



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Commissioning of Canadian Compositions

Follow these three steps to apply for a Canada Council for the Arts 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 the Music Section Officer indicated below.
Step 3	Complete all sections of the attached application form and 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.

Deadlines

15 September and **15 January**

If either of these dates falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all 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. You will not be contacted if your application is incomplete.

Further Information

Jeff Morton, Program Officer

Music Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

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

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July 2009 / MUG30E 7-09



STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program encourages the creation of new works by Canadian composers, through commissions. The Commissioning of Canadian Compositions program addresses the needs of both the classical contemporary/new music and non-classical music traditions. It fosters partnerships and collaborations among professional arts organizations, performers and Canadian creators, while offering Canadian and foreign audiences greater access to Canadian works.</p> <p>Through this program, the Canada Council provides grants to commissioners, to pay composers' fees.</p> <p>This Canada Council for the Arts program is accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.</p>
<p>Eligibility</p>	<p>Eligibility of Applicants</p> <ul style="list-style-type: none"> • Individual artists, groups of artists and professional arts organizations that wish to commission Canadian works are eligible. The commissioner does not have to be Canadian. • Non-professional performing ensembles and arts organizations are not eligible. They are eligible only if the applicant demonstrates that the project will potentially have a significant national impact. Applicants should call the program officer to inquire before submitting. • Managers and agents can not apply on behalf of artists. • Organizations that receive funding from the Residencies for Composers and Conductors program may not apply to this program to commission works from the composer-in-residence. • The commissioner may apply for a maximum of three applications in the same competition, and a maximum of six applications per year (any 12-month period). The commissioner can receive only one grant for the same composer per year. <p>Eligibility of Composers</p> <ul style="list-style-type: none"> • The composer must be a Canadian citizen or permanent resident of Canada, as defined by Citizenship and Immigration Canada. For opera/music theatre commissions, support to librettists and (or) playwrights is available to Canadian citizens or permanent residents only. • Composers are not eligible to apply for support of their own creations. Artistic directors or band leaders writing for their own ensemble or group should consult the Canada Council Grants to Professional Musicians program for possible funding. • Composers can have no more than three commissioning proposals submitted on their behalf to the same competition, and may not be awarded more than three commissions per year.

<p>Eligibility (continued)</p>	<p>Project Eligibility</p> <ul style="list-style-type: none"> • A project qualifies as a commission when an artist, group of artists or a professional arts organization requests a composer to write a piece of music. To be eligible for support from this program, the applicant must commit to a premiere performance of the new composition or to the workshop development and (or) production development of the new opera/music theatre work. (For this program, music theatre compositions are defined as those involving important scenic components, including a predominant use of the singing voice along with other means of dramatic expression.) Consequently, applicants must indicate in their application the proposed date and location of the new piece’s premiere performance or of the opera/music theatre commission’s production development and (or) workshop. • Commissions for functional music by dance companies, independent choreographers, theatre companies and multidisciplinary groups are also eligible. However, functional music projects are considered only when they propose an innovative use of music in a live performance in a public venue. • The Canada Council for the Arts looks for originality and creativity in the forms of music written by the composers. This program does not support projects that can receive assistance from mainstream commercial sources or that are inherently academic in nature. • Due to the high number of applications to this program, priority will be given to commissioning projects of very high professional quality. • The following are not eligible: works already completed, film scores, sound recordings, arrangements and orchestrations, expansions of existing compositions and works with a premiere date that comes before the closing date of the competition.
<p>Grant Amount</p>	<p>Applicants may apply for a grant of up to \$20,000 for this program.</p> <p>For non-classical music, the composer’s fee is negotiated and based on the duration of the work, its complexity and the number of musicians required. The Canadian League of Composers’ schedule of fees for various durations and instrumental combinations can be used as a guideline for maximum payments under this program. Consult the Canadian League of Composers’ website at www.clc-lcc.ca.</p> <p>For classical, contemporary and new music concert works, the Canadian League of Composers’ schedule of fees for various durations and instrumental combinations must be used as a guideline for maximum payments under this program.</p> <p>For classical opera/music theatre compositions, up to \$20,000 is available for the professional fees of the composer and the librettist (including the librettist’s fee).</p>

