



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

THEATRE SECTION

Artists and Community Collaboration Program in Theatre

Follow these three steps to apply for a Canada Council for the Arts grant in this program:	
Step 1	Read the Program Guidelines for details about the objectives of the program, eligibility, grant amount and the assessment of applications.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, go to the Canada Council website or contact the Theatre Section as indicated below.
Step 3	Complete all sections of the attached application form , and the Checklist to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

Completed applications and all support material must be postmarked on or before **1 March** (for projects taking place after 1 July) or **15 September** (for projects taking place after 1 January of the following year).

If either date falls on a weekend or statutory holiday, the deadline moves to the next business day.

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

Further Information

Kim Selody, Nancy Guertin, Bruce Sinclair, Robert Allen

Theatre Section Officers

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. 4483

TTY (TDD) machine, for hearing-impaired callers: 613-565-5194

linda.nickolson@canadacouncil.ca

Fax: 613-566-4410

February 2009

THG15E 2-09



STEP 1 – PROGRAM GUIDELINES

<p>Objective and Program Description</p>	<p>The objective of the Artists and Community Collaboration Program (ACCP) is to support diverse artistic activities that bring together professional artists and the broader community in a creative and collaborative relationship. This program offers financial support to projects that connect professional artists with communities, in particular with youth. It is open to Canadian professional, non-profit theatre organizations and ad hoc groups of Canadian professional theatre artists. An “ad hoc group” refers to a group of professional artists formed for the specific purpose of creating a unique work.</p> <p>Grants are intended as a contribution towards the specific costs of:</p> <ul style="list-style-type: none"> • a period of development, research or creation workshops geared towards a possible future production <p>or</p> <ul style="list-style-type: none"> • theatre production. (which may also include development). <p>Some projects may be entirely developmental in nature, with no production or public presentation of the work included as part of the project. Such proposals should demonstrate that the work being developed has a clearly articulated process.</p>
<p>Eligibility</p>	<p>Canadian professional non-profit theatre organizations and ad hoc groups of professional theatre artists are eligible.</p> <p>The Canada Council for the Arts defines professional artist as someone who:</p> <ul style="list-style-type: none"> • has specialized training in the field (not necessarily in academic institutions) • is recognized as such by peers (artists working in the same artistic tradition), and • has a history of public presentation or publication. <p>It is mandatory for the applicant to submit resumes that state the relevant professional experience of the principal artists involved in the company or ad hoc group.</p> <p>Applicants have the responsibility to submit all necessary information which will permit their eligibility to be clearly established. The Canada Council for the Arts will base its decisions on the information provided in the application.</p> <p>Core members of ad hoc groups must have been active as theatre professionals for a minimum of two years.</p> <p>Applicants must be Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada.</p> <p>Incorporated, not for profit theatre organizations currently receiving operating assistance from the Theatre Section of the Canada Council for the Arts are eligible to apply to this program as long as they are proposing projects not funded through operating assistance.</p> <p>Companies or groups of artists may not submit a new application to the Canada Council until outstanding final reports are received under separate cover and approved by an officer.</p>

<p>Eligibility (continued)</p>	<p>Restrictions and Other Important Information</p> <ul style="list-style-type: none"> ● Applicants who have been unsuccessful in a previous competition may not re-submit the same project to a subsequent competition without first speaking with a Theatre Section Officer to discuss changes to the project. The Theatre Section reserves the right to accept or refuse the second request. ● A theatre company or group of artists may submit only one Artist and Community Collaboration Program application per deadline (includes companies presenting a season). ● Applications from ad hoc groups must include a one page statement from each of the principal artists detailing their artistic participation in the project. ● Projects must start after the application deadline date; the Canada Council will not provide retroactive funding. ● Applicants should be aware that meeting the eligibility criteria allows them to apply to the program. It does not, however, guarantee that they will receive a grant. Grant recommendations are made by a peer assessment committee, based on the overall merit of the project in a national comparative context and on the funds available. ● This Canada Council program is accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.
<p>Grant Amount</p>	<p>Applicants to the ACCP may apply for up to a maximum of \$25,000 per year. Because of the high number of applications that may be received and the limited resources available, grants awarded may be smaller than the amounts requested.</p> <p>Eligible expenses include:</p> <ul style="list-style-type: none"> ● theatre artists' honoraria or fees ● the material costs of the production ● marketing and publicity costs ● administrative fees ● theatre and rehearsal space rental ● honoraria for community participants ● for research, development and/or creation workshop projects only, eligible expenses also include fees for creators (authors, composers, etc.) and facilitators while creating the work in question (script, score, etc.). <p>Retroactive funding is not available.</p>

