



Canada Council
for the Arts Conseil des arts
du Canada

WRITING AND PUBLISHING SECTION

Aboriginal Emerging Writers Residencies

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| 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 amount, application assessment process and criteria, etc. |
| Step 2 | Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Program Officer indicated below. |
| Step 3 | Complete all sections of the attached application form . Be sure to use the checklist (Part E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material. |

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

Deadline

1 May

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

Further Information

Program Officer
Writing and Publishing Section
Canada Council for the Arts
350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8

chris.toner@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5482

TTY: 1-866-585-5559

WRG32E 03-12



PROGRAM GUIDELINES

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| <p>Program Description</p> | <p>This is one component of the Grants to Aboriginal Writers, Storytellers and Publishers program. The application guidelines and form for the three other components are available on the Canada Council’s website or from the Writing and Publishing Section.</p> <p>This component of the program is an initiative of the Writing and Publishing Section of the Canada Council for the Arts, the Aboriginal Arts Department of The Banff Centre and Les éditions Hannenorak.</p> <p>Successful English-language applicants will participate in a two-week, intensive writing program at The Banff Centre, in Alberta, as well as in an online program. Successful French-language applicants will participate in a two-week intensive writing program in Québec.</p> <p>The program will be led by established Aboriginal writers. It is designed to refresh and refine the writing skills of successful applicants, and will include instructional workshops, individual studio writing time, guest speakers, Internet and archival research, and a cultural component.</p> <p>The writers who receive grants from this component will undertake a specific writing project while participating in the program, and they will learn:</p> <ul style="list-style-type: none"> • about writing techniques, methods, genres, and cultural and storytelling protocols and traditions • methods of increasing the relevance of their writing to their communities, and • innovative strategies for getting their work published. |
| <p>Program Objectives</p> | <p>The objectives of the Aboriginal Emerging Writers Residencies component are to:</p> <ul style="list-style-type: none"> • encourage the artistic development of emerging Aboriginal writers in a supportive professional artistic and cultural environment • encourage the development of Aboriginal publishing, and • strengthen Aboriginal literary creation, in Aboriginal languages, in Canada. |
| <p>Eligibility</p> | <p>To apply to this program, 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 be an Aboriginal person, which includes First Nations, Métis and Inuit people.</p> <p>For this program, emerging writers are those who show a dedication to writing and have a substantial body of written work. They may be published authors, but may not have had more than one book published professionally.</p> <p>Full-time students are not eligible to apply.</p> <p>Note that meeting the eligibility criteria allows you to apply, but it does not guarantee that you will receive a grant.</p> <p>Restrictions</p> <p>You may apply to only one component of the Grants to Aboriginal Writers, Storytellers and Publishers Program per deadline date.</p> |

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| <p>Grant Amount</p> | <p>Amount Available</p> <p>This component provides a grant of \$7,000, which will be administered by The Banff Centre or Les éditions Hannenorak. The grant covers tuition, transportation, accommodation, food and supply costs for the two-week program.</p> <p>This grant cannot be used for expenses that occur before the program deadline.</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 members that have experience and expertise within the Aboriginal literary community. Committee members will also be selected with consideration to fair representation of First Nations, Métis and Inuit, age, gender, regions, Canada’s two official languages and Aboriginal artistic cultural practices.</p> <p>New committees are selected for each competition.</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>Assessment Criteria</p> <p>The peer assessment committee will base its review of applications on the program’s objectives and the assessment criteria listed below. The committee’s decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p>Applications are assessed on:</p> <ul style="list-style-type: none"> • the artistic and (or) literary excellence of the proposed writing project • how the proposed project will benefit and strengthen Aboriginal literature and languages, and • the practicality of the proposed project. |

IMPORTANT INFORMATION FOR APPLICANTS

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| Processing the Application | <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 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 three months after the application deadline. The Canada Council does not release results by telephone or email.</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 change of address.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>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. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable, however.</p> <p>Colour printing on coloured sheets and (or) in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p> |
| Personal Information | <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> |

