



Canada Council for the Arts

Conseil des Arts du Canada

EQUITY OFFICE

Capacity Building Initiative: Travel Grants

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, 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 one of the officers indicated below.
Step 3	Complete all sections of the attached application form and 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

Any time before your departure date

Applicants who wish to have the results before their departure should apply **at least six weeks in advance**.

The Canada Council for the Arts will not accept applications postmarked after the **departure date** of your travel, incomplete applications, or those submitted by fax or email.

Further Information

Equity Office
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, plus the appropriate extension as listed below
TTY: 1-877-688-5501 or 1-866-585-5559

Deaf applicants and applicants with disabilities may contact:

Elizabeth Sweeney, Disability Arts Officer
elizabeth.sweeney@canadacouncil.ca or the phone number above, ext. 4689

Culturally diverse applicants may contact:

Shuni Tsou, Program Officer
shuni.tsou@canadacouncil.ca or the phone number above, ext. 4173



PROGRAM GUIDELINES

<p>Mandate of the Equity Office</p>	<p>The Equity Office advances the guiding principle of equity throughout the Canada Council for the Arts to positively impact the Canadian arts sector and, through it, the general public.</p> <p>The Office works to increase equity of access to Canada Council grants and services for professional artists and arts organizations. It does this by collaborating with all divisions of the Canada Council and consulting with arts communities and other stakeholders to develop policies, programs and strategies. Each division at the Canada Council is accountable for implementing equity practices; the Equity Office plays a leadership role in coordinating the approach and analysis.</p>
<p>Overview of the Capacity Building Initiative</p>	<p>The Equity Office launched the Capacity Building Initiative in 2001 to:</p> <ul style="list-style-type: none"> • address a critical gap in the Canada Council’s funding to arts organizations that engage and support Canadian artists of African, Asian, Latin American, Middle Eastern and mixed racial descents and their artistic practices • build the administrative capacity and sustainability of these organizations, and • increase the ability of these organizations to better compete in the Canada Council’s disciplinary sections programs. <p>The Canada Council 2008-11 Strategic Plan recognized disability arts as an important, evolving sector in the Canadian arts ecology, to be supported, promoted and advanced. To address a considerable gap in funding for Deaf and disability arts organizations, the Canada Council expanded its Equity Office programs in September 2011 to better serve these sectors.</p> <p>The Capacity Building Initiative includes three competitive grant programs: Travel Grants, Multi-year Grants and Project Grants. Each grant program has its own application guidelines and forms.</p>
<p>Program Objectives</p>	<p>The main objective of the Capacity Building Initiative: Travel Grants program is to support travel activities that advance the professional development of artists and arts professionals from culturally diverse, Deaf or disability arts communities who:</p> <ul style="list-style-type: none"> • engage in culturally diverse, Deaf and/or disability arts practices, or • often work in isolation or within a small community of peers.

<p>Program Description</p>	<p>These grants contribute to travel costs associated with participation in professional and career development activities in order for applicants to network, share knowledge, gain skills in specific arts practices and engage in dialogue about equity in the arts.</p> <p>This program does not replace travel grants from other Canada Council programs. If the proposed travel activities are eligible for support from other disciplinary sections' programs (Audience and Market Development, Dance, Inter-Arts, Media Arts, Music, Theatre, Visual Arts, or Writing and Publishing), applicants must apply to those programs.</p> <p>For this program, travel requests are for activities that last for a maximum of three months.</p>
<p>Definitions</p>	<p>Cultural diversity and culturally diverse</p> <p>Cultural diversity is the presence, expressions and participation of many different individuals and communities co-existing in the general culture of a society, and the explicit recognition that the contribution and participation of all peoples, including marginalized people, have the potential of equal value and benefit to the society at large.</p> <p>While cultural diversity is a broad and inclusive term, the Canada Council uses the adjective “culturally diverse” to respectfully identify racialized groups that correspond to what is commonly understood as visible minorities.</p> <p>Culturally diverse arts practices</p> <p>These arts practices explore and represent the expressions, perspectives and experiences of culturally diverse artists and (or) are rooted in African, Asian, Latin-American and Middle Eastern artistic traditions of one or more of the above cultures.</p> <p>Deaf culture and hearing loss</p> <p>While people with disabilities and Deaf people share similar and often overlapping histories in experiencing systemic barriers, these groups are different from each other. Many Deaf people identify themselves as “culturally Deaf” because they share distinct sign languages, traditions, values, histories, aesthetics and norms. Sign languages are regionally and culturally specific visual languages with unique syntax and grammar that are distinct from written and spoken languages.</p> <p>There is a broad spectrum of hearing loss, including hard-of-hearing, oral-deaf, deaf-blind and late-deafened. Individuals may not have the same degree of participation in Deaf culture, and they may identify as having a disability rather than as being culturally Deaf.</p> <p>The Canada Council has adapted the convention of using Deaf with a capital “D” to represent a range of experiences: from being culturally Deaf or deaf, to having hearing loss, and using multiple forms of oral and visual languages.</p>

