guiding artistic direction.</p> <p>In the next sections, the peer assessment committee will look at the realization of the artistic intent, and the impact of that realization. They will consider both past accomplishments and your proposed work.</p>
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<p>Assessment of Applications (continued)</p>	<p><i>(b) Realization</i></p> <ul style="list-style-type: none"> • Quality of artistic practice. • Quality of presentation in public performance, including production values. • Innovation—inventiveness or the re-invigoration of what already exists (style, genre and repertoire). • Risk-taking. • Integrity of the whole. <p><i>(c) Impact</i></p> <p>This refers to the resonance of the work, its positioning, the creative process involved, and the effect of the work on artists and audiences.</p> <ul style="list-style-type: none"> • Resonance—how the work/programming/event is singular and memorable. • Positioning—the relationship of the work to the balance of the artists’ or organization’s body of work, as well as its place on the local, provincial, national and international scenes, where relevant. • Contribution to the development of the art form. <p>2. Outreach and audience development activities (20 percent)</p> <p>This criterion refers to your organization’s role in the community at large and in the new music milieu. It encompasses your professional development, dissemination activities, outreach and collaborative efforts. It also includes the overall importance of your organization to the cultural wealth of Canada.</p> <p>The peer assessment committee will consider activities that contribute to your organization’s influence or impact on the many communities within which it functions at the local, provincial, national and (or) international levels. You should include a clear description of your organization’s plans for these areas, as well as an assessment of current and past activity.</p> <p>Equally examined are the activities and initiatives undertaken by your organization to expand its audiences, to develop effective marketing strategies, and to contribute to the dissemination of and advocacy for new music and its artists. Fully describe any activities that your organization has undertaken to achieve these objectives. Also indicate the role your organization plays in contributing to the development of current and future generations of artists in the field.</p> <p>Specifically, the peer assessment committee will consider the activities and initiatives your organization has undertaken to:</p> <ul style="list-style-type: none"> • develop effective outreach and marketing strategies and initiatives • develop audiences • contribute to the ongoing professional development of the art form, and • develop and maintain constructive relationships with other organizations in the artistic community. <p>The feasibility of future goals in these areas will be discussed in relation to the relative success of your past or current initiatives.</p>
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<p>Assessment of Applications (continued)</p>	<p>3. Administrative and financial stability (20 percent)</p> <p>Access to operating funding is based on the overall administrative and financial health of the applicant organization.</p> <p>This section refers to how the administrative infrastructure of your organization supports and strengthens its artistic mandate, and provides the proper framework to manage growth or change successfully. This will be considered in the context of your organization’s financial, economic and geographic environment.</p> <p>The evaluation will specifically consider:</p> <ul style="list-style-type: none"> • the effectiveness of your organization in administration and financial management in support of artistic growth, including evidence of a diversification of revenue sources • the financial stability of your organization, as demonstrated by an appropriate balance between expenditures and revenues and by success in forecasting potential risks of a project or development plans • judicious planning and allocation of resources to production, marketing and administration, and • the viability of the submitted annual plan and your organization’s ability to carry it out using available resources. <p>Note: Operational funding requires that this discussion be thorough and accurate. In keeping with the increased relevance of this section’s evaluation, larger and (or) more complex organizations must submit a detailed overview, on par with the complexity and scope of the organization’s activities.</p> <p>If there are major changes to the budget compared to previous practices, please provide reasons. If there are major discrepancies between past budget projections and actual figures, explain how these discrepancies occurred and what measures are planned to deal with the results. This includes providing a clear indicator of budgetary variance due to an exceptional circumstance or extraordinary programming activities such as festivals or special events.</p> <p>The Music Section encourages innovative programming and, therefore, takes into consideration temporary financial difficulties that may result from such programming.</p>
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<p>Fair Notice to Organizations</p>	<p>The Canada Council is committed to a transparent process whereby performance concerns and substantial funding reductions are conveyed to organizations in a timely manner. The Canada Council recognizes the importance of maintaining organizational stability and is dedicated to providing advance notice of adjustments</p> <p>Any grant reduction of more than 20% requires advance notice as per the Canada Council's Fair Notice Policy and will be applied at the next competition deadline. This policy takes effect when an organization is assessed very poorly against the program objectives and assessment criteria and/or the organization's activities change and are no longer consistent with the program objectives.</p>
<p>Concerned Status</p>	<p>An organization may be placed on Concerned Status if it is experiencing organizational instability (usually financial or administrative in nature.) This is a tool to monitor organizational health and to stipulate conditions that need to be satisfied in order for an organization to remain competitive in an operating program. An adjustment of not more than 20% to the organization's grant amount may be made, but it's also possible that the grant amount will remain the same. The organization will be notified in writing explaining why the Concerned Status applies and how the organization will be monitored.</p>

