



Canada Council Conseil des arts
for the Arts du Canada

INTER-ARTS OFFICE

Integrated Arts and Contemporary Circus Art Program for Artists

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

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

Deadline

1 May

If this date 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

Sue-Ellen Gerritsen

Program Officer

Inter-Arts Office

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

sue-ellen.gerritsen@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 4679

TTY: 1-866-585-5559

IAG8E 02-12



PROGRAM GUIDELINES

<p>Mandate of the Inter-Arts Office</p>	<p>The Inter-Arts Office is a specialized unit that fosters and supports creative diversity, vitality, recognition and continued excellence of integrated arts, contemporary circus arts and artist and community collaborative practices that are related to these arts (see the Definitions section).</p> <p>It achieves its mandate through the delivery of funding programs for professional artists, collectives or groups, and organizations. These programs work in complement with the other funding programs of the Canada Council for the Arts.</p> <p>In addition to its programs, the Inter-Arts Office seeks to share and generate knowledge and information about current and emerging artistic practices both within the Canada Council and with artistic communities.</p>
<p>Definitions</p>	<p>The following definitions apply to the determination of eligibility to this program and in the assessment of applications.</p> <p>Integrated arts is an approach to artistic practice that combines two or more artistic disciplines to create a new, unified and distinct form. The result is a hybrid in which no single form of art is dominant. While not defined by a particular aesthetic, integrated arts are often characterized by innovative combinations of artistic practices, genres, technology, cultural influences, social engagement and inclusion of diverse perspectives. They can also integrate fields outside of the arts in addition to the artistic disciplines involved.</p> <p>Contemporary circus art is a form of artistic expression that integrates the mastery of one or more circus techniques recognized and taught by professional circus art schools such as the National Circus School. The practice, discourse and works funded by the Inter-Arts Office are those that lead to the creative evolution of this art form and that use circus techniques in original and innovative artistic concepts.</p> <p>Artists and community collaboration is an arts process whereby professional artists and community members actively work together as creative partners in collaborative projects. Activities and projects are joint undertakings in which the process of collaborating is equally important to the art created, and where there is shared decision-making and ownership of project results.</p>
<p>Program Description</p>	<p>This program has three components:</p> <ul style="list-style-type: none"> • Research/Creation — This component allows for a period of independent research and creation at a key moment in your artistic practice—a time at which there is a shift or progress. • Production — This component supports production costs of one or more works. • Professional Development — This component supports the advancement of an artist’s career through professional development activities and (or) the growth of a professional network with partners.

<p>Program Objectives</p>	<p>This program seeks to:</p> <ul style="list-style-type: none"> • increase knowledge, promote and support diversity, plurality and (or) hybridity of practice as demonstrated in the body of work of an individual artist or that of a collaboration • support both contemporary and traditional work, and (or) the integration of contemporary and traditional work among artists of different disciplines and (or) cultural backgrounds • foster artistic excellence in works, processes, professional development and research methodology, while taking into account the local, regional and (or) cultural context.
<p>Eligibility of Applicant</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>To apply to the Canada Council for the Arts, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p>You must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> • has specialized training in the artistic field (not necessarily in academic institutions) • is recognized as a professional by his or her peers (artists working in the same artistic tradition) • is committed to devoting more time to artistic activity, if possible financially. <p>To meet the definition of a professional artist in the Integrated Arts and Contemporary Circus Art program you must also have:</p> <ul style="list-style-type: none"> • maintained an integrated arts or contemporary circus art practice for at least one year before the competition deadline • a minimum of one year of public presentation or publication in integrated arts or contemporary circus art. <p>Full-time undergraduate students at a school, college or university are not eligible to apply.</p> <p>If you are a graduate student, you are only eligible to apply if you meet the Canada Council’s definition of a professional artist and your proposed program of work is not related to your program of study. (You must include in your application a letter from the graduate student program director to verify this information.)</p>