<p>Grant Amount (continued)</p>	<p>The Canada Council also contributes toward certain copying costs and, in the case of electro-acoustic music, some production expenses. A “Copying and Studio Costs Guidelines” sheet, detailing eligible expenses and reimbursement procedures, will be sent to grant recipients. The commissioners and composers are responsible for making appropriate and mutually agreed upon arrangements with copyists before any work begins. Costs not covered in the Canada Council’s guidelines will be the complete responsibility of the commissioner and composer.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Eligible applications are assessed by a peer assessment committee, which is made up of professionals selected for their experience and expertise. Committee members are also selected to ensure fair representation of gender, Aboriginal peoples, regional and cultural diversity, various genres and Canada’s two official languages.</p> <p>The peer assessment committee evaluates all applications on the basis of the completed application form and the support material submitted. Where there are unusual circumstances, the Canada Council may provide the committee with additional evaluations from independent assessors.</p> <p>The committee compares all the applications in a national competition and bases its evaluations on the criteria outlined immediately below.</p> <p>Assessment Criteria</p> <p>Committee members make their decisions based on artistic merit, the merit of the proposed project and the following specific criteria:</p> <ul style="list-style-type: none"> • the quality of the composer’s work (and the librettist’s and (or) playwright’s work, where this applies) • the quality of the project, including the merit of the proposed commissioner-composer partnership, and the proposed interpreters’ performing skills and musicianship • the context and projected impact of the proposed performances, and • the possibility of repeat performances and further dissemination of the proposed composition. <p>The Canada Council for the Arts looks for originality and creativity in the forms of music written by the composers. This program does not support forms of music that can receive assistance from mainstream commercial sources.</p>

STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

No. Submit only the material requested, and carefully choose the material you include. Extra material (such as reference letters and press clippings) will not be shown to peer assessment committees. Also, committee members have a limited time in which to study each grant application. This ensures that all applicants are assessed on the same basis.

How will I know that my application has been received at the Canada Council for the Arts?

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out a few days after your application has been received.

Is my information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council maintains your personal information in Personal Information Bank CAC PPU 115 (for artists) or 130 (for organizations). All other information may be accessible to others under the Access to Information Act.

On a confidential basis, the Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies. This helps with program planning and evaluation of applications.

When and how will I find out the results of my application?

You will receive the results, by letter, approximately **four months** after the application deadline. Note that, for privacy reasons, the Canada Council does not release results by telephone or email.

Can I find out who got a grant and who was on the peer assessment committee?

Yes. 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 and successful applicants.



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THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION YOU PROVIDE ON THIS PAGE.

The Canada Council maintains your personal information in Personal Information Bank CAC PPU 115 and 130.
Please note that the information you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT

Name of applicant (the application must be made by the commissioner):

Permanent address:

Street and apartment or suite number

City Province or territory Postal code

Telephone: ()

Fax: ()

Email:

Website:

IDENTIFICATION OF COMPOSER

Name of composer:

Address:

Street and apartment or suite number

City Province or territory Postal code

Telephone: ()

Fax: ()

Email:

Website:

DECLARATION

Please sign below to confirm your agreement with the following statements.

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

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

English French

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I meet (or the organization I represent meets) these criteria.
- I accept the conditions of the program as outlined in the guidelines and agree to accept the Canada Council for the Arts' decision.
- I will act as the only representative of the commissioning group or organization, and I will keep the other participants informed of the contents and outcome of this grant application.
- I have already sent in all overdue final reports for previous Canada Council grants. I understand that my application will not be considered eligible if any of my final reports have not been received and approved.
- 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.

We certify that the information contained in this application is accurate and complete, to the best of our knowledge.

AN ORIGINAL SIGNATURE IS REQUIRED

Signature of applicant

Date

Position:

Name of contact person (PLEASE PRINT)



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- Read the application guidelines carefully before completing the application form.
- Submit only one copy of the application form and one copy of written support material.
- Do not staple or bind your completed application, and do not mount it in plastic.
- Remember that the Canada Council for the Arts will not accept applications by fax or email.
- Your application form must be complete or your request will not be eligible.
- The information that you provide from this point onward will be submitted to a peer assessment committee for review.

MUSIC SECTION, CANADA COUNCIL FOR THE ARTS, 350 ALBERT ST., P.O. BOX 1047, OTTAWA ON K1P 5V8

PART A1 – NAME AND LOCATION OF APPLICANT	
Name of applicant (the application must be made by the commissioner) <hr/>	
City (permanent residence)	Province or territory
Name of soloist, ensemble or band (if different from applicant)	
PART A2 – IDENTIFICATION OF COMPOSER AND LIBRETTIST	
Name of composer: _____	
City (permanent residence)	Province or territory
Citizenship: <input type="checkbox"/> Canadian citizen <input type="checkbox"/> Permanent resident of Canada since (month/year): _____	
Name of librettist (opera/music theatre works): _____	
City (permanent residence)	Province or territory
Citizenship: <input type="checkbox"/> Canadian citizen <input type="checkbox"/> Permanent resident of Canada since (month/year): _____	
PART A3 – IDENTIFICATION OF PERFORMERS	
Name	Professional Arts Organization (if this applies)

PART B1 –DESCRIPTION OF THE PROPOSED COMMISSIONING PROJECT

In the space provided below or on a separate sheet (single-spaced), describe the proposed commissioning project. Use 8½ x 11 inch white paper, one side only.