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

<p>Part A1 – Identification</p>	<p>If a person or manager/agent is completing the application form on behalf of the applicant, please provide your name, address and contact information requested in the application.</p>
<p>Part A3 – Amount Requested and New Music Practice</p>	<p>Please note that Multi-year Funding requests are for two years. Annual Funding requests are for the next season only.</p>
<p>Part A4 – Declaration</p>	<p>The request must bear original signatures, even if the actual document submitted is a copy of the original. Note: The Board president or chairperson must approve and sign all applications.</p>
<p>Part A5 – Profile of Organization</p>	<p>A concise description will contribute greatly to a positive presentation of your organization. You can provide much of the requested information in bullet form.</p>
<p>Part A6 – Structure of Organization</p>	<p><i>Corporate affiliations</i> (point 4) are requested for information only. This refers to organizations of which your organization is a professional member (such as associations and other professional representative bodies).</p>
<p>Part B – Basis of Assessment</p>	<p>This is a very important section of the application. Please submit no more than 12 pages for Multi-year Funding requests or 6 pages for Annual Funding requests. Pages exceeding this limit will not be assessed.</p> <p>You can organize the material as you wish, but make sure that the peer assessment committee can easily understand your statement. You must describe specific objectives, strategies and actions to be adopted for next season. Explain briefly why each objective has been chosen as a priority and how your organization intends to achieve it. Please refer to the Assessment Criteria for specifics.</p>
<p>Part C – Summary of Major Activities</p>	<p>Please complete this section by using the provided Appendices as templates. Use as many copies as needed.</p> <p>You can use your own computer printout, if it corresponds exactly to the templates. It is essential that information be presented in a standard format.</p> <p>Appendix A – Details of Programming</p> <p>Describe the programming for the last two years, the current year and next year (the next two years for multi-year applicants). Include a brief description of any other activities.</p>

<p>Part C – Summary of Major Activities (continued)</p>	<p>Appendix B1 – Production Budgets</p> <p>Fill in copies of the appendix, outlining the budget expenses and revenues per production for the last two years, the current year and next year (the next two years for multi-year applicants). Use as many copies of this appendix as necessary.</p> <p>Each event or concert of the season should be accounted for separately. If you are applying for annual funding and present a large number of concerts grouped in series, use the columns to account for the series, rather than for single concerts.</p> <p>No ongoing operational, overhead or administrative figures are to be placed in this appendix; show production figures only.</p> <p>Note: All lines titled “Other” must be specified.</p> <p>If your organization has had or is planning to have a touring or recording activity, please provide a clear breakdown on a separate sheet.</p> <p>Appendix B2 – Co-production Budgets</p> <p>Over the years, peer assessment members have constantly complained about the lack of clarity for co-produced events, especially when both organizations apply to this program and financial arrangements do not match in both applications. By providing clear financial arrangements from all involved parties, you help peer assessment members better understand how you work with other organizations and your position in your home market.</p> <p>Please detail all your co-production arrangements for the next season(s), using as many copies of this template as necessary.</p> <p>You can replace the template with a copy of the agreement between your organization and the co-producer, but only if it clearly details the financial arrangements.</p>
<p>Part D – Financial and Statistical Information</p>	<p>All applicants must complete the “CADAC Financial Form for Arts Organizations” and “CADAC Statistical Form for Arts Organizations” via the CADAC online database. Follow the instructions provided in Part D of the application form.</p>

