



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## THEATRE SECTION

### Developmental Support to Aboriginal Theatre Organizations

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

### Deadline

**15 September**

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

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

### Further Information

**Bruce Sinclair**

Program Officer

Theatre Section

Canada Council for the Arts

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THG5E 07-10



## PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>This program provides developmental support to Aboriginal theatre organizations. Developmental support grants from this program contribute toward the costs of outreach, production of new theatre works, professional development of Aboriginal theatre artists and organizations, administration, marketing and publicity, travel and other activities.</p> <p>This program provides two types of grants: one for <b>established</b> organizations and the other for <b>emerging</b> organizations.</p> <p>Please note that the Translation component of the Theatre International Program provides assistance to professional Canadian theatre organizations for the translation of Canadian plays for professional production in Canada. Translation can be into French, English or an Aboriginal language.</p>
<p><b>Eligibility</b></p>	<p>Note that meeting the eligibility requirements allows your organization to apply to the program. It does not, however, guarantee that it will receive a grant.</p> <p>For this program, the term “organization” includes companies, collectives and ad hoc groups. A <b>collective</b> is a professional, non-incorporated group that has been together for at least two years with the same core membership. An <b>ad hoc group</b> is one that has been formed for the specific purpose of creating a theatre work.</p> <p><b>Eligibility of Applicants</b></p> <p>To apply to this program, your organization must be an Aboriginal-directed Canadian professional theatre organization (in other words, Aboriginal people must make up a majority of the organization’s leadership). Aboriginal peoples include First Nations, Métis and Inuit people. In the Aboriginal tradition, elders, storytellers, dancers and singers may participate in the creation of theatre works.</p> <p>Your organization must also meet the following requirements:</p> <ul style="list-style-type: none"> <li>• It must be an established or emerging organization, as defined below.</li> <li>• If it is a collective or ad hoc group, the members must be Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada.</li> <li>• If it is incorporated, it must be a non-profit organization and it must pay artists’ fees. It must also have produced a body of work that includes a professional production.</li> </ul> <p><b><i>Established Organizations</i></b></p> <p>Aboriginal theatre organizations are considered to be established if they can demonstrate five or more years of sustained activity.</p> <p><b><i>Emerging Organizations</i></b></p> <p>Aboriginal theatre organizations are considered to be emerging if they can demonstrate fewer than five years of sustained activity and a commitment to professional artists.</p> <p>The Canada Council’s definition of professional artistic practice is:</p> <ul style="list-style-type: none"> <li>• specialized training in the artistic field (not necessarily in academic institutions)</li> <li>• recognition as professional artistic practice by peers (artists working in the same artistic tradition), and</li> <li>• a history of public presentation or publication.</li> </ul>

<p><b>Eligibility (continued)</b></p>	<p><b>Restrictions</b></p> <p>Your organization <b>is not eligible</b> to apply to the Developmental Support to Aboriginal Theatre Organizations program if it is currently receiving <b>multi-year operating</b> grant support from the Canada Council. Organizations that have obtained multi-year operating support are considered to have achieved a level of stability that takes them out of the “developmental stage.”</p> <p>However, your organization <b>is eligible</b> if it is receiving <b>annual operating</b> grant support or other types of grant support for professional theatre organizations from the Canada Council.</p> <p>Your organization is not eligible to apply to this program until all its overdue final reports for Canada Council grants have been submitted and approved.</p> <p>If your organization has already received a grant through this program, it must submit either a final or an interim report before it is eligible to reapply.</p>
<p><b>Grant Amount</b></p>	<p><b>Amount Available</b></p> <p>The level of assistance that your organization can receive from this program is from \$5,000 to \$25,000. Your organization might not be awarded the full amount requested.</p> <p>These grants cannot be used for expenses that occurred before this program’s deadline date.</p> <p><b>Eligible Expenses</b></p> <p>Note that these grants can still be used to support the work of Aboriginal theatre artists if their artistic exploration leads to expression in other disciplines, such as dance or music.</p> <p>For <b>established organizations</b>, eligible costs include:</p> <ul style="list-style-type: none"> <li>• costs of outreach activities that lead to an increased appreciation of theatre by Aboriginal audiences</li> <li>• costs of activities that are targeted to youth audiences</li> <li>• costs for tours of reserves and urban communities</li> <li>• costs of professional development activities and specialized artistic training (for example, hiring trainers and (or) consultants to conduct workshops or training sessions for staff, board members, artists and technicians), and</li> <li>• costs of activities that are not covered by a current annual operating grant, if this applies.</li> </ul> <p>For <b>emerging organizations</b>, eligible costs include:</p> <ul style="list-style-type: none"> <li>• costs of professional development activities and specialized artistic training (for example, hiring trainers and (or) consultants to conduct workshops or training sessions for staff, board members, artists and technicians)</li> <li>• production costs for new or existing works</li> <li>• salaries for artistic and administrative directors</li> <li>• rent costs</li> </ul>