Optional: The composer may also include his or her own statement in support of a commission.

Keep this description to no more than three paragraphs. If the description is longer than 500 words, the extra text will not be presented in advance to the peer assessment committee.

PART B2 – PROJECT DETAILS AND FINANCIAL INFORMATION**Type of work to be commissioned:**

- Large ensemble (orchestras, choirs and large ensembles—10 distinct parts and over)
- Small ensemble (all ensembles and bands including soloists under 10 distinct parts)
- Opera or music theatre
- Functional (live music for dance and theatre)
- New practices (works featuring an extra-musical component—such as video, interactive sound processing or any multidisciplinary aspect)

Please self-identify your genre of music: _____

Length of the proposed composition:

Completion date:

Instrumentation (provide as much detail as possible):

Premiere Performance

Date (provide as much detail as possible):

Name of conductor (if this applies):

Location, occasion and (or) venue:

Possibilities for Repeat Performances (provide as much detail as possible)**Contract With the Composer**

\$ _____ x _____ = \$ _____
 fee minutes **total fee**

Note: Consult the Canadian League of Composers' website at www.clc-lcc.ca for current fees rates.

Please indicate if you are applying elsewhere for funds. Also, if the cost is expected to exceed the Canadian League of Composers' suggested fees, please indicate the other sources of funding.

Amount requested from this program: \$ _____

After the premiere performance, will the materials and rights to the work be the property of the composer?

Yes No

Text (if this applies)

Source:

Author (or translator):

Is the text in the public domain? Yes No

Has permission for use been obtained?
 Yes No

PART C1 – SUPPORT MATERIAL

You must present all written material on white, 8½ x 11 inch paper, using one side only of the paper. Do not staple or bind your support material, and do not use highlighter anywhere (highlighted text does not photocopy properly).

Do not submit originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. The audio or video support material and professionally bound scores will be returned to the person you indicate below. Written support material will not be returned to applicants and will be destroyed after the competition.

Note: Wherever possible, you should send the application form and all support material together, in one package.

Please indicate who should receive the support material after the competition. Complete the information requested below and sign to confirm your wishes. (Note that all the support material will be returned, in ONE package, to the address given below.)

Please provide a name, address and telephone number.

Name: _____

Address: _____

Street and apartment or suite number

City

Province or territory

Postal code

Telephone (business): _____ Email: _____

Signature: _____ Date: _____

Support Material Required (for more information, see the Notice to Composer, Part C2)

Listening time, while crucial to the assessment process, **is limited**. To facilitate the audio presentation of the composer's work, **the Canada Council highly recommends that you cue both audio and scores**.

All applications must include the following:

- A resumé for the composer (maximum of two pages) and a list of the composer's works (maximum of four pages).
- If the composer is not a Canadian citizen, proof of his or her permanent resident status.
- Two samples** of the composer's work, in the form of recordings and corresponding scores (on one CD).
- A summary list of repertoire and previous activities of the commissioner (maximum of **two pages**).
- One sample** of the commissioning ensemble's, performer's and (or) presenting organization's work, on a CD or DVD. Note that you must provide a detailed description of this sample in Part D2 of this form.

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.

- A contract or letter of agreement between the commissioner and composer. If the commissioner is not the performer, a signed commitment from the performer (for example, soloist or ensemble).
- If this applies, a letter of authorization to set the text to music.

PART C1 – SUPPORT MATERIAL (continued)**Opera/music theatre applications must also include the following:**

- A resumé for the librettist (maximum of 2 pages).
- If the librettist is not a Canadian citizen, proof of his or her permanent resident status.
- The letter of agreement between the composer and librettist.
- At least one sample of writing for voice. Be sure to submit recorded works that are relevant to the proposed commission
- Two samples** of the librettist's previous writing for the theatre, including a libretto excerpt if possible.
- A synopsis of the work to be commissioned and, if available, a scene from the work that demonstrates its style.

PART C2 – SUPPORT MATERIAL: NOTICE TO COMPOSER

It is the responsibility of the commissioner to send this notice to the composer and to ensure that the composer and librettist understand the application process and support material requirements.

Application forms and support material for the Commissioning of Canadian Compositions competition must be postmarked on or before **15 September or 15 January**. Late material will not be presented to the peer assessment committee, and incomplete applications may be disqualified. The Canada Council for the Arts does not send or accept application forms or support material by fax or email.

While it is the responsibility of the commissioner (the applicant) to inform you of the material needed, it is your responsibility to see that the support material reaches the Canada Council on time and that it includes the music you wish to present to the committee. If your material is being sent by a third party (and this should be done on an exceptional basis only), you should know what is being sent.