IMPORTANT INFORMATION FOR APPLICANTS

<p>Processing the Application</p>	<p>Acknowledgement of receipt</p> <p>The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of 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. You can also contact the Canada Council, in writing, to request the list of peer assessors.</p> <p>Application preparation</p> <p>You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.</p> <p>It is important to inform the Canada Council for the Arts of any changes to contact details.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>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 <i>Privacy Act</i>. 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 that any overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant.</p> <p>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>Annual grants will be paid in installments. The first payment will be sent to you upon receipt of the signed grant acknowledgement form and after you have satisfied any conditions that are described in your grant notification letter. The terms and conditions will be outlined in the grant notification letter.</p> <p>Multi-year grants will be paid in installments. The first installment will be paid upon receipt of the signed grant acknowledgement form and after you have satisfied any conditions that are described in your grant notification letter.</p> <p>The second-year grant payment will be made upon receipt, review and approval of an annual report from the organization. The report must include an updated, concise artistic and administrative/financial plan for the current season (maximum of two pages). The financial reporting must also be done via CADAC. The terms and conditions will be outlined in the grant notification letter.</p> <p>The Canada Council reserves the right to:</p> <ul style="list-style-type: none"> • Redistribute, delay or suspend payments if the organization does not carry out its planned program of activities; undergoes major changes in artistic and/or administrative direction; or does not meet its obligations as a grant recipient, including the requirement to submit regular reports to the Canada Council and comply with the acknowledgement policy. • Decrease the allocated grant amount at any time if the Canada Council's program budget is reduced; if the organization shows a significant reduction in the artistic quality of its productions or its financial and administrative performance, or if the organization is in significant difficulty and does not follow up on specific recommendations of the peer assessment committee or the Music Section. <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>Your next application will serve as the final report for this grant. If you do not reapply, a final report for this grant will be due by the date specified in your grant notification letter. You are welcome to add a narrative detailed covering letter and related materials to your final report. In addition to the final report, detailed financial accounting is required.</p>
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New Music Program: Multi-year and Annual Funding

- 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, and so on).
- If you are completing the form on a computer, use the following format.

PART A1 – IDENTIFICATION OF APPLICANT	
Registered name of organization / legal name of applicant: _____	If applicable, name of person or manager/agent that is completing this application form on behalf of the applicant: _____
Mailing address: _____ Street and apartment/suite number _____ City _____ Province/territory Postal code () () Telephone Fax _____ Email Website	Mailing address (if different from the applicant): _____ Street and apartment/suite number _____ City _____ Province/territory Postal code () () Telephone Fax _____ Email Website
PART A2 – CADAC ID	
Please provide your CADAC ID below. CADAC ID: _____ Note: Go to the CADAC (Canadian Arts Data/Données sur les arts au Canada) website at www.thecadac.ca to register your organization. You will receive your CADAC ID through an email confirmation from CADAC. You must indicate this number above or your application will be considered incomplete.	
PART A3 – AMOUNT REQUESTED AND NEW MUSIC PRACTICE	
Period to be covered by this grant and amounts requested (see application guidelines): <input type="checkbox"/> Multi-year \$ _____ <input type="checkbox"/> Annual \$ _____ Financial year-end: (day/month/year) _____	
Please identify your new music practice: <input type="checkbox"/> Contemporary Classical <input type="checkbox"/> Musique actuelle <input type="checkbox"/> Free Improvisation <input type="checkbox"/> Electroacoustic/ Acousmatic <input type="checkbox"/> Audio art/ Sound art <input type="checkbox"/> Sound installation <input type="checkbox"/> Turntable art <input type="checkbox"/> Other _____	

PART A4 – DECLARATION

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

For your organization to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.