<p><b>Grant Amount (continued)</b></p>	<ul style="list-style-type: none"> <li>• marketing and (or) publicity costs</li> <li>• travel costs</li> <li>• bookkeeping and (or) accounting costs, and</li> <li>• other operational expenses.</li> </ul> <p><b>Ineligible Expenses</b></p> <p>If your organization is receiving annual operating grant support from the Canada Council, it cannot apply for production expenses.</p> <p><b>Your organization cannot receive support for the same activity costs from more than one Canada Council program.</b></p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>Eligible applications will be evaluated by a peer assessment committee, composed of members selected from the Aboriginal community. The Theatre Section recognizes and respects the diverse and unique cultures that make up the Aboriginal community, and the assessment process will reflect that reality.</p> <p>The committee will be a representative body of theatre professionals, with various types of expertise. Committee members will also be selected with consideration to fair representation of First Nations, Métis and Inuit people, as well as fair representation of age, gender, Canada’s two official languages, Aboriginal languages, the regional diversity of Canada, and Aboriginal artistic cultural practices.</p> <p>The peer assessment committee will base its evaluation of applications on the artistic and administrative criteria described below. The committee will compare the merits of all eligible proposals received for this national competition and will consider the funds available. Requests from established and emerging organizations will be evaluated separately.</p> <p>All committee decisions concerning funding priorities and grant amounts are final.</p> <p><b>Assessment Criteria</b></p> <p>Applications will be evaluated against the following criteria:</p> <ul style="list-style-type: none"> <li>• contribution of the activities to the artistic and (or) professional development of your organization or individuals within the Aboriginal and national theatre communities</li> <li>• impact of the activities on the local Aboriginal community and (or) national Aboriginal theatre community</li> <li>• contribution to the definition, growth, interpretation and appreciation of Aboriginal theatre, and</li> <li>• feasibility of the activities, according to the administrative experience of the core members of your organization.</li> </ul> <p>For applications from <b>established organizations</b>, priority will be given to outreach activities that lead to an increased appreciation of theatre by Aboriginal audiences, activities targeted to youth audiences, and tours of reserves and urban communities.</p> <p>For applications from <b>emerging organizations</b>, priority will be given to professional development activities and (or) specialized artistic training that furthers the development of the organization.</p>

## STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

### May I submit support material not included or described in the checklist?

Yes, if this support material is relevant to the assessment of the application. However, **you must contact** the program officer to verify that the additional support material is relevant before submitting it.

Be sure to submit all the material requested, and carefully choose the material you include. The peer assessment committee members may not necessarily examine all the support material that you submit; however, all material will be available to them for consultation during the assessment process. Committee members have a limited time in which to study each grant application to ensure that all applications are assessed on the same basis.

### How will I be informed that my application has been received at the Canada Council?

The Canada Council will send you, by mail, a notice acknowledging that it has received your application. This notice will be sent out within a week of the day your application arrives.

### Is my information protected?

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 is stored in a series of Canada Council for the Arts data banks described in *Info Source* a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.

Note that, 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, to assist with program planning and application evaluation.

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

You will receive the results, by mail, approximately **five 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](http://www.canadacouncil.ca/grants/recipients). You can also contact the Canada Council, in writing, to request the list of peer assessors.

### What are the terms and conditions of receiving a grant from this program?

The Theatre Section recommends that successful established applicants to the Developmental Support to Aboriginal Theatre Organizations program request an assessment of their production. Requests for assessment should be sent at least 45 days before the presentation of the work and must include the address of the venue, the performance dates and the names and contact information for three potential assessors. Assessors must not be involved with the company but must be familiar with its work.