<p>Assessment of Applications</p>	<p>Applications will be reviewed for eligibility, according to the published criteria, by the Theatre Section, with outside consultation if needed.</p> <p>Eligible applications will be evaluated, in a national comparative context, by a peer assessment committee. The committee is a representative body of theatre professionals, with various kinds of expertise. Members are selected to ensure balanced representation of gender, regional and cultural diversity, Aboriginal peoples and various types of theatre.</p> <p>Artistic Criteria</p> <p>Applications will be assessed according to the following artistic criteria.</p> <ul style="list-style-type: none"> • Articulation, clarity, originality and quality of the developmental process in relation to mutually projected outcomes. Explain the objectives of the project as agreed upon by the artists and the participating community members. Articulate the specific developmental process, including the type of research, the artistic methodology and nature of community participation. Note the specific challenges of the project as well as artistic, technical and other demands and how you will meet these challenges. Include an explanation of the methods you will use to evaluate the outcomes of the project. • The artistic interest of the project. Explain your artistic choices (aesthetic, text, design, casting, directing, etc.). Highlight the motivations behind these choices and how they will contribute to the realization of the project. Include a work schedule. • The merit of the proposed collaboration process where clear and appropriate strategies and processes must be outlined to ensure a successful collaborative relationship. • The relevance of the project for participating community members and the impact on the artists involved. Include a letter of confirmation from the community organization or community members, confirming their involvement and describing the relevance of the project. Explain the impact that the process of engagement with the community will have on the artists. Note, if applicable, the relevance for youth, Aboriginal communities and culturally diverse communities; • The proven experience and ability of the company or artists involved. Include résumés or biographies outlining the related experience and relevant skills of the company or artists involved and note their proven ability to carry out such a project, as demonstrated by their resources, expertise and past performance. • The public impact of the project. If the project involves public presentation, indicate the kind of audience you are trying to reach, with realistic box office projections. If the project does not include public presentation, describe the expected impact on the participants.
--	---

<p>Assessment of Applications (continued)</p>	<p>Administrative Criteria</p> <p>These criteria refer to the financial situation of the group/company and to the realism of budgets and planning for the project. Applications will be assessed according to the following administrative criteria:</p> <ul style="list-style-type: none"> • an appropriate balance between expenditures and revenues • the ability to forecast potential risks of a project, and the financial stability of the organization, if applicable • appropriate planning and allocation of resources to creation, development, production, marketing and administration • the diversification of revenue sources (for workshop or development projects, the Canada Council understands that box office revenue will be less than that for production projects, and that possibilities for diversification of revenues will be limited), and • an appropriate balance between honoraria and artistic fees. <p>Based on these artistic and administrative criteria, the peer assessment committee establishes, by consensus, the priority of projects to be funded, as well as specific grant amounts.</p> <p>Priority will be given to projects that propose a distinctive, original or innovative approach to theatre.</p>
--	---

STEP 2 — IMPORTANT INFORMATION FOR APPLICANTS

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

Yes, if this support material is pertinent for the assessment of the application. Please contact a program officer to verify the pertinence of additional support material. Submit the material requested, and carefully choose the material you include. All support material is not necessarily examined by the peer assessors; however, all material is available to them for consultation during the assessment process. Committee members have a limited time in which to study each grant application.

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. The Council will send this notice within a week after your application arrives.

Is my information protected?

The Privacy Act protects your personal information and gives you a right to access your information. Personal information is maintained in Personal Information Bank CAC PPU 130. 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 letter, approximately **four months** after the application deadline. Note that for privacy reasons, the Canada Council does not release results by telephone or email.

Are there conditions attached to our grant?

All recipients of Canada Council for the Arts grants must comply with certain conditions, which will be included in the grant notification. Some conditions are described below.

Final Report and Financial Accounting

The Theatre Section will pay the grant in one installment upon receipt of a revised budget and confirmation of the applicant's project details and a signed Grant Acknowledgement Form.

