



Canada Council  
for the Arts      Conseil des arts  
du Canada

## MUSIC SECTION

### Production Grants in Music

Follow these <b>three steps</b> to apply for this grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information</b> section. If you still have questions about the program or the application process, contact the appropriate program officer as indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>checklist</b> (Part G of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

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

### Deadlines

#### 1 May and 1 October

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

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

### Further Information

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

1-800-263-5588 (toll-free) or 613-566-4414, extension indicated below

**Pierre-Louis Pinel**, ext. 5073      pierre-louis.pinel@canadacouncil.ca

TTY: 1-866-585-5559

MUG31E 02-12

## PROGRAM GUIDELINES

<p><b>Mandate of the Music Section</b></p>	<p>The Music Section supports the ongoing development of outstanding Canadian, artistically driven music created, performed, produced and disseminated by Canadian professional artists and arts organizations expressing Canadian cultural, creative and intellectual diversity for the benefit of the Canadian and international public.</p>
<p><b>Program Objectives</b></p>	<p><b>Statement</b></p> <p>Music in Canada is supported by various sectors of the country’s economy, and is disseminated through a variety of distribution models. The Production Grants in Music program focuses specifically on creative works and performance activities that are recognized as being artistically driven and are considered to be specialized music.</p> <p><b>Objectives</b></p> <p>The Production Grants in Music program supports the ongoing production, presentation, dissemination and documentation of specialized music through local public performance and recording. The program is designed to:</p> <ul style="list-style-type: none"> <li>• increase performance opportunities for music artists and facilitate access by the public to music across Canada</li> <li>• facilitate the dissemination of Canadian music nationally and internationally</li> <li>• increase opportunities for Canadian compositions to be performed and therefore extend the life of these works</li> <li>• foster audience awareness and appreciation of all music forms.</li> </ul>
<p><b>Program Description</b></p>	<p>This program has two components: <b>Performance Production</b> and <b>Music Recording</b>.</p> <p><b>Performance Production</b> provides support to Canadian, professional ensembles, bands and groups that wish to self-produce a performance in their local area. This component’s particular emphasis is on encouraging the performance of music played by Canadian, professional artists and creating opportunities for the presentation of Canadian compositions.</p> <p><b>Music Recording</b> provides assistance to Canadian, professional musicians and ensembles, bands and groups to record Canadian music of the highest artistic quality, allowing musicians and music groups to disseminate their music in the manner they view as most effective or most appropriate for their intended audience. Support from this component contributes to the availability of artistically motivated music for the public.</p>