<p>Eligibility of Project</p>	<p>Eligible activities</p> <p>To be eligible for funding from this program, the proposed activities must fall outside the framework of existing funding programs offered by the Canada Council’s Dance, Media Arts, Music, Theatre, Visual Arts, or Writing and Publishing sections.</p> <p>Research, creation, and (or) production and dissemination activities can take place in Canada or abroad. You can hire or work with non-Canadian artists or arts organizations. However, they cannot apply directly to the Canada Council.</p> <p>Applicants may apply to one or more components per deadline up to the maximum grant amount (\$25,000 for artists and \$30,000 for collaborations).</p> <p>Research/Creation</p> <p>In addition to activities like participating in artist residencies, apprenticing or mentoring, research/ creation activities can include the development of ideas and concepts, experimenting with new materials or working with specialists to build knowledge and skills.</p> <p>Production</p> <p>Production projects must have at least one confirmed public presentation of the work(s) in a professional or equivalent context to be eligible.</p> <p>Professional Development</p> <p>Eligible activities include the development of promotional tools such as websites, printed brochures, podcasting, art multiples and (or) related networking outreach.</p> <p>Safety and Ethical Considerations (for all components)</p> <p>Projects must meet all ethical and safety standards relevant to them and necessary for their completion at a professional level. Any project involving an activity with potential ethical or safety issues (for example, the inclusion of animals or artistic work that may pose a risk for injury or damage to either the applicant or other parties) will require documentation that proves all foreseeable risks have been considered. These documents, in the form of permissions, waivers, letters or other material, must be attached to your application as part of its support documents. Your proposal should address how such considerations will be managed.</p>
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<p>Grant Amount</p>	<p>Amount available</p> <p>The maximum grant amount that you can request from this program is \$25,000 for an individual artist and \$30,000 for collaborations.</p> <p>You are expected to determine the amount of your grant request based on your needs, the period of time required for the program of work and the budget guidelines provided below for each component. You might not be awarded the full grant amount requested.</p> <p>Eligible expenses</p> <p>Research/Creation</p> <p>This component typically covers costs associated with a period of independent research and creation.</p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> • subsistence, to a maximum of \$2,000 per month for each applicant • research-related costs • studio, workspace and material costs • travel costs related to eligible activities. <p>Production</p> <p>This component typically covers costs for production of new or remounted work. Production projects must be presented publicly, and self-presenting costs are eligible. Grants from this component are not intended to cover costs normally assumed by a presenting organization.</p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> • production, studio or workspace, and technical costs • material and small equipment costs • travel and shipping costs related to production of works • honoraria for applicant and co-applicants. <p>Professional Development</p> <p>This component typically covers costs related to career activities that advance the applicants' professional development.</p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> • subsistence, to a maximum of \$2,000 per month for each applicant • small equipment costs • technical and professional development services • shipping of works or materials related to the program of work • travel costs related to the program of work • salaries and fees for professionals.
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<p>Grant Amount (continued)</p>	<p>Ineligible expenses</p> <p>These grants cannot be used for projects that have already been completed or for expenses incurred before the program deadline.</p> <p>Capital costs and the cost of purchasing major equipment are not eligible for support under any component of this program.</p>
<p>Access Support</p>	<p>Applicants who are Deaf or have disabilities can apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible grant activities. The Canada Council may contribute toward the access-related expenses.</p> <p>Eligible expenses</p> <p>Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> • sign language interpretation • a personal attendant • a guide • rental of specialized equipment. <p>Ineligible expenses</p> <ul style="list-style-type: none"> • major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.) • services and supports for which an individual is already receiving funding • services and supports which are not directly tied to the activities supported by the grant. <p>Requests are reviewed on a case-by-case basis and are not shared with the peer assessment committee. Please contact the Program Officer if you have any questions about your request.</p>
<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible 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>Peer assessment committee recommendations are final.</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>Assessment criteria</p> <p>The committee’s decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p>

Assessment of Applications (continued)

The assessment criteria are listed below. The relative weight given to each of these criteria is indicated in parentheses.

Artistic merit (60 percent)

- Artistic merit of the proposed **activities**.
- Artistic merit of the proposed **process and strategies**.
- Artistic interest of the proposed **partnership collaborations**, where this applies.
- For programs of work involving **creative research**, the clarity and appropriateness of the methodology and the specific research questions to be addressed.

Impact (20 percent)

- Potential impact of the proposed activities on the **artistic development** of the artists and organizations involved.
- Potential impact on the **artistic milieu** and (or) arts communities.
- Potential impact on the **audiences and communities** for which the activities are intended. Also, where this applies, the extent of community outreach.
- Quality of **engagement** with an audience or audiences.
- Contribution to the **development and evolution** of integrated arts and (or) contemporary circus art practices.