<p>Definitions (continued)</p>	<p>Deaf arts</p> <p>These are arts practices that explore Deaf culture and/or represent the expressions, perspectives and lived experiences of Deaf people and (or) people who are hard-of-hearing.</p> <p>Equity</p> <p>Equity is a principle and process that promotes fair conditions for all persons to fully participate in society. It recognizes that while all people have the right to be treated equally, not all experience equal access to resources, opportunities or benefits. Achieving equality does not necessarily mean treating individuals or groups in the same way, but may require the use of specific measures to ensure fairness.</p> <p>Impairment and Disability</p> <p>Impairments are physical, mental, or learning conditions that may be evident or not, and have long term, temporary, or fluctuating effects. The degree to which impairment affects people's lives is extremely diverse.</p> <p>Disability is an experience of exclusion or disadvantage. People with actual or perceived impairments experience disability when they are disadvantaged as a direct result of that impairment, or due to social, policy or environmental barriers, including discrimination and prejudicial attitudes.</p> <p>Disability arts</p> <p>These are arts practices that explore and represent the expressions, perspectives and lived experiences of people with disabilities.</p> <p>For other commonly used terms in the Equity Office programs, please see the Glossary on page 12 of this document.</p>
<p>Designated Applicant Groups</p>	<p>For this program, the designated applicant groups are Canadian-professional artists or arts professionals who:</p> <ul style="list-style-type: none"> • are from culturally diverse groups (African, Asian, Latin American, Middle Eastern or mixed racial descent. Mixed racial descent means belonging to at least one of these groups.) • are Deaf or hard-of-hearing, and/or • have disabilities.

<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 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 also be a professional artist or arts professional from one or more of the designated applicant groups.</p> <p>The Canada Council’s definition of a professional artist is someone who:</p> <ul style="list-style-type: none"> • has specialized training in the arts (not necessarily in academic institutions) • is recognized as a professional by his or her peers (artists working in the same artistic tradition) • is committed to devoting more time to his or her artistic activity, if financially possible, and • has a history of public presentation. <p>In addition, you must have been practising as an artist for at least two years.</p> <p>To be considered an arts professional by the Canada Council, you must be someone who:</p> <ul style="list-style-type: none"> • has specialized knowledge of or training in one or more arts practices, arts-related trades and skills, or arts administration/management • has been actively involved and employed in the above capacity for at least two years, and • is recognized as a professional by her or his colleagues and peers in the arts sector. <p>Ineligible applicants</p> <p>You are not eligible to apply if you are an undergraduate student. If you are a graduate student, you are eligible to apply only if you meet the above definition of a professional artist or arts professional and the proposed activity is not related to your program of study.</p>
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<p>Eligibility of Activities and Expenses</p>	<p>Eligible activities</p> <p>Eligible activities include travel related to participation in:</p> <ul style="list-style-type: none"> • networking sessions or gatherings • conferences, symposia and forums • workshops • residencies • mentorships • peer-to-peer learning, and • special auditions for rare artistic opportunities. <p>Ineligible activities</p> <p>Activities that are not eligible include:</p> <ul style="list-style-type: none"> • activities that are eligible for support from a travel grants program in another Canada Council disciplinary section (before applying to this program, please check other Canada Council programs, or contact the Equity Office) • touring, performances, exhibitions, rehearsals or general dissemination • academic events or teaching • participation in commercial industry events • annual general meetings of arts service organizations of which you are a member • activities that last more than three months, and • activities that are included in any of your other current requests to the Canada Council. <p>Eligible expenses</p> <p>These travel grants contribute to the estimated cost (using the most economical means available) of:</p> <ul style="list-style-type: none"> • The excursion fare of a two-way trip by bus, train, airplane or personal vehicle. (The rate normally accepted for the use of a personal vehicle is \$0.32/kilometre or \$0.52/mile. This rate includes the use of a vehicle and gas expenses.) • Local transportation (such as taxi or shuttle bus fares to and from airports, train stations or bus stations.) • A maximum of two days of accommodation. <p>Costs for travelling to more than one destination in the same professional development trip may be included, if it is economic and reasonable (for example, from Vancouver to Montreal for one activity, to Toronto for another, and return to Vancouver.)</p>
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<p>Eligibility of Activities and Expenses (continued)</p>	<p>Ineligible expenses</p> <ul style="list-style-type: none"> • per diem costs • registration fees • honorariums or fees • transportation costs for artworks, and • costs that are already covered by other confirmed funding sources.
<p>Grant Amount</p>	<p>You may apply for one of the following fixed amounts to help cover your travel costs, based on excursion fares: \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500. However, the two highest amounts (\$2,000 and \$2,500) are available only if you are travelling to or from northern Canada or to international destinations other than the United States and Europe.</p> <p>These grants cannot be used for travel that occurs before the date that the application is submitted. You might not be awarded the full amount requested.</p>
<p>Access Support</p>	<p>Applicants who are Deaf or have disabilities can apply for additional funds to cover expenses for specific services and support that are required to carry out the proposed eligible travel activities. The Canada Council may contribute toward the access-related expenses.</p> <p>Eligible expenses</p> <p>Eligible expenses may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • sign language interpretation • a personal attendant • a guide, and • rental of specialized equipment. <p>Ineligible expenses</p> <ul style="list-style-type: none"> • major capital expenses (for example, the purchase of a wheelchair, vehicle or computer, or renovations) • services and supports for which an individual is already receiving funding, and • services and supports that are not directly tied to the activities supported by the grant. <p>Requests are reviewed on a case-by-case basis. Please contact an officer if you have any questions about your request.</p>