As representatives of the applicant organization:

- We have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization we represent meets these criteria.
- We understand that the organization we represent is not eligible to apply to this program until all of its overdue final reports for Canada Council grants have been submitted and approved
- We accept the conditions of the program and agree to abide by the Canada Council's decision.
- We are aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines

We confirm that the statements in this application are complete and accurate, to the best of our knowledge.

President/Chairperson

Artistic Director

General Manager /
Administrative Director

Signature

Signature

Signature

(Original signatures are required.)

Date

Date

Date

PART A5 – PROFILE OF ORGANIZATION

Please describe your organization and the events or activities that may have marked its development, in a maximum of **1,000 words** (approximately **two pages**), on separate sheets. Address each of the points below. You may use point form if you wish.

1. What is your organization's artistic mandate, as stated in its articles of incorporation? Provide the mission statement if not incorporated. (Note: Applicants for Multi-year Grants must be legally incorporated organizations.)
2. In what year was your organization formed?
3. Please provide a list of artistic directors, past and present, and their periods of association with your organization.
4. Approximately how many works have been commissioned since the formation of your organization?
5. How many works have been commissioned in the past three years?
6. Please list activities with international impact, such as tours, appearances at festivals, and presentation of foreign performers and/or composers.
7. If you are part presenter and part producer (that is, you present performers, ensembles, etc., but also curate and produce your own concerts within the same season), please indicate the percentage of each category. For example, "of eight concerts, three are presented and five are produced" or "our organization is 50 percent presenter and 50 percent producer." Please indicate the variability of this from season to season. **Unless otherwise stated, this program will assume that all small ensembles are producers of their own events and do not participate as presenters.**
8. Provide an updated list of **major** events or changes, positive and otherwise, over your organization's history. Please include dates.
9. Elaborate on the particular place and role your organization occupies in your art form, and the context in which you work. How do you see yourself within the ecology of your discipline in a regional, national and international context, if applicable?

PART A6 – STRUCTURE OF ORGANIZATION

Please provide the following information using the template provided:

1. Board of directors – Provide the names of the following officers of your organization: Past President, President or Chairperson, Treasurer and other officers. Indicate the professions and corporate affiliations, if any, of the executive committee members.
2. Details of incorporation (if applicable) – Include the legal name under which your organization is incorporated, the type of charter, date of the charter, and charitable licence number.
3. Core personnel – List your core artistic team and administrative staff, using the designations Regular (full- or part-time), Term Contract (full- or part-time), Casual Contract, and Professional Services Contracts. Ensembles should list core artistic members.
4. Corporate affiliations – Name any other non-profit organizations to which your organization is related, financially or through other types of affiliation. Examples include universities, colleges, residencies, a foundation for your organization, and an endowment administered on behalf of your organization by another. Briefly explain the nature of the affiliation in each instance.

<p style="text-align: center;">Board of Directors</p> <p>Past President: _____</p> <p>President or Chairperson: _____</p> <p>Treasurer: _____</p> <p>Other Board Members: _____</p> <p>_____</p>	<p style="text-align: center;">Details of Incorporation (if applicable)</p> <p>The organization is incorporated under the following name: _____</p> <p>Type of charter: _____</p> <p>Date of charter: _____</p> <p>Charitable licence number: _____</p>
<p>Core Artistic Team (names and titles):</p> 	<p>Core Administrative Staff (names and titles):</p>
<p>Number of Full-Time Employees:</p> <p>Number of Part-Time Employees:</p>	<p>Corporate Affiliations (where applicable):</p>

PART B – BASIS OF ASSESSMENT**Three statements are required.**

Each statement addresses one of three weighted criteria—artistic merit (60%), outreach and audience development (20%) and administrative and financial stability (20%)—which are described in detail in the application guidelines. Ideas or suggestions for writing these statements are given below.