<p><b>Applicant Eligibility</b></p>	<p>Note that meeting the eligibility criteria does not guarantee that the applicant will receive a grant.</p> <p>For this program, applicants cannot apply to two consecutive deadlines.</p> <p>To receive funding from this program, musicians must be Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada. Applicants do not need to be living in Canada when they apply.</p> <p>The following applicants are eligible for both components of this program:</p> <ul style="list-style-type: none"> <li>• <b>Professional music ensembles, bands or groups</b> of 2 to 22 musicians, if they have been working together long enough to create a unique and cohesive musical voice, usually a minimum of one year, or their structure involves a variable-numbered pool of musicians working together on a regular basis, as stated in their artistic mandate. The ensemble, band or group may include non-Canadian members.</li> </ul> <p>The following are only eligible to apply to the Music Recording component on behalf of a Canadian professional ensemble, band or group:</p> <ul style="list-style-type: none"> <li>• <b>Record labels</b>, if the majority of owners are Canadian.</li> <li>• <b>Canadian managers or agents</b></li> <li>• <b>Canadian, independent record producers.</b></li> </ul> <p>The Canada Council defines a <b>professional musician</b> as someone who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the artistic field (not necessarily in academic institutions). <ul style="list-style-type: none"> <li>- This training will be consistent with the standards of his or her practice. Training may include post-secondary academic study, mentorship, private instruction, workshops, periods of self-directed study, community-acquired knowledge or any combination of the above.</li> </ul> </li> <li>• is recognized as a professional artist by her or his peers. <ul style="list-style-type: none"> <li>- Other music artists working in the same tradition identify the applicant as an artist of superior achievement <u>and (or)</u> potential. Peer acknowledgement may include a history of support or recognition at a local, regional, or provincial <u>and (or)</u> territorial level.</li> </ul> </li> <li>• is committed to devoting more time to artistic activity, if this is possible financially. <ul style="list-style-type: none"> <li>- The applicant pursues his or her own artistic vision, retains creative control, and is committed to the creation <u>and (or)</u> promotion of original work. The applicant exhibits high professional standards and is dedicated to the ongoing development of the artistic practice.</li> </ul> </li> <li>• has a history of public presentation in a professional context. <ul style="list-style-type: none"> <li>- The applicant receives compensation for the public presentation of her or his work, and actively seeks to maximize the audience for the work, regardless of its market appeal.</li> </ul> </li> </ul>
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<p><b>Project Eligibility</b></p>	<p>Applicants may apply to both the Performance Production and Music Recording components as part of an inclusive and cohesive project, <b>but only</b> if the proposed project meets both components' eligibility criteria.</p> <p>Projects must be completed within 16 months of the application deadline that you apply to.</p> <p><b>Performance production</b></p> <p>A self-produced performance in the local area of the ensemble, band or group is an eligible project.</p> <p>The following are <b>not eligible</b> for support from this component:</p> <ul style="list-style-type: none"> <li>• projects submitted by artists' agents or managers, management companies, record labels, distribution companies, festivals or presenters</li> <li>• recitals with a classical solo instrumentalist or singer with piano or guitar accompaniment</li> <li>• free or fundraising concerts or events</li> <li>• performance production projects submitted by organizations currently receiving Canada Council annual or multi-year funding, or currently receiving support for concert activities through the Professional Choir Program, New Music Program, Opera/New Opera Program or Professional Orchestra Program</li> <li>• CD launch.</li> </ul> <p><b>Music recording</b></p> <p>The finished recording product may be a CD, DVD or any equivalent format, including Internet distribution. Only audio elements will be supported.</p> <p>The project must take place entirely in Canada. At least 50 percent of the proposed content must be Canadian-composed music or Canadian interpretations of traditional music (this is measured in minutes, not by numbers of works).</p> <p>The following projects are <b>not eligible</b> for support from this component:</p> <ul style="list-style-type: none"> <li>• recordings created as fundraising projects</li> <li>• the establishment of music-related businesses, such as labels, distributors or studios</li> <li>• compilations.</li> </ul>
<p><b>Grant Amount</b></p>	<p><b>Amount available</b></p> <p>The total maximum grant amount that applicants can receive from this program is \$20,000, even if they apply to both components of the program simultaneously.</p> <p>These grants cannot be used for projects that have already been completed or for expenses that were incurred before the application deadline. Applicants who begin their project before they know the results of their grant application do so at their own risk.</p> <p>Successful applicants might not be awarded the full grant amount requested.</p>

<p><b>Grant Amount (continued)</b></p>	<p><b>Eligible expenses</b> Only costs directly related to the proposed project are eligible. Please refer to the budget form (Part D2) for eligible costs.</p> <p><b>Ineligible expenses</b></p> <ul style="list-style-type: none"> <li>• the purchase of equipment</li> <li>• non-local transportation</li> <li>• costs related to non-Canadian musicians</li> <li>• rehearsals.</li> </ul>
<p><b>Access Support</b></p>	<p>When applying for a grant, members of a group, collective or ensemble who are Deaf or have disabilities may request additional funds to cover expenses for specific services and support which are required to carry out the proposed eligible activities.</p> <p><b>Eligible expenses</b> Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• sign language interpretation</li> <li>• a personal attendant</li> <li>• a guide</li> <li>• rental of specialized equipment.</li> </ul> <p><b>Ineligible expenses</b></p> <ul style="list-style-type: none"> <li>• major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.)</li> <li>• services and supports for which an individual is already receiving funding</li> <li>• services and supports which are not directly tied to the activities supported by the grant.</li> </ul> <p>Requests are reviewed on a case-by-case basis. Please contact the Program Officer if you have any questions about your request.</p>