<p>Assessment of Applications</p>	<p>Assessment process</p> <p>The Program Officers of the Equity Office will review all applications to determine whether they are eligible. Then a committee of officers from the Canada Council will make the funding recommendations.</p> <p>The committee’s recommendations are final.</p> <p>Assessment criteria</p> <p>The committee’s decisions will be based on the merit of your application compared with that of all other eligible applications, as well as on the availability of funds.</p> <p>The committee will base its review of applications on the program’s objectives and the assessment criteria listed below:</p> <ul style="list-style-type: none"> • the benefit and potential impact of the activities on your professional development or organizational development goals • the significance of the activities in helping you build and/or share knowledge with others, and • your ability to present a realistic budget. <p>Priorities for funding</p> <p>After the applications have been assessed as described above, the assessment committee will list the applications recommended for funding in priority order. Where there are projects of equal merit, the committee will give priority to applicants engaged in rare artistic practices or from under-represented regions and population groups within the context of the competition.</p>
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IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application	<p>Acknowledgement of receipt</p> <p>The Canada Council for the Arts will send you a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. Note 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 six to eight weeks after you submit your application. The Canada Council does not release results by telephone or email.</p> <p>You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients.</p> <p>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>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 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 12 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>
Personal Information	<p>The Privacy Act gives individuals the right to access and request corrections 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>

Grant Terms and Conditions

Before you apply for a grant, please note all of the following conditions:

- Any 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 apply to and receive funding from either the Equity Office or Aboriginal Arts Office, but not both.
- You may apply for and receive up to two Canada Council travel grants in each Canada Council fiscal year (1 April to 31 March): one from the Equity Office and one from a disciplinary section.

If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:

Grant payment

The Canada Council will send you the grant money after it has received your grant acknowledgement form.

Tax status

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.

Changes to proposed projects

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, you must notify the Canada Council immediately. Any changes to funded projects (for example, changes in the proposed activities or to the start or end date) must be approved by the appropriate Program Officer **before you carry them out.**

Final report

You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.

Acknowledgement of Canada Council support

You must acknowledge the support of the Canada Council in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.

Frequently Asked Questions

How can I communicate with Canada Council staff?