The terms and conditions will be outlined in the grant notification letter that your organization will receive if its application is successful. These are two of the conditions:

### **Final Report and Financial Accounting**

You must submit a final report on how your organization used the grant, which must include the final expense figures for the activities. This report must be submitted by the date identified in your grant notification letter. Your organization will not be eligible to apply to other Canada Council programs until all its overdue final reports for Canada Council grants have been submitted and approved.

### **Acknowledgement of Canada Council Support**

Your organization must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant-supported activities. Details about the acknowledgement policy will be included with the grant notification letter.

Grants awarded for this competition will be distributed after 1 April upon receipt of the applicant's revised budget and confirmation of activities.



### Developmental Support to Aboriginal Theatre Organizations

- Complete all parts of the form and submit all required support material.
- The Canada Council for the Arts requires only one copy of the 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 or so on).

<b>PART A1 – IDENTIFICATION OF APPLICANT</b>	
Name of applicant (legal name of organization): _____	
Name of organization (the term “organization” includes companies, collectives and ad hoc groups) _____	
<b>Mailing address:</b> Please inform the Canada Council if the address changes after you apply _____ Street address and apartment or suite number _____ City                      Province or territory      Postal code (_____)                      (_____)                      _____ Telephone                      Fax _____ Email                                      Website	<b>Name of person responsible for the application:</b> _____ _____ Position (_____)                      (_____)                      _____ Telephone                      Fax _____ Email
<b>PART A2 – DESCRIPTION OF GRANT REQUEST</b>	
Amount requested from this program (rounded to the nearest thousand dollars) –recommended levels of assistance will be from \$5,000 to \$25,000: \$ _____	
Period to be covered by this grant: From _____ to _____ (day, month and year)                      (day, month and year)	
Brief description of theatre activities (maximum of 15 words): _____ _____	

**PART A3 – DECLARATION**

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

- I confirm that the members of my organization are Canadian citizens or permanent residents of Canada, as defined by Citizenship and Immigration Canada (this requirement is only for collectives and ad hoc groups).
- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and the organization I represent meets these criteria.
- I understand that my organization is not eligible to apply to this program until all 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 my organization, and I will keep the other participants informed of the contents and outcome of this grant application.
- 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 this application are true and complete, to the best of my knowledge.**

\_\_\_\_\_  
Signature of contact person (**ORIGINAL SIGNATURE REQUIRED**)

\_\_\_\_\_  
Date

**PART B – PROFILE OF APPLICANT**

Provide general information on your organization's board of directors, if this applies. If your organization does not have a board of directors, provide a profile of the members of the organization who are involved in the activities.

If your organization has been in existence for more than one year, provide a one-page self-assessment of its goals and recent accomplishments.

**If your organization is established** (see the application guidelines for the definition of an established organization), you must also include the following:

- a brief summary of your organization's history, including its significant achievements, and
- a list of new works that your organization has developed and (or) produced.

**PART C – DESCRIPTION OF THEATRE ACTIVITIES**

Use separate sheets of 8 ½ x 11 inch white paper to describe your planned activities. Print on one side only and single space your description.

**All Applicants**

Explain how the grant would help to develop your organization in both the short term and long term. While your submission must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, please be brief, clear and focused in your description.

**Applicants Proposing to Produce a Theatre Work**

If your organization is applying for a grant to produce a theatre work, you must provide information on the following:

- **Artistic process**—Explain the details of the artistic process you intend to follow for these activities. Indicate the specific challenges the work involves and how you intend to resolve these challenges. Highlight the originality of your artistic proposal.
- **Artistic interest of theatre activities**—Explain your artistic choices (aesthetic, text, design, casting, directing and so on). Highlight the motivation behind these choices and describe how they will contribute to the realization of the activities. Supply a work schedule.
- **Developmental impact of theatre activities**—Describe how your activities will contribute to the development of the artists involved or to the development of your organization (if this applies).
- **Impact on Aboriginal community**—Describe the impact your activities will have on the local Aboriginal community and (or) national Aboriginal theatre community.
- **Public impact of theatre activities**—Indicate the type of audience you wish to reach and your audience development strategy. Include realistic box office projections.