<p><b>Assessment of Applications</b></p>	<p><b>Assessment process</b></p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>At the committee meetings, members examine all requests and listen to the recordings submitted with the applications. They discuss the comparative merit of the applications and recommend the applicants to receive funding, and the amount of funding for each successful applicant.</p> <p><b>The peer assessment committee’s recommendations are final.</b></p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Decisions,” posted on the Canada Council’s website.</p> <p><b>Assessment criteria</b></p> <p>The committee’s decisions will be based on the general merit of each application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p>The peer assessment committee will review the applications based on the program’s objectives and the following assessment criteria:</p> <ul style="list-style-type: none"> <li>• artistic quality of the submitted audio material</li> <li>• the merit of the proposed project, including how the project contributes to the artistic development of the musicians involved</li> <li>• the project’s feasibility, including the applicant’s ability to plan, budget and manage the project as demonstrated in the application.</li> </ul> <p><b>For Music Recording applications, priority will be given to applicants whose music is not likely to be supported by national music industry funding organizations.</b></p>
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## IMPORTANT INFORMATION

<b>Processing the Application</b>	<p><b>Acknowledgement of receipt</b></p> <p>The Canada Council for the Arts 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><b>Response time</b></p> <p>You will be informed of the competition results, by mail, approximately <b>four months</b> after the application deadline. The Canada Council does not release results by telephone or email.</p> <p><b>Application preparation and submission</b></p> <p>You are responsible for providing all the information and support material requested to confirm your eligibility to apply 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 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><b>Format and layout</b></p> <p>Where this applies, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format, 8½ x 11 inches), printed on one side. Use a font size of 11 points or larger. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable, 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>
<b>Personal Information</b>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p><b>Grant Terms and Conditions</b></p>	<p><b>Before you apply for a grant</b>, please note that all of your overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant.</p> <p><b>If your application is successful</b>, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p><b>Grant payment</b></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. The letter may also contain additional terms and conditions that you must fulfill before the grant is paid.</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 instalment.</p> <p><b>Tax status</b></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><b>Changes to proposed projects</b></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, you must notify the Canada Council immediately. Any changes to funded projects (for example, changes in the activity budget, to key creative personnel, or to the start or end date) must be approved by the appropriate Program Officer <b>before you carry them out</b>.</p> <p><b>Expiry date of the grant</b></p> <p>The grant funds will be available to complete your project/activity/work 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><b>Acknowledgement of Canada Council for the Arts support</b></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><b>Final report</b></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> <p>You must keep a copy of your application, including the budget pages. You will need it for reporting purposes.</p>
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### Production Grants in Music

The information you provide on the next three pages will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT (please inform the Canada Council if your address changes)	
<b>Name of applicant</b> (ensemble, band or group):  <hr/>	<b>Name of person, agent, manager, producer or label completing this application</b> (if same as applicant, please repeat here):  <hr/>
<b>Permanent address of applicant:</b>  <hr/> Street address and apartment or suite number  <hr/> City  <hr/> Province or territory <span style="float: right;">Postal code</span>  <hr/> Telephone <span style="float: right;">Fax</span>  <hr/> Email  <hr/> Website	<b>Mailing address</b> (if different from permanent address of applicant):  <hr/> Street address and apartment or suite number  <hr/> City  <hr/> Province or territory <span style="float: right;">Postal code</span>  <hr/> Telephone <span style="float: right;">Fax</span>  <hr/> Email  <hr/> Website
<p>If there is a member, leader or other person who is responsible for the application, list him or her as the contact person. If an agent or manager is taking care of the application, provide her or his name as the contact.</p>	
<hr/> Name of contact person	<hr/> Position
<hr/> Email	<hr/> Telephone