On completion of the work or project, the grant recipient must submit a final report, which includes the financial actuals for the project. **Failure to submit an outstanding final report will make applicants ineligible for further assistance until a final report has been received by the Canada Council and approved by the Program Officer.**

Acknowledgement of Canada Council Support

Successful applicants must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Please ensure that you use the most recent version of the Canada Council logo, which you can download from the Council's website at www.canadacouncil.ca/aboutus/logos.

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.



Artists and Community Collaboration Program in Theatre

If you are completing the application on a computer, please use the following format. Type or print in black ink.
The Canada Council for the Arts will not accept applications submitted by fax or email.

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

PART A – IDENTIFICATION, GRANT REQUESTED AND DECLARATION

NAME OF APPLICANT (the organization, company or ad hoc group)

PERMANENT ADDRESS

Street and apartment/suite number _____

City _____ Province/territory _____ Postal code _____

() _____ () _____
Telephone Fax

Email _____ Website _____

AMOUNT REQUESTED FROM THIS PROGRAM: \$ _____

PLANNED PERFORMANCE DATES (if applicable): From _____ to _____
(day/month/year) (day/month/year)

PERIOD TO BE COVERED BY THIS GRANT: From _____ to _____
(day/month/year) (day/month/year)

TYPE OF PROJECT: Development Production (which can include development)

TARGETED PUBLIC: Youth Adult All public

PRODUCTION TITLE: _____

PURPOSE OF GRANT (describe in 15 words or less): _____

DECLARATION

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization (or group of artists) I represent meets these criteria.
- I accept the conditions of the program as outlined in the application guidelines, and I agree to abide by the peer assessment committee's decision.
- The information contained in this application is complete and accurate, to the best of my knowledge.
- I will act as sole representative of the group or company, and I will keep the other participants informed of the contents and outcome of this grant application, where applicable.
- I have already sent, under separate cover, all overdue final reports for previous Canada Council grants. I understand that our application will be considered ineligible if any of my final reports have not been submitted 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.

ORIGINAL SIGNATURES ARE REQUIRED

Name of Artistic Director / Project Leader Signature

Name of General Manager / Administrator (if applicable) Signature

Date: _____

PART B – MANDATE AND HISTORY OF COMPANY or DESCRIPTION OF AD HOC GROUP

Applicants that are incorporated, non-profit companies should state the mandate and a brief history of the organization, including date of establishment and principal events or main accomplishments. Companies should also describe what role the organization plays within its artistic community. Ad hoc groups should list the names of artists involved and indicate the context or the purpose for forming the group.

Peer assessment committees evaluate applications according to the artistic and administrative criteria outlined in the application guidelines. The decision to award a grant will be based on the relative merit of your proposal compared with all others received in this national competition, and on the funds available. Please describe your proposed project in terms of the criteria outlined in the guidelines.

PART C – DETAILED PROJECT DESCRIPTION

- Artistic director/project leader's detailed project description** — Please describe your proposed project, addressing each of the criteria detailed in the guidelines. This description should be a maximum of four pages in length. Please print on one side only of white, 8½ x 11 inch paper.
- A detailed explanation of the methods of evaluation**, if the project involves public presentation, indicate the type of audience you are trying to reach, with realistic box office projections. If the project does not include public presentation, describe the expected impact on the participants. (maximum one page).
- Letter of confirmation from the community organization or community members**, confirming their involvement and describing the relevance of the project.
- A **work schedule**
- List of artists involved:** names and roles of artists involved in the project (maximum one page).
- Resumés** that state the **relevant professional experience** of the principal artists involved in the project (maximum two pages per artist).
- For ad hoc groups**, a one page statement from each of the principal artists detailing their artistic participation in the project.
- Completed tables from **Parts D** (financial) **and E** (dissemination) of the application form.
- A **synopsis** of the play (if applicable - one page maximum).
- An **excerpt** of the script (15 pages maximum), if applicable (Note that the excerpt should ideally be about the principal subject matter of the play. If the project consists of several short texts, please submit two of them. (20 pages maximum).
- Author's rights**, if applicable.
- Co-production or co-presenting **letter of agreement or intent**, if applicable.