- You can call 1-800-263-5588 (toll-free) or 613-566-4414 ext. 4102.
- You can use the Canada Council TTY lines: 1-877-688-5501 or 1-866-585-5559.
- You can email text or video messages to Canada Council staff in French, English, LSQ or ASL. Email addresses follow the pattern: first name dot last name at canadacouncil dot ca (e.g. elizabeth.sweeney@canadacouncil.ca).
- You can contact staff to request a web conference or meeting in person. Sign language interpretation in ASL or LSQ can be provided.

May I submit my application or final report in alternate formats, such as orally or by video in ASL or LSQ?

No, you must submit your application and final report, on or before the deadline, in written English or written French. If you must pay for access support services (such as transcription, sign language interpretation, etc.) to submit these documents, the Canada Council may contribute toward these costs. For more information about reimbursement, please contact the Equity Office **before incurring these costs**.

How do I participate on a peer assessment or advisory committee?

You may fill out a self-nomination form, which is available through www.canadacouncil.ca. If you are invited to participate on a peer assessment or advisory committee, the Canada Council will provide and pay for necessary access support services (such as sign language interpretation or attendant care) to assist you to participate.

GLOSSARY

The terms listed below apply specifically to the Equity Office's Capacity Building Initiative.

Collaboration

Effort made by artists and/or arts professionals participating equally in artistic research, creation, production and disseminations of a work.

Commission

- A request from an individual or organization to an artist or group of artists to create a specific artwork.
- A financial contribution toward a commissioned work.

Creation/production

- The artistic effort (including the research) of generating new or substantially revised artistic materials or artwork (play, dance, score, script, sculpture, video, installation, etc.).
- The remounting of works.
- The presentation phase in some disciplines, such as theatre and dance.

Disciplinary sections

A grouping of administrative units within the Canada Council for the Arts that provides grant programs, services and administers funding for a particular artistic discipline, practice or sector. The Canada Council's disciplinary sections include: Audience and Market Development, Dance, Media Arts, Music, Inter-Arts, Theatre, Visual Arts and Writing and Publishing.

Dissemination

Methods to present and distribute artworks to the public. This includes exhibition, touring, the circulation of exhibitions, the promotion and distribution of artworks and literature, extension services and library and resource centre activities.

Mentorship

An activity or experience in which an apprentice learns from a mentor (an organization, institution or individual with extensive knowledge and experience in a particular art form.) This may also be called an apprenticeship. The mentorship can include exchanges, sharing knowledge and/ or working together that result in benefits for both or all parties.

Partnership

A clearly defined artistic, financial, or administrative relationship. Two or more parties working towards shared and/or compatible objectives with: shared authority and responsibility; joint investment of time and resources; sharing of risks and benefits; and an explicit agreement, contract or other instrument that sets out terms. A partnership lasts whatever length of time suits the partners and their undertaking.

Peer-to-peer learning

Opportunities to learn, exchange and share between and amongst artists, art professionals and organizations usually working within common artistic traditions, disciplines, communities or sectors.

Racialized group

Groups designated as different based on perceived race or ethnicities and on that basis subjected to differential and unequal treatment. In the present context, racialized groups include those who may experience differential treatment on the basis of race, ethnicity, religion, culture, etc. That is, treated outside the norm and receiving unequal treatment based upon phenotypical features.

Systemic barriers

Barriers within the system, imbedded in policy, law, institutions, structures, geopolitics and politics. These barriers are experienced by groups based on age, culture, disability, ethnicity, gender, language, region, sexual orientation etc.

Touring

Cross-border Canada/USA travel in addition to domestic and international travel for individuals, groups or collectives of professional artists to further disseminate art and increase artistic expertise.



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

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

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

Year of birth: _____

Last name

First and middle names

Permanent address:

Present address, if different from permanent:

Street and apartment or suite number

Street and apartment or suite number

City Province or territory Postal code

City Province or territory Postal code

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

Fax Email

Fax Email

DECLARATION

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

In which language do you prefer to communicate with the Canada Council? Check all that apply:

Spoken English Spoken French Written English Written French ASL LSQ

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 am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's decision.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Signature (an original signature is required)

Date

ACCESS SUPPORT (if this applies)

Applicants who are Deaf or have disabilities may apply for additional funds to cover expenses for specific services and support without which the applicant will not be able to travel. 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: \$ _____



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

- The Canada Council requires only one copy of the application form.
- Type or print in black ink to make your application easier to photocopy.
- Do not bind your completed application form (in other words, do not use spiral binding, staples, mount it in plastic, etc.).
- You must submit your application, on or before the deadline in written English or written French. The Canada Council may contribute toward costs required for sign language interpretation or access support services (such as transcription) in order to submit these documents. You must contact the Equity Office in advance for more information about reimbursement **before incurring these costs.**

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 – TYPE OF APPLICANT, FIELD OF SPECIALIZATION AND GRANT AMOUNT REQUESTED

You must provide the following information for eligibility reasons.