Viability (20 percent)

- Strength of **commitment** of the applicant and all partners, and the clarity of the partners' roles, where this applies.
- Reasonable balance of **revenue sources**, considering the nature of the activities.
- **Balanced budget** (total expenses equal total revenues).
- **Scale and scope** of activities that are appropriate to the applicant's or applicants' abilities.

Assessment Criteria for Artists and Community Collaboration projects

When considering projects where artists and community collaboration is the main intent, the peer assessment committee will, in addition to the assessment criteria listed above, include the following assessment criteria:

- The merit of the proposed **collaborative process** (where clear and appropriate strategies and processes must be outlined to ensure a successful collaborative relationship).
- The **relevance** of the program of work or project for participating community members and for the artists involved. In particular, the relevance for youth, Aboriginal communities and culturally diverse communities.
- The **artistic merit** of the company or artists involved and their proven ability to carry out such a program of work, as demonstrated by their resources, expertise and past performance.
- The potential **public impact** of the program of work.

IMPORTANT INFORMATION FOR APPLICANTS

<p>Processing the Application</p>	<p>Acknowledgement of receipt</p> <p>The Canada Council 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>Response time</p> <p>You will be informed of the competition results, by mail, approximately four months after the application deadline. The Canada Council does not release results by telephone or email.</p> <p>Application preparation</p> <p>For examples of grants previously awarded by the Inter-Arts Office, consult the Searchable Grants Listing at www.canadacouncil.ca/grants/recipients.</p> <p>You are responsible for providing all required information to confirm your eligibility and the eligibility of your proposed activities. The Canada Council will make eligibility decisions based on the information you provide in this application and will not contact you for additional information. If your application is found to be ineligible, you will be sent a letter of explanation.</p> <ul style="list-style-type: none"> • The Canada Council will make decisions about your eligibility based on the information you provide in your application. • Submit only the material requested. Extra material will not be shown to the peer assessment committee. • Carefully choose the material you submit in support of your application as committee members have limited time in which to study each grant application. • Do not submit originals, support material will not be returned to you. The Canada Council is not responsible for the loss or damage of support material submitted. <p>Format and layout</p> <p>Where this applies, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format, 8½ x 11 inches) printed on one side. 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>
<p>Personal Information</p>	<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>Personal Information (continued)</p>	<p>For this program, the Canada Council for the Arts requests that you indicate your year of birth on the application form. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the peer assessors.</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>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note all the following conditions:</p> <ul style="list-style-type: none"> • You may not apply to this program for support of the same activities that appear in any other current request to the Canada Council or that have already been funded by the Canada Council. • If your application is unsuccessful in a program competition, you may resubmit your project only one more time to a competition for the same program. • All your overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant. • You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period. • You may apply for only one Canada Council grant to professional artists and one travel grant in any Canada Council fiscal year (1 April to 31 March). <p>Note: There is an exception to the condition that you can apply for only one grant to professional artists in any fiscal year. If you are an established professional artist who works in more than one discipline (for example, in both visual arts and music) and you meet the eligibility criteria as an established artist in both disciplines, you may apply to two different Canada Council grants to professional artists programs in one fiscal year. You must, however, accept or refuse the first grant that the Canada Council offers you (within two weeks of the date of the grant notification). If you accept the first grant offered, your other application will be withdrawn from competition.</p> <p>Each arts disciplines section has its own criteria regarding who is considered to be an established artist.</p> <p>Established artists (for the Inter-Arts Office) are artists who have at least 10 years of practice in a professional context, are at a mature stage in their career, have created an extensive independent body of work and have made a nationally and (or) internationally recognized contribution through public presentation of their work.</p> <p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Proof of unpaid leave</p> <p>If you work full time and are successful in obtaining a grant from this program, you must submit proof of unpaid sabbatical or other professional leave without pay. The Canada Council will not release the grant payment until it has received this document.</p>

<p>Grant Terms and Conditions (continued)</p>	<p>Grant payment</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.</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 installment.</p> <p>Tax status</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>Changes to proposed projects or programs of work</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 or program of work, you must notify the Canada Council immediately. Any changes to funded projects or programs of work (for example, changes in the budget, to key creative personnel, or to the start or end date) must be approved by the appropriate Program Officer before you carry them out.</p> <p>Expiry date of the grant</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>Acknowledgement of Canada Council for the Arts support</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>Final report</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>
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Integrated Arts and Contemporary Circus Art Program for Artists

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

IDENTIFICATION OF APPLICANT(S)

Name of applicant or lead applicant (please provide your **full** legal name): Mrs. Miss Ms. Mr.
Year of birth: _____