PART D – FINANCIAL INFORMATION

Detail the budget for your proposed project, following the format presented below. Lines that are not relevant to your project may be left blank. The column marked “**Original Budget**” is the one to fill out. Should your application be successful, you will be asked to complete the “**Revised Budget**” column before receiving payment. The “**Final Budget**” column is to be completed and returned to the Canada Council once the project is over. Companies that produce seasons of productions should present a budget that applies only to the project in question.

Production title: _____

Number of performances: _____ **Number of rehearsal weeks or hours:** _____

Number of playing weeks (if applicable): _____

Presenting space: _____

DEVELOPMENT/PRODUCTION EXPENSES	Original Budget	Revised Budget	Final Budget
Artistic fees or honoraria (including benefits):			
Performers: no. of performers _____ x no. of weeks _____ x average rate _____	\$	\$	\$
Director	\$	\$	\$
Set designer	\$	\$	\$
Costume designer	\$	\$	\$
Lighting designer	\$	\$	\$
Composer or sound designer	\$	\$	\$
Choreographer and other creative artists	\$	\$	\$
Other artistic fees	\$	\$	\$
Community artistic honoraria	\$	\$	\$
Subtotal	\$	\$	\$
Royalties and fees:			
Author’s royalties (percentage of box office or fixed fees)	\$	\$	\$
Author’s fees and expenses (excluding royalties)	\$	\$	\$
Composer’s royalties (percentage of box office or fixed fees)	\$	\$	\$
Other royalties and fees	\$	\$	\$
Subtotal	\$	\$	\$
Artistic fees or honoraria (including benefits):			
Stage manager	\$	\$	\$
Production staff	\$	\$	\$
Crew	\$	\$	\$
Other fees or honoraria	\$	\$	\$
Subtotal	\$	\$	\$
Production and other related costs:			
Sets, props, costumes	\$	\$	\$
Sound equipment	\$	\$	\$
Lighting equipment, special effect, visuals	\$	\$	\$
Rehearsal space rental	\$	\$	\$
Theatre rental	\$	\$	\$
Other venue costs (box office, etc.)	\$	\$	\$
Transportation (directly related to this project)	\$	\$	\$
In-kind contributions (specify)	\$	\$	\$
Other production costs (specify)	\$	\$	\$
Subtotal	\$	\$	\$

PART D – FINANCIAL INFORMATION (cont'd)

DEVELOPMENT/PRODUCTION EXPENSES	Original Budget	Revised Budget	Final Budget
Promotional costs:			
Salaries and fees	\$	\$	\$
Media advertising	\$	\$	\$
Other promotional costs	\$	\$	\$
Other related costs (office supplies, mailings, printings, etc.)	\$	\$	\$
Subtotal	\$	\$	\$
Administration costs:			
Salaries and fees	\$	\$	\$
Office rental	\$	\$	\$
Communications (telephone, fax, etc.)	\$	\$	\$
Other costs (specify.)	\$	\$	\$
Other costs (specify.)			
Subtotal	\$	\$	\$
TOTAL EXPENSES (add all subtotals, including those from the previous page)	\$	\$	\$

DEVELOPMENT/PRODUCTION REVENUES	Original Budget	Revised Budget	Final Budget
Production revenues:			
Ticket sales: no. of tickets / Perf. _____ x price _____ x no. of performances _____	\$	\$	\$
Co-production revenues	\$	\$	\$
Guaranteed fees and box office guarantees	\$	\$	\$
Other artistic partner revenues			
Subtotal	\$	\$	\$
Other revenues:			
Program advertising	\$	\$	\$
Fundraising (foundations, corporations, individuals)	\$	\$	\$
In-kind services (specify)			
Other (specify)	\$	\$	\$
Other (specify)	\$	\$	\$
Subtotal	\$	\$	\$
Grants:			
Canada Council for the Arts	\$	\$	\$
Province/territory (specify operating or project)	\$	\$	\$
Municipality/region (specify)	\$	\$	\$
Work employment program (for this project)	\$	\$	\$
Other (please list and specify)	\$	\$	\$
Other (specify)	\$	\$	\$
Other (specify)			
Other (specify)			
Subtotal	\$	\$	\$
TOTAL REVENUES	\$	\$	\$
Project surplus/deficit (total revenues minus total expenses)	\$0	\$0	\$0
Accumulated surplus/deficit, if applicable	\$	\$	\$