Do you self-identify as (check all that apply):

- a person from culturally diverse groups (African, Asian, Latin American, Middle Eastern or mixed racial descent. Mixed racial descent means belonging to at least one of these groups.)
- a person who is Deaf or hard-of-hearing
- a person with a disability or disabilities

In the space provided, describe your field of specialization or the specific art form or artistic tradition in which you work (in a maximum of 15 words):

Amount requested from this program (see the application guidelines for details):

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

(Note: Successful applicants may not be awarded the full grant amount requested.)

PART A3 – BRIEF DESCRIPTION OF TRAVEL ACTIVITIES

Briefly describe the destination(s), the event(s) you plan to attend and your travel purpose (in a maximum 20 words):

Detailed itinerary (departure/return dates and destinations):

Note: The length of your trip can be a maximum of **three months**.

PART B – DESCRIPTION OF TRAVEL ACTIVITIES

On separate sheets of paper, describe your planned travel activities and their significance in two to three pages. Your application will be assessed on your responses to the following questions:

- What event or activity are you attending or participating in?
- What will you do during this trip and how do you plan to participate at the event or activity?
- Why is this trip important for you (and/or your organization) and how will it help to advance your professional development?
- How will this trip help you build knowledge and/or share knowledge with others?

PART C – FINANCIAL INFORMATION			
EXPENSES			
Travel costs by bus, train, airplane or personal vehicle. (The rate normally accepted for the use of a personal vehicle is \$0.32/kilometre (\$0.52/mile). This rate includes the use of a vehicle and gas expenses.) Attach a quotation from a travel agency or website confirming the cost of excursion fare for the period you will be travelling. From _____ to _____	\$		
Intercity and other local transportation costs: From _____ to _____ From _____ to _____	\$		
Accommodation costs (for a maximum of two days) Attach a quotation from a hotel or website.	\$		
Total expenses	\$		
REVENUES			
	Confirmed	Pending	Confirmed plus Pending
Amount of financial support from all sources of funding to cover part of the excursion fare and (or) accommodation. (provide details):			
	\$	\$	\$
Canada Council grant requested from this program		\$	\$
Federal grants (other than the Canada Council)	\$	\$	\$
Provincial or territorial grants	\$	\$	\$
Other (provide details):			
	\$	\$	\$
Total revenues	\$	\$	\$

PART D – SUPPORT MATERIAL

In addition to the completed application form, you must provide the support material indicated below.

Curriculum vitae (maximum of three pages)

Please provide your curriculum vitae (CV), printed in black ink on one side only of 8½ x 11 inch white paper.

If you are engaging in a learning opportunity with an individual mentor, please also attach his or her curriculum vitae.

Letter of invitation or acceptance (if this applies)

Include the letter of invitation or acceptance from the host of the event or activity.

Published material on the event or activity (if this is available)

Please provide one piece of published material on the event or activity (for example, a brochure, program or information from the web).

PART E – CHECKLIST

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

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

- Identification of applicant
- Declaration (an **original signature** is required)
- Access support (if this applies)
- Part A1 – Name and location of applicant
- Part A2 – Type of applicant, field of specialization and grant amount requested
- Part A3 – Brief description of travel activities (maximum of **20 words**)
- Part B – Description of travel activities (**two to three pages**)
- Part C – Financial information
 - Quotation confirming the excursion fare
 - Quotation confirming up to two days of accommodation costs
- Part D – Support material
 - Your curriculum vitae (maximum of **three pages**) and the curriculum vitae of your mentor (if this applies)
 - A letter of invitation or acceptance from the host (if this applies)
 - Published material on the event or activity (if available)

New this year

- Voluntary Self-Identification Form (included after the guidelines and application form)
You are encouraged to fill out this voluntary self-identification 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:**Equity Office**

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



Voluntary Self-identification Form

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

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

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

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

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

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

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

Your voluntary self-identification information may be used to:

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

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

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

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

NAME: _____

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

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: _____

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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

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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: _____