The peer assessment committee determines the relative merit of your application through discussion of the following:

- the audio support material provided with the application
 - the observations of the peer assessment committee members who have seen and (or) heard your work
 - the written statements you provide in the application form
1. **Artistic statement** (60%) – Use subheadings (Intent, Realization and Impact) to divide this statement into three parts.
 2. **Outreach and audience development statement** (20%) – Please write at least two pages for Multi-year Funding support and a minimum of one page for Annual Funding support for this statement.
 3. **Administrative and financial stability statement** (20%) – If your organization has incurred an accumulated deficit of 10 percent or greater, your access to Multi-year Funding support will be undermined. If this situation applies to your organization, explain how you will retire the deficit.

While your statements must be detailed enough to enable the peer assessment committee to make informed recommendations, we encourage you to be as concise and focused as possible. Considering the reading volume required of the committee, responses to Part B must be limited to a total of **6 pages for Annual support requests and 12 pages for Multi-year support.**

Suggestions for writing your statement:

- Bullets are useful for clustering ideas.
- Please structure your discussion in clear, succinct paragraphs and use subheadings to organize your writing.
- Have a colleague read your statements to check for clarity, logical sequence and flow.

Sometimes it helps to state what you **do not do**; for example, “Our organization does not interpret work of European masters/rely on an existing body of repertoire/present other artists.” “Our organization does not focus its outreach efforts on schools.” You may then go on to say where your organization does focus its energies.

Suggestions for writing your artistic statement**Intent**

In this section, express the central artistic vision, mission, purpose or mandate of your organization in simple terms – not the formal language used in your organizational profile. Describe the path you have chosen to bring that central idea to life. Outline events, activities and developments that have advanced your organization in its artistic vision, mission, purpose or mandate. Also address your plans for the upcoming seasons.

PART B – BASIS OF ASSESSMENT (continued)**Realization**

In reviewing the current year, explain how the activities have achieved or challenged your intentions for the artistic development of your organization. This could be particularly interesting if a program or event did not fulfil your artistic objectives. Risk-taking is part of creating art and implies that not every work will be successful.

Impact

How do you measure the impact of your organization's work on audiences as well as on the local, provincial, national or international new music milieu?

Suggestions for writing your outreach and audience development statement

Describe any **ongoing** activities your organization has undertaken to support the development of the milieu (such as training, mentorships or workshops). Indicate what role your organization plays in the ongoing development of current and future generations of new music artists.

Describe how you have identified your organization's audiences, and what measures you have undertaken to strengthen and expand your core base of support in your home market.

Suggestions for writing your administrative and financial stability statement

Describe the administrative structure of your company and how this relates to the organization's artistic objectives. The larger and more complex your organization, the more detail you should provide. Explain how the operating budgets for the proposed years of support were developed. If there are major changes from past practice in those budgets, provide a detailed explanation. If there are major discrepancies between past budget projections and actual figures, explain how these discrepancies occurred and what measures are planned to deal with the results.

PART C – SUMMARY OF MAJOR ACTIVITIES

Please complete Appendices A, B1 and B2 as explained in the guidelines.

- Use Appendix A to provide details about programming.
- Use Appendix B1 to present the production budgets.
- Use Appendix B2 to provide financial information on coproductions.

PART D – FINANCIAL AND STATISTICAL INFORMATION

The information provided in this part, in the form of financial reports and budget forecasts, allows the Canada Council to determine the extent to which the organization exhibits sound financial management and viable budget forecasts. Statistical information provided through CADAC enables the Canada Council to collect aggregate data for research and reporting on all arts organizations that we fund in our operating grants programs, while also allowing organizations to generate their own useful reports.

To submit your financial and statistical information for this application, you must use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” at www.thecadac.ca.

You will be required to submit statistical information for the current season (2011-12), and financial information for the current and next seasons (2012-13, 2013-14). You must also submit financial and statistical information to CADAC for the two previous seasons (2009-10 and 2010-11), if you have not already done so.