SAMPLE PRODUCTION BUDGET (FOR INFORMATION ONLY)Production title: *e.g. The Tale with no name (to be confirmed)*Number of performances/public presentations: *15*Number of rehearsal weeks: *3*Number of playing weeks (if applicable): *3*

DEVELOPMENT / PRODUCTION EXPENSES	Original Budget	Revised Budget	Final Budget
Artistic fees or honoraria (including benefits):			
Performers <i>e.g. 3 performers x 6 weeks x \$560 per week</i>	\$ 10,080.00	\$	\$
Director <i>e.g. 6 weeks</i>	\$ 4,032.00	\$	\$
Set designer	\$ 3,000.00	\$	\$
Costume designer	\$ 2,200.00	\$	\$
Lighting designer	\$ 1,200.00	\$	\$
Composer or sound designer	\$	\$	\$
Choreographer and other creative artists	\$ 750.00	\$	\$
Other artistic fees <i>e.g. Designer's assistant</i>	\$ 750.00	\$	\$
Community artistic honoraria	\$ 2,000.00	\$	\$
Subtotal	\$ 24,012.00	\$	\$
Royalties and fees:			
Author's royalties (percentage of box office or fixed fees) <i>e.g. 10%</i>	\$ 1,688.00	\$	\$
Author's fees and expenses (excluding royalties)	\$ 1,500.00	\$	\$
Composer's royalties (percentage of box office or fixed fees)	\$ 225.00	\$	\$
Other and royalties and fees	\$ 900.00	\$	\$
Subtotal	\$ 4,313.00	\$	\$
Artistic fees or honoraria (including benefits):			
Stage manager	\$ 7,056.00	\$	\$
Production staff	\$ 500.00	\$	\$
Crew	\$ 600.00	\$	\$
Other fees or honoraria	\$	\$	\$
Subtotal	\$ 8,156.00	\$	\$
Production and other related costs:			
Sets, props, costumes	\$ 6,300.00	\$	\$
Sound equipment	\$ 2,000.00	\$	\$
Lighting equipment, special effects, visuals	\$ 4,000.00	\$	\$
Other artistic expenses	\$ 1,000.00	\$	\$
Rehearsal space rental	\$ 900.00	\$	\$
Theatre rental	\$ 5,200.00	\$	\$
Other venue costs (box office, etc.)	\$ 450.00	\$	\$
Transportation (directly related to this project)	\$ 850.00	\$	\$
In-kind contributions			
Other production costs (please specify) <i>e.g. Director's airfare (Calgary/Vancouver return)</i>	\$ 350.00	\$	\$
Subtotal	\$ 21,050.00	\$	\$

DEVELOPMENT / PRODUCTION EXPENSES (cont'd)	Original Budget	Revised Budget	Final Budget
Promotional costs:			
Salaries and fees	\$ 2,500.00	\$	\$
Media advertising	\$ 11,000.00	\$	\$
Other promotional costs	\$ 3,200.00	\$	\$
Other related costs (office supplies, mailings, printings, etc.)	\$ 750.00	\$	\$
Subtotal	\$ 17,450.00	\$	\$
Administration costs:			
Salaries and fees <i>e.g. Administrator: 10 hours x \$15</i>	\$ 1,850.00	\$	\$
Office rental	\$ 400.00	\$	\$
Communications (telephone, fax, etc.)	\$ 500.00	\$	\$
Other (specify) <i>e.g. T-shirt sale</i>	\$ 344.00	\$	\$
Subtotal	\$ 3,094.00	\$	\$
TOTAL EXPENSES (add all subtotals, including those from previous page)	\$ 78,075.00	\$	\$

DEVELOPMENT / PRODUCTION REVENUES	Original Budget	Revised Budget	Final Budget
Production revenues:			
Ticket sales <i>e.g. 15 presentations x 75 persons x \$15</i>	\$ 16,875.00	\$	\$
Co-production revenues	\$	\$	\$
Guaranteed fees and box office guarantees	\$	\$	\$
Other artistic partner revenues			
Subtotal	\$ 16,875.00	\$	\$
Other revenues:			
Program advertising	\$ 1,200.00	\$	\$
Fundraising (corporations, individuals, foundations)	\$ 7,500.00	\$	\$
In-kind services			
Other (specify) <i>e.g. T-shirt sale</i>	\$ 500.00	\$	\$
	\$	\$	\$
Subtotal	\$ 9,200.00	\$	\$
Grants:			
Canada Council for the Arts	\$ 25,000.00	\$	\$
Province/ territory (specify operating or project) <i>e.g. Project</i>	\$ 15,000.00	\$	\$
Municipality/region (specify) <i>e.g. City</i>	\$ 5,000.00	\$	\$
Other (please list) <i>e.g. Department of Canadian Heritage</i>	\$ 7,000.00	\$	\$
Work employment program (for this project)	\$	\$	\$
Subtotal	\$ 52,000.00	\$	\$
TOTAL REVENUES	\$ 78,075.00	\$	\$
Project surplus/deficit (total revenues minus total expenses)	\$ 0.00	\$	\$
Accumulated surplus/deficit, if applicable	\$	\$	\$