**DECLARATION**

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:**

**As a leader or other representative of a band, ensemble, group, or as a record label, manager, agent or producer:**

- The musicians whose costs are included in the budget are Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada. The individual or company submitting the application is Canadian, as defined in the application guidelines.
- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I confirm that the applicant (ensemble, band or group) I represent meets these criteria.
- I understand that the applicant is not eligible to apply to this program until all of its 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 will act as the only representative of the applicant, and I will keep the other participants informed of the contents and outcome of this grant application, where this applies.
- 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 of applicant (a member of the ensemble, band or group must sign —**an original signature is required.**)

\_\_\_\_\_  
Date

**ACCESS SUPPORT (if this applies)**

When applying for a grant, members of a group, collective or ensemble who are Deaf or have disabilities may request additional funds to cover expenses for specific services and support which are required to carry out the proposed eligible activities. **Please see the access support section in the program guidelines for details.**

**Are you requesting funds to cover expenses for access support?**

No  Yes Total amount requested: \$ \_\_\_\_\_

**Please describe the services and support required and indicate the cost.**

1. Services or support required (provide details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_

2. Services or support required (provide details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_

3. Services or support required (provide details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_

4. Services or support required (provide details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_



### Production Grants in Music

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 A1 – NAME AND LOCATION OF APPLICANT

<b>Name of applicant</b> (ensemble, band or group)  <hr/> <hr/>	<b>Name of person, agent, manager, producer or label completing this application</b> (if same as applicant, please repeat here):  <hr/> <hr/>
City _____ Province or territory _____ (main city of activity)	City _____ Province or territory _____

If there is a member, leader or other person who is responsible for the application, list him or her as the contact person. If an agent or manager is taking care of the application, provide her or his name as the contact.

\_\_\_\_\_

Name of contact person \_\_\_\_\_ Position \_\_\_\_\_

#### PART A2 – DESCRIPTION OF GRANT REQUEST AND FIELD OF SPECIALIZATION

**Type of project:**

Self-produced performance     
  Recording     
  Combined performance/recording

**General field of music:**

World       Traditional       Jazz       Improvised  
 Folk/roots       Experimental       Electronic       Electroacoustic/audio art  
 Classical       Aboriginal

**Specific genre of music:** \_\_\_\_\_

**Amount requested from this program:** \$ \_\_\_\_\_ (maximum of \$20,000, rounded to the nearest hundred dollars)

**Total cost of project:** \$ \_\_\_\_\_

**Project title (a few words) and brief project description (two or three lines):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**PART C1 – DESCRIPTION OF PROJECT: GENERAL****All applicants**

On separate sheets of paper, describe your planned project activities in a maximum of **750 words**.

Use 8½ x 11 inch white paper, printed on one side only, and single space your description.

While your project description must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, be as concise and focused as possible.

The peer assessment committee will base its review of applications on the program's objectives and the following assessment criteria:

- artistic quality of the submitted audio material
- the merit of the proposed project, including how the project contributes to the artistic development of the musicians involved, and
- the project's chances success, including the applicant's ability to plan, budget and manage the project as demonstrated in the application.

**Applicants to the Music Recording Component**

In addition to the information provided above, outline your plans for the recording after its completion, and describe how you plan to use this recording to advance your artistic practice and (or) your career. Be as specific as possible: include information such as what opportunities you anticipate the recording will generate for you and how you plan to maximize the audience for the recording.

**Live or studio recording:** \_\_\_\_\_

**Name of producer:** \_\_\_\_\_

**Format of the finished product** (CD, DVD, Internet distribution, etc.): \_\_\_\_\_

**Total number of works to be recorded:** \_\_\_\_\_      **Total duration:** \_\_\_\_\_

**Label on which the recording will appear** (if this applies): \_\_\_\_\_

**Tentative recording dates:** \_\_\_\_\_

**Name of the mastering lab:** \_\_\_\_\_

**Name of the pressing plant:** \_\_\_\_\_

**Name of the artwork company or artist:** \_\_\_\_\_

**Number of copies of first pressing:** \_\_\_\_\_

**Approximate date of release :** \_\_\_\_\_

For this component, you must also provide the following:

- a brief outline of your recent artistic achievements, and
- the expected project outcomes.