Follow these steps to download, complete, upload and submit the forms to CADAC:**STEP 1**

Register your organization with CADAC at www.thecadac.ca as early as possible to ensure that you have enough time to assemble and submit the required financial and statistical information.

STEP 2

Download, complete and **upload and submit** in CADAC the “Financial Form for Arts Organizations” and “Statistical Form for Arts Organizations”. Repeat this step if you need to add to and (or) change your financial or statistical information, or if you are filling out the form for another year.

OR

Enter your financial and statistical information directly in CADAC, **save and press the ‘Submit’ button**.

STEP 3

Submit your organization’s financial statements to CADAC, if you have them in an electronic version. If not, mail your signed copies to CADAC at the address below:

CADAC FINANCIAL STATEMENTS SUBMISSION
350 Albert Street,
P.O. Box 1047,
Ottawa, ON K1P 5V8

Please note that the following type of financial statement is required by the Canada Council for the Arts. If your organization’s last Canada Council annual operating grant was:

- \$100,000 or more, you are required to submit an audited financial statement
- between \$50,001 and \$99,999, you are required to submit a review engagement, and
- \$50,000 or less, you are required to submit an internal financial statement.

If your organization is a new applicant to this program, you may submit internally prepared financial documents.

Other audited financial statements must also be submitted for any holding companies, parent companies or foundations with which the organization is associated, and for any subsidiaries, related companies or special trust funds that the organization controls.

PART E1 – SUPPORT MATERIAL

You must include the following with your application.

- For **all** co-produced concerts/events, a contract or letter from the co-producer outlining the arrangements and conditions of each co-production (applicants are encouraged to use the co-production template provided as an appendix). The letter or contract must detail expense and revenue arrangements.
- Media reviews.
- For Annual Funding Applicants: copies of brochures for the current and previous seasons.
- For Multi-year Funding Applicants: copies of brochures for the current and previous two seasons.
- Copies of brochures for next season, if available.
- If you are requesting access to either the Multi-year or the Annual funding level for the first time (that is, moving from Project to Annual or moving from Annual to Multi-year), you must submit either an Interim Report or a Final Report if your season is complete, along with this application. Please submit this report **as a separate document** (maximum of **two pages**).

Audio Support Material

You must submit **three** different audio or video samples that clearly illustrate your work. 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 E2.**

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

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.

The audio or video support material and professionally bound scores will be returned to the applicants. Written support material will not be returned to applicants.

PART E2 – DETAILED DESCRIPTION OF RECORDINGS

Clearly label your support material and complete the following. Please send your audio pieces all on one disc.

Item 1

Title:

Composer (if this applies):

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

Completion or recording date:

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

Track Running time: _____ **Track number:** _____ **Indicate cues:** from ____ to _____

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

Item 2

Title:

Composer (if this applies):

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

Completion or recording date:

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

Track Running time: _____ **Track number:** _____ **Indicate cues:** from ____ to _____

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

Item 3

Title:

Composer (if this applies):

Applicant's credit or role (for example, performer, composer, or stage director):

Completion or recording date:

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

Track Running time: _____ **Track number:** _____ **Indicate cues:** from ____ to _____

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

PART F – CHECKLIST

Please check the boxes below to confirm that you have submitted all relevant parts of the application form and all required **support material**. Be sure to put your name on all items.

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

- Part A1 – Identification of applicant
- Part A2 – CADAC ID
- Part A3 – Amount requested and new music practice
- Part A4 – Declaration, with **original signatures**
- Part A5 – Profile of organization
- Part A6 – Structure of organization
- Part B – Basis of assessment
- Part C – Summary of major activities
 - Appendix A
 - Appendix B1
 - Appendix B2
- Part D – Financial and statistical information
 - “CADAC Financial Form for Arts Organizations,” submitted electronically to CADAC
 - “CADAC Statistical Form for Arts Organizations,” submitted electronically to CADAC
 - Signed financial statements submitted electronically to CADAC (**audited financial statements** or a **review engagement**—see the instructions in Part D)
- Part E1 – Support material
 - contract or letter from the co-producer (for all co-produced concerts and events)
 - media reviews
 - copies of season brochures
 - interim or final report (for first time applicants)
 - three** different audio or video samples of your work
- Part E2 – Detailed description of recordings