SAMPLE WORKSHOP BUDGET (FOR INFORMATION ONLY)Production title: *e.g. Women in Exile (to be confirmed)*Number of performances/public presentations: *1 (public reading)*Number of rehearsal weeks: *2*Number of playing weeks (if applicable): *N/A*

DEVELOPMENT / PRODUCTION EXPENSES	Original Budget	Revised Budget	Final Budget
Artistic fees or honoraria (including benefits):			
Performers <i>e.g. \$387 per week x 2 actors x 2 weeks</i>	\$ 1,548.00	\$	\$
Director <i>e.g. \$500 per week x 2 weeks</i>	\$ 1,000.00	\$	\$
Set designer	\$	\$	\$
Costume designer	\$	\$	\$
Lighting designer	\$	\$	\$
Composer or sound designer	\$	\$	\$
Choreographer and other creative artists	\$	\$	\$
Other artistic fees	\$	\$	\$
Community artistic honoraria	\$ 900.00	\$	\$
Subtotal	\$ 3,448.00	\$	\$
Royalties and fees:			
Author's royalties (percentage of box office or fixed fees)	\$	\$	\$
Author's fees and expenses (excluding royalties)	\$ 1,500.00	\$	\$
Composer's royalties (percentage of box office or fixed fees)	\$	\$	\$
Other royalties and fees	\$	\$	\$
Subtotal	\$ 1,500.00	\$	\$
Artistic fees or honoraria (including benefits):			
Stage manager and assistant stage manager	\$	\$	\$
Production personnel	\$	\$	\$
Crew	\$	\$	\$
Other fees and honoraria	\$	\$	\$
Subtotal	\$	\$	\$
Production and other related costs:			
Sets, props, costumes	\$	\$	\$
Sound equipment	\$ 100.00	\$	\$
Lighting equipment, special effects, visuals	\$	\$	\$
Other artistic expenses	\$	\$	\$
Rehearsal space rental <i>e.g. \$15.00 per hour x 7 hours x 10 days</i>	\$ 1,050.00	\$	\$
Theatre rental	\$	\$	\$
Other venue costs (box office, etc.)	\$	\$	\$
Transportation (directly related to this project) <i>e.g. Travel for writer: Yellowknife/Vancouver return</i>	\$ 850.00	\$	\$
In-kind contributions	\$	\$	\$
Other production costs (please specify) <i>e.g. Per diem for writer: \$100 day x 10 days</i>	\$ 1000.00	\$	\$
Subtotal	\$ 4,500.00	\$	\$

DEVELOPMENT / PRODUCTION EXPENSES (cont'd)	Original Budget	Revised Budget	Final Budget
Promotional costs:			
Salaries and fees	\$	\$	\$
Media advertising	\$	\$	\$
Other promotional costs	\$	\$	\$
Other related costs (office supplies, mailings, printings etc.)	\$	\$	\$
Subtotal	\$	\$	\$
Administration costs:			
Salaries and fees <i>e.g. Administrator: \$15 per hour x 10 hours</i>	\$ 150.00	\$	\$
Office rental	\$	\$	\$
Communications (telephone, fax, etc.) <i>e.g. Telephone</i>	\$ 50.00	\$	\$
Other (specify) <i>e.g. Script copying and printing</i>	\$ 52.00	\$	\$
Subtotal	\$ 250.00	\$	\$
TOTAL EXPENSES (add all subtotals, including those from previous page)	\$ 8,200.00	\$	\$