**PART C2 – DESCRIPTION OF PROJECT: WORKS TO BE PERFORMED AND (OR) RECORDED**

Please list all the works that will be recorded or performed, in the anticipated sequence of the final product. Attach an additional sheet if necessary.

No.	Title	Composer	Duration	Instrumentation	Performance Recording or Combined	Canadian (√)	New Creation? (√)	Submitted as Support Material? (√)
1						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART D1 – FINANCIAL INFORMATION: GENERAL GUIDELINES**

Fill in the budget for your proposed project, using the Excel document entitled “Part D2 – Financial Information: Budget,” which is posted on the Canada Council’s website (with the application guidelines and form for this program). If this is not possible, use the pages attached to this application form.

Use the Performance Budget and (or) Recording Budget columns to enter your projected expenses and revenues. You must fill in these columns for the component or components you are applying to. The figures that you enter in these columns should reflect your best estimates, based on research, of the expenses and revenues for the proposed project.

Do not enter any information in the Performance Revised or Recording Revised columns of the budget form in your application. If you are recommended for funding, you will be required to fill in the Revised column or columns before the Canada Council will release the first instalment of your grant. The revised figures must reflect the actual grant amount awarded by the peer assessment committee (the recommended amount may be lower than the amount originally requested). All final grant amounts will be based on the revised budget.

**PART E – MARKETING PLAN**

On separate sheets of paper, please provide a description of how the project will be promoted and marketed. Detail the resources to be used, such as a publicist and/or marketing materials (audio, audiovisual and print)

**PART F1 – SUPPORT MATERIAL**

In addition to the completed application form and the support material requested in other parts of this form you must provide the support material indicated below. The audio support material will be returned to you.

**Printed Material**

- A short biography for each member of the ensemble, band or group (maximum of **one paragraph** for each musician).
- A complete discography for the applicant. Include album title, producer and approximate date of release.
- Media reviews and brochures (maximum of **three documents**).
- Comments on how the project will contribute to the development of the ensemble, band or group.
- Lyrics, scores or lead sheets of the required three audio work samples, as determined by your practice.
- Articles of incorporation and letters of agreement or contracts with the ensemble, band or group to be recorded (for record labels only).
- Evidence of authorization to submit the application (for managers and agents only).
- A biography of and letter from the producer confirming the producer's interest in participating in your project (music recording component only).

**Audio Support Material**

You must submit **three** different audio or video samples that clearly illustrate your work as a performer, composer, arranger, conductor or opera director. The amount of time that peer assessment committees can devote to listening is relatively short, so it is important for you to submit your strongest work. Especially for longer works, **you may direct the committee to different parts of the recording by providing cue information in Part F2.**

Complete Part F2 of this application form, which requests details about the audio work samples you are submitting. Note that the samples must conform to the Guidelines for Submitting Audio Support Material, which is Part F3 of this form.

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

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

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

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

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

**PART F2 – DETAILED DESCRIPTION OF AUDIO SUPPORT MATERIAL**

Provide the information requested below for the audio items you are submitting in support of your application. Clearly label your support material with the applicant’s name and the item number.

**Item 1**

Title: \_\_\_\_\_ Running time : \_\_\_\_\_ Completion or recording date: \_\_\_\_\_

Composer (if this applies): \_\_\_\_\_

Applicant’s credit or role (for example, performer, composer, conductor or stage director):  
\_\_\_\_\_

Same performers as proposed?  Yes  No

List of performers and their roles:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of how this item relates to the proposed project: \_\_\_\_\_  
\_\_\_\_\_

Running time:

CD  DVD      **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: \_\_\_\_\_ Running time: \_\_\_\_\_ Completion or recording date: \_\_\_\_\_

Composer (if this applies): \_\_\_\_\_

Applicant’s credit or role (for example, performer, composer, conductor or stage director):  
\_\_\_\_\_