Send your application to:

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

NAME OF ORGANIZATION: _____

New Music Program:
Multi-Year and Annual Funding

Use as many copies of this appendix as needed (use separate copies for each season of activity)

APPENDIX B1 – PRODUCTION BUDGET FOR

SEASON 20__-20__

Titles of concerts/ events/series:							
	Concert/ Event 1	Concert/ Event 2	Concert/ Event 3	Concert/ Event 4	Concert/ Event 5	Concert/ Event 6	Total as indicated in CADAC
Revenues							
Line 4105: subscriptions							
Line 4110: single ticket sales							
Line 4115: co-production							
Line 4125: presenting / hosting							
Line 4135: fees – guarantees							
Line 4160: sales and commissions							
Line 4170: other revenues							
Line: 4420: project grants – CCA							
Line 4460: project grants – Provincial							
Line 4480: project grants – Ministry							
Line 4520: project grants - Municipal							
Artistic Expenses							
Line 5105: fees (artistic)							
Line 5110: salaries (artistic)							
Line 5125: salaries (production)							
Line 5130: fees (production)							
Line 5140: special projects expenses							
Line 5190: Other artistic expenses							

Note: You must provide detail for all lines marked “other”.

NAME OF ORGANIZATION: _____

Use as many copies of this appendix as needed.
Title of Concert/Event: _____

APPENDIX B2 – FINANCIAL INFORMATION FOR CO-PRODUCTIONS		
EXPENSES	Amount	
	Organization One	Organization Two
Artistic:		
Musicians' fees: concert	\$	\$
rehearsal	\$	\$
coaching	\$	\$
Stage manager's fees	\$	\$
Other artistic expenses (provide details)	\$	\$
Subtotal for Artistic Expenses	\$	\$
Event Production:		
Sound equipment rental	\$	\$
Sound technician's fees	\$	\$
Lighting rental	\$	\$
Lighting technician's fees	\$	\$
Other equipment rental	\$	\$
Transportation	\$	\$
SOCAN fees	\$	\$
Other (provide details)	\$	\$
Subtotal for Event Production Expenses	\$	\$
Hall:		
Front-of-house staff (ushers, security, etc.)	\$	\$
Box office staff	\$	\$
Box office equipment and supplies (cash register rental, receipts, etc.)	\$	\$
Ticket printing	\$	\$
Other (provide details)	\$	\$
Subtotal for Hall Expenses	\$	\$
Publicity, Promotion and Administration:		
Advertising, publicist and promotion	\$	\$
Event program	\$	\$
Administration	\$	\$
Subtotal for Publicity, Promotion and Administration Expenses	\$	\$
TOTAL EXPENSES	\$	\$

NAME OF ORGANIZATION: _____

New Music Program:
Multi-year and Annual Funding

Use as many copies of this appendix as needed.

Title of Concert/Event: _____

APPENDIX B2 – FINANCIAL INFORMATION FOR CO-PRODUCTIONS		
REVENUES	Amount	
	Organization One	Organization Two
Ticket sales	\$	\$
Broadcasting and recording fees	\$	\$
Musicians' fees (for co-produced and presenter-produced events)	\$	\$
Corporate donations/ sponsorships (provide details)	\$	\$
Other donations (from individuals, foundations, trusts, etc. — provide details)	\$	\$
Funding from other Canada Council for the Arts programs	\$	\$
Provincial or territorial grants	\$	\$
Municipal grants	\$	\$
Other (provide details)	\$	\$
TOTAL REVENUES	\$	\$
Surplus (Deficit) (revenues minus expenses)	\$	\$

Name of Organization One

Signature

Name of Organization Two

Signature