DEVELOPMENT / PRODUCTION REVENUES	Original Budget	Revised Budget	Final Budget
Production revenues:			
Ticket sales <i>e.g. Public reading: 60 x \$15</i>	\$ 900.00	\$	\$
Co-production revenues	\$	\$	\$
Guaranteed fees and box office guarantees	\$	\$	\$
Subtotal	\$ 900.00	\$	\$
Other revenues:			
Program advertising	\$	\$	\$
Fundraising (corporations, individuals, foundations)	\$ 1,000.00	\$	\$
In-kind services	\$	\$	\$
Other (specify) <i>e.g. Contribution from the group</i>	\$ 500.00	\$	\$
Subtotal	\$ 1,500.00	\$	\$
Grants:			
Canada Council for the Arts	\$ 3,000.00	\$	\$
Province/ territory (specify operating or project) <i>e.g. Project</i>	\$ 2,800.00	\$	\$
Municipality/region (specify)	\$	\$	\$
Other (please list)	\$	\$	\$
Work employment program (for this project)	\$	\$	\$
Subtotal	\$ 5,800.00	\$	\$
TOTAL REVENUES	\$ 8,200.00	\$	\$
Project surplus/deficit (total revenues minus total expenses)	\$ 0.00	\$	\$
Accumulated surplus/deficit, if applicable	\$	\$	\$

PART E – DISSEMINATION DATA

All applicants must fill out the column marked **“Proposed Data.”** The figures provided under **“Proposed Data”** should refer only to the project for which Theatre Production Project Grant support is being requested. Incorporated companies that present ongoing seasons of activity should fill out the column marked **“Last Year,”** providing figures for the entire year of operation.

Should your application be successful, you will be asked to complete the **“Revised Data”** column before receiving payment. The **“Final Data”** column is to be completed and returned to the Canada Council once the project is over.

Last Year	DISSEMINATION DATA	Proposed Data	Revised Data	Final Data
	Development:			
	Number of public activities			
	Number of paid attendees			
	Capacity of performance venue			
	Number of community participants			
	Production:			
	Number of performances			
	Number of paid attendees			
	Average ticket price			
	Capacity of performance venue			
	Number of unionized actors			
	Number of non-unionized actors			
	Number of community participants			
	Average salary for actors			
	Length of season in weeks (if applicable)			
Season	Number of Canadian plays developed or produced (list titles below):	Number of performances	Presenting Space	

PART F – SUPPORT MATERIAL (OPTIONAL)

Please indicate the support material that you have included with your application:

- DVD
- CD
- Photographs
- Press clippings or promotional material
- Other (specify)

Note: You must explain how the support material you submitted relates to the proposed project. Peer assessment committee members need to know the context within which to view, listen to or read this material. Support material will be viewed at the discretion of the peer assessment committee. Only the audiovisual material will be returned to applicants. All other material submitted with applications will be kept on file by the Canada Council for the Arts.

PARTIE G – DESCRIPTION OF IMAGES AND VIDEO (OPTIONAL)

Label all support material with the applicant’s name, and number the items according to the listing below. If you submit a video sample, please note that it must not exceed a running time of five minutes. If more than a single video sample is essential to support your application, only a compilation disc not exceeding a running time of 10 minutes will be accepted.

Photos	Title	Date	Medium
01			
02			
03			
04			
05			
06			
08			
09			
10			

DVD 1	Title	Running time	Date	Format
Clip 1				
Clip 2				
DVD 2	Title	Running time	Date	Format
Clip 1				
Clip 2				

Other	Title	Date	Medium
1			
2			
3			
4			
5			
6			
7			

PART H – CHECKLIST

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

- Part A – Identification, Grant Requested and Declaration (with original signatures)
- Part B – Mandate and History of Company or Description of Ad Hoc Group
- Part C – Detailed Project Description
- Part D – Financial Information
- Part E – Dissemination Data
- Part F – Support Material (Optional)
- Part G – Description of images and videos (Optional)
- Part H – Checklist

Original material should not be sent, and the applicant is responsible for ensuring all support documentation is included. The Canada Council is not responsible for the loss or damage, whatever the cause, of support documentation.

NOTE: The peer assessment committee will view the support material at its discretion. Additional support material will be viewed if the committee requests to see it.

Applications will be considered incomplete and will be withdrawn from the competition if they do not include all the required material.

Please remember to:

- Keep a copy of your completed form.
- Submit your application, together with all required additional support material, by the deadline date.