Same performers as proposed?  Yes  No

List of performers and their roles:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of how this item relates to the proposed project: \_\_\_\_\_  
\_\_\_\_\_

Running time:

CD  DVD      **Track number:** \_\_\_\_ **Time indicator:** from \_\_\_\_ to \_\_\_\_

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

\_\_\_\_\_

**PART F2 – DETAILED DESCRIPTION OF AUDIO SUPPORT MATERIAL (continued)**

**Item 3**

Title: \_\_\_\_\_ Running time: \_\_\_\_\_ Completion or recording date: \_\_

Composer (if this applies): \_\_\_\_\_

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

\_\_\_\_\_

Same performers as proposed?  Yes  No

List of performers and their roles:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of how this item relates to the proposed project: \_\_\_\_\_

\_\_\_\_\_

Running time:

CD  DVD      **Track number:** \_\_\_\_ **Time indicator:** from \_\_\_\_ to \_\_\_\_

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

\_\_\_\_\_

**PART F3 – GUIDELINES FOR SUBMITTING AUDIO SUPPORT MATERIAL**

**Important notice: If the audio support material submitted with your application does not follow the guidelines below, your application may be considered incomplete and may be withdrawn from the competition.**

You are responsible for ensuring the proper functioning (playability) of support material.

For composed music, applicants must provide recordings of **three** of the works to be recorded, interpreted by the proposed performers. For music that features an integral improvisational or aleatory, such as alternative experimental music or any other music that is primarily or entirely improvised, recordings of the proposed repertoire are preferred. However, in lieu of recordings of the proposed repertoire, the Music Section will accept recordings of music representative of the featured composers' work. These recordings **must** feature the proposed performers.

For Canadian contemporary classical music, it is preferable for the audio support material to be works from the proposed repertoire by the proposed performers. However, in cases where recordings of the proposed repertoire by the proposed performers do not exist, recordings of these works by other performers will be accepted. The application must include relevant examples of the playing of the proposed performers and it is strongly recommended that scores also be provided. Audio for guest artists or soloists must also be provided. This does not necessarily have to be a recording of the proposed repertoire, but should be a relevant example of their playing.

Given the intent of this program, the audio support material does not have to be studio quality. However applicants should strive for the best possible audio quality. Because the basis of the decision-making is artistic quality, it is important that the audio support material provided also features a good rendition of the proposed works. As much as possible, the audio should feature all the instrumentation proposed for the completed recording.

**Suggestions for Presentation**

- For longer works or pieces, identify the point at which you would like the peer assessment committee to listen; for example, where solos or different movements within a piece begin.
- Contextualize your work in Part F2 of the application form. Is this a live recording? A studio recording? Explain what the selection is intended to demonstrate and why it is relevant to your application.

The following equipment is available at the Canada Council:

- CD player
- DVD player (Blu-ray)
- Computer

**PART G – 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)
- Access request
- Part A1 – Name and location of applicant
- Part A2 – Description of grant request and field of specialization
- Part B – Detailed information about applicant
  - Letters of confirmation from guest artists
- Part C1 – Description of project: General (maximum of **750 words**)
  - For recording projects, outline of recent artistic achievements and expected project outcomes
- Part C2 – Description of project: Works to be performed and (or) recorded
- Part D2 – Financial information: Budget
- Part E – Marketing plan
- Part F1 – Support material
  - Short biography for each member (maximum of one paragraph for each musician)
  - Complete discography for the applicant
  - Media reviews and brochures (maximum of **three documents**)
  - Comments on how the project will contribute to the development of the applicant
  - Lyrics, scores or lead sheets of the three works submitted
  - Articles of incorporation and letters of agreement or contracts with the applicant (record labels only)
  - Authorization to submit the application (for managers and agents only)
  - Biography of and letter of confirmation from the producer
  - Audio work samples (**on one CD, CD-R or DVD**)
- Part F2 – Detailed Description of Audio Support Material

**Submit your application to:**

**Music Section**

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