NAME OF APPLICANT:

**PART D – FINANCIAL INFORMATION**

Fill in the budget for your proposed activities, using the format presented below. **Please ensure that total expenses equal total revenues.** You must round your amount requested from this program to the nearest thousand dollars. **If necessary, you may provide budget notes on separate pages that you attach to your application.**

Refer to the application guidelines for details about the eligible costs.

**If your organization is established, you must also attach its most recent financial statements.**

EXPENSES	Amount
<b>Established Organizations</b>	
Outreach activity costs (provide details):	\$
Costs of activities targeted to youth audiences	\$
Costs for tours of reserves and urban communities	\$
Professional development costs (provide details):	\$
Other operational costs, if this applies (provide details):	\$
<b>Emerging Organizations</b>	
Professional staff development and specialized artistic training costs (provide details):	\$
Production costs for new or existing works	\$
Salaries for artistic and administrative directors	\$
Rent costs	\$
Marketing and (or) publicity costs	\$
Travel costs (provide details):	\$
Bookkeeping and (or) accounting costs	\$
Other operational costs (provide details):	\$
<b>Total Expenses</b>	<b>\$</b>

**REVENUES**

Anticipated revenues for the proposed activities (indicate whether they are confirmed or pending)

	Confirmed	Pending	Amount
Federal grants, other than Canada Council	<input type="checkbox"/>	<input type="checkbox"/>	
Provincial or territorial grants (provide details):	<input type="checkbox"/>	<input type="checkbox"/>	\$
Municipal or regional grants (provide details):	<input type="checkbox"/>	<input type="checkbox"/>	\$
In-kind (provide details):	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other (provide details):	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>Grant requested from this program</b>			<b>\$</b>
<b>Total Revenues</b>			<b>\$</b>

**Please ensure that the Total Expenses equals the Total revenues**

**PART E1 – PRINTED SUPPORT MATERIAL**

Submit the required letters on 8 ½ x 11 inch white paper. Print on one side only and single space the text. You are responsible for ensuring that all required support material is included.

Do not submit originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. Only the audiovisual material will be returned to you. All other material submitted with your application will be kept on file by the Canada Council.

**Letter of Confirmation** (established organizations only)

Include a letter confirming your organization's commitment to the proposal. The letter must be signed by the Artistic Director, General Manager or other appropriate official.

**Letter of Feasibility**

If your organization is **emerging, or it has not had an independent assessment of its work in the last three years**, include a letter from an established professional theatre organization or artist. The letter must comment on the feasibility, or chances of successful completion of the activities proposed in the application.

**PART E2 – AUDIOVISUAL SUPPORT MATERIAL (OPTIONAL)**

You may choose to submit DVD(s), VHS cassettes, CD (s) or CD-ROM(s) of your organization's previous work. If you do submit audiovisual support material, complete Part E3 of this form, which requests details about the digital images and (or) video you are submitting

**You must explain how the audiovisual support material you are submitting relates to the proposed activities. Peer assessment members need to know the context within which to view and (or) listen to this material.**

NAME OF APPLICANT:

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**PART E3 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL (optional)**

Complete the following table. Label all support material with your organization's name, and number the items according to the listing below.

**DIGITAL STILL IMAGES**

	<b>Title</b>	<b>Date</b>
01		
02		
03		
04		
05		
06		
08		
09		
10		

**VIDEO/ AUDIO**

	<b>Title</b>	<b>Date</b>	<b>Format</b>	<b>Running time</b>
01				
02				
03				
04				
05				

**PART F – 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 organization's name on all items.

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

- Part A1 – Identification of Applicant
- Part A2 – Description of Grant Request
- Part A3 – Declaration (an original signature is required)
- Part B – Profile of Applicant
  - List of new works developed and (or) produced by your organization
- Part C – Description of Theatre Activities
  - Additional information and work schedule (only for organizations proposing to produce a theatre work)
- Part D – Financial Information
  - Most recent financial statements (established organizations only)
- Part E1 – Printed Support Material
  - Letter of confirmation (established organizations only)
  - Letter of feasibility (only for emerging organizations and those without a recent assessment)
- Part E2 – Audiovisual Support Material (optional)
- Part E3 – Detailed Description of Audiovisual Support Material

Send your application to:

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

**Remember:**

- Keep a copy of your completed form and all support material.
- Your application, with all required support material, must be postmarked on or before the deadline date.
- The Canada Council will not accept applications submitted by fax or email.