How to Present the Support Material

The peer assessment committee has a limited time available for assessing applications, and there are hundreds of applications to assess and hundreds of extracts of compositions to listen to. If the committee has to spend time trying to identify the contents of unlabelled audio recordings, the applicant will lose much of the effectiveness of its presentation.

This is a particularly challenging competition. The following guidelines may help you to prepare your presentation

- Send **two audio recordings** of quality. The recordings are an important part of your application.
- Recordings for opera/music theatre applications should include **at least one sample** of writing for voice. Include the **scores for all** of the recordings, where this applies.
- Present two complete works on one CD and label the audio material with the following: name of the composer, titles of the works, completion years of compositions and types of ensembles. If you wish, include a short letter (**one page** maximum) for the committee, underlining special circumstances relating to the commission or **providing notes** on the works being presented.
- On the next page, provide the details requested for the two recordings of your work that you are submitting. List them in your preferred listening order. Note that the peer assessment committee usually listens to no more than five minutes of the first work and between three and five minutes of the second work. The rest of the time is used for discussion and reading scores. It is vital that your work be well organized.

PART D1 – DETAILED DESCRIPTION OF COMMISSIONING ENSEMBLE’S, PERFORMER’S OR PRESENTER’S AUDIO OR AUDIOVISUAL SUPPORT MATERIAL

Provide the information indicated for the sample of work you are submitting.

Item 1

Title:

Composer :

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

Completion or recording date:

Accompanying scores: Yes No Accompanying lyrics/libretto: Yes No

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

Running time:

 CD DVD BD (Blu-ray disc) **Track number:** ____ **Time indicator:** from ____ to ____

Please indicate file type if CD-R or DVD-R is DATA (examples are .wma, .mp3, .mov):_____

PART D2 – DETAILED DESCRIPTION OF COMPOSER’S AUDIO SUPPORT MATERIAL

Provide the information indicated for the two samples of work you are submitting. See the previous page for details on how to submit your samples.

Item 1

Title:

Composer :

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

Completion or recording date:

Accompanying scores: Yes No Accompanying lyrics/libretto: Yes No

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

Running time:

 CD DVD BD (Blu-ray disc) **Track number:** ____ **Time indicator:** from ____ to ____

Please indicate file type if CD-R or DVD-R is DATA (examples are .wma, .mp3, .mov):_____

Item 2

Title:

Composer :

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

Completion or recording date:

Accompanying scores: Yes No Accompanying lyrics/libretto: Yes No

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

Running time:

 CD DVD BD (Blu-ray disc) **Track number:** ____ **Time indicator:** from ____ to ____

Please indicate file type if CD-R or DVD-R is DATA (examples are .wma, .mp3, .mov):_____

PART E – CHECKLIST

Please check the appropriate boxes to confirm that you have completed all parts of the application and have included the required support material. Remember that the time that the peer assessment committee can devote to each file is limited. It is therefore to your advantage to present well-organized material.

- Cover page – Identification of Applicant and Declaration
- Parts A1, A2 and A3 – Identification of Applicant, Composer and Librettist, and Performers
- Part B1 – Description of the Proposed Commissioning Project (maximum of **500 words**)
- Part B2 – Project Details and Financial Information
- Part C1 – Support Material
 - Résumé for the composer (maximum of **two pages**)
 - List of the composer's works (maximum of **four pages**)
 - Proof of the composer's permanent resident status (if he or she is not a Canadian citizen)
 - Summary list of repertoire and previous activities of the commissioner (maximum of **two pages**)
 - Contract or letter of agreement between the commissioner and composer
 - Signed commitment from the performers, if the commissioner is not the performer
 - Letter of authorization to set the text to music (if this applies)
 - Two audio samples of the composer's work
 - One sample of the commissioning ensemble's, performer's or presenting organization's work

Opera/music theatre applications must also include the following:

- Résumé for the librettist (maximum of 2 pages)
- Proof of the librettist's permanent resident status (if he or she is not a Canadian citizen)
- Letter of agreement between the composer and librettist
- Two samples of the librettist's previous writing for the theatre, if possible
- Synopsis of the work to be commissioned and (if available) a scene from that work, demonstrating its style
- Part D1 – Detailed Description of Commissionin Ensemble's, Performer's or Presenter's Audio or Audiovisual Support Material
- Part D2 – Detailed Description of Composer's Audio Support Material

NOTE: An application that does not include all required material, or includes material that is not requested in the application form, will be considered incomplete. It will therefore be withdrawn from the competition. Late material will not be presented to the peer assessment committee. The Canada Council does not send or accept application forms by fax or email.

Please remember to keep a copy of your completed form, and submit your application on or before the deadline date.