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| <p>Grant Terms and Conditions</p> | <p>Before you apply for a grant, please note all the following conditions:</p> <ul style="list-style-type: none"> • All your overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant. • You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period. • You may apply for only one Canada Council grant to professional artists and one travel grant in any Canada Council fiscal year (1 April to 31 March). <p>Note: There is an exception to the condition that you can apply for only one grant to professional artists in any fiscal year. If you are an established professional artist who works in more than one discipline (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>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Grant Payment</p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form, which will be provided with your grant notification letter.</p> <p>Because grants and awards are taxable income, you may wish to receive the funds in the same year or years that you will have grant expenses. If your project or program of work will be carried out over two or more calendar years, you may request that your grant be paid in more than one installment.</p> <p>Tax Status</p> <p>Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p> <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 must be approved by the appropriate Program Officer before you carry them out.</p> |
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| Grant Terms and Conditions (continued) | <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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Aboriginal Emerging Writers Residencies

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

IDENTIFICATION OF APPLICANT

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

Last name

First and middle names

Permanent address in Canada:

Mailing address (if different from permanent address):

Street and apartment number

Street and apartment number

City

City

Province or territory

Postal code

Province or territory

Postal code

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

Fax

Email

Fax

Email

DECLARATION

Will you permit the Canada Council for the Arts to include your name, address and email on its mailing list?
(This information will be used for Canada Council business only, including surveys.) Yes No

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

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

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Canada Council grant to professional artists (and one travel grant) in any fiscal year (1 April to 31 March).
- I understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's decision.
- I understand that the Canada Council will share the contents of my application with the host organization, if my application is successful.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Signature (an original signature is required)

Date



Aboriginal Emerging Writers Residencies

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

- The Canada Council for the Arts requires only one copy of the application form. Type or print in black ink to make your submission easier to photocopy.
- Do not bind your completed application form (in other words, do not use spiral binding, mount it in plastic, staple it, etc.).
- If you are completing the form on a computer, use the following format.

PART A – NAME AND LOCATION OF APPLICANT

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

Last name

First and middle names

City (permanent residence or location)

Province or territory

PART B – WRITER'S BIOGRAPHY

On an attached page, in a maximum of **250 words**, describe yourself as a writer. You must address the question of why you want to write.

PART C1 – DESCRIPTION OF PROJECT

On an attached page, in a maximum of **500 words**, describe the writing project you will work on if you receive a grant. Be sure to answer the question of why this project is important to you.

PART C2 – REQUIREMENTS AND OBJECTIVES OF THE RESIDENCY

- An Aboriginal Emerging Writers Residency is a rewarding experience, but it is also an intensive program that demands that participants be committed to completing it. As an applicant, I understand this and commit myself to fulfilling, to the best of my abilities, the content requirements and objectives of the residency.

English-Language Applicants

I confirm that I:

- will be able to attend the two-week program (10 to 22 September 2012) at The Banff Centre
- will be able to attend the 10-week online program (Beginning in October 2012)
- have access to a computer (with up to date Virus-scanning and word-processing software)
- have Internet access (with email account)

French-Language Applicants

- I confirm that I will be able to attend the two-week program (Fall 2012) hosted by Les éditions Hannenorak in Quebec.

PART D – WRITING SAMPLE

Submit a sample of your writing (maximum of **30 pages**). Double space the sample and submit it on white, 8½ x 11 inch paper, printed on one side only.

PART E – CHECKLIST

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

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

- Identification of Applicant
- Declaration (an original signature is required)
- Part A – Name and Location of Applicant
- Part B – Writer’s Biography (maximum of 250 words)
- Part C1 – Description of Project (maximum of 500 words)
- Part C2 – Requirements and Objectives of the Residency
- Part D – Writing Sample (maximum of 30 pages)

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

Submit your application to:

Writing and Publishing 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: _____