Last name

Permanent address:

Street address and apartment or suite number

City Province or territory Postal code

Telephone (residence) Telephone (business)

Fax Email

First and middle names

Mailing address, if different from permanent address:

Street address and apartment or suite number

City Province or territory Postal code

Telephone (residence) Telephone (business)

Fax Email

For collaborations, first co-applicant:

Mrs. Miss Ms. Mr.
Year of birth: _____

Last name

Permanent address:

Street address and apartment or suite number

City Province or territory Postal code

Telephone (residence) Telephone (business)

Fax Email

First and middle names

Mailing address, if different from permanent address:

Street address and apartment or suite number

City Province or territory Postal code

Telephone (residence) Telephone (business)

Fax Email

For collaborations, second co-applicant:

Mrs. Miss Ms. Mr.
Year of birth: _____

Last name

Permanent address:

Street address and apartment or suite number

City Province or territory Postal code

Telephone (residence) Telephone (business)

Fax Email

First and middle names

Mailing address, if different from permanent address:

Street address and apartment or suite number

City Province or territory Postal code

Telephone (residence) Telephone (business)

Fax Email

DECLARATION

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

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

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

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Canada Council grant to professional artists and one travel grant in any fiscal year (1 April to 31 March).
- I understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's decision.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Signature of applicant or lead applicant

Date

Signature of first co-applicant (if this applies)

Date

Signature of second co-applicant (if this applies)

Date

ORIGINAL SIGNATURES OF ALL APPLICANTS AND CO-APPLICANTS ARE REQUIRED.

ACCESS SUPPORT (if this applies)

Applicants who have disabilities may apply for additional funds to cover expenses for specific services and support 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: \$ _____



Integrated Arts and Contemporary Circus Art Program for Artists

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(S)	
Name of applicant or lead applicant (please provide your full legal name):	
_____	_____
Last name	First and middle names
_____	_____
City (permanent residence)	Province or territory
Check the box that indicates the length of your professional practice:	
<input type="checkbox"/> 1 to 7 years	<input type="checkbox"/> 8 to 14 years
<input type="checkbox"/> 15 years and over	
Name of first co-applicant (if this applies):	
_____	_____
Last name	First and middle names
_____	_____
City (permanent residence)	Province or territory
Name of second co-applicant (if this applies):	
_____	_____
Last name	First and middle names
_____	_____
City (permanent residence)	Province or territory

PART B – DESCRIPTION OF PROGRAM OF WORK

On separate sheets of paper, describe your planned project activities in **1,000 or fewer words** (a maximum of **1,500** words for collaborations). Use 8½ x 11 inch white paper, one side only, and single space your description. **Mark the total number of words at the end of your text. Any text that goes beyond the word limit will not be presented to the peer assessment committee.**

The assessment criteria described in the guidelines will be used to evaluate your project. When providing the information below, ensure that you are addressing these criteria.

For **Research/Creation**, write at least one paragraph on each of the following:

- your practice (previous and current work)
- the program of work you intend to undertake if you receive a grant
- the significance of your proposed program of work to the advancement of your artistic practice.

For **Production**, write at least one paragraph on each of the following:

- your practice (previous and current work)
- the program of work you intend to undertake if you receive a grant
- the significance of the required public presentation to the dissemination of your work
- the significance of the new work to the advancement of your career.

For **Professional Development**, write at least one paragraph on each of the following:

- your practice (previous and current work)
- the program of work you intend to undertake if you receive a grant
- the significance of the proposed activities to the advancement of your career
- the detailed plan that outlines your scheduled activities, meetings, key contacts, etc.

Safety and Ethical Considerations (for all components): Projects must meet all ethical and safety standards relevant to them and necessary for their completion at a professional level. Any project involving an activity with potential ethical or safety issues (for example, the inclusion of animals or artistic work that may pose a risk for injury or damage to either the applicant or other parties) will require documentation that proves all foreseeable risks have been considered. These documents, in the form of permissions, waivers, letters or other material, must be attached to your application as part of its Support Documents. Your proposal should address how such considerations will be managed.

PART C1 – FINANCIAL INFORMATION: GENERAL

Fill in the budget for your proposed project, using the appropriate page or pages (see pages 4 to 6) of this application form. **Ensure that you use the correct budget page or pages for the component or components you are applying to.**

Indicate the types of expenses for which you will use this grant and the total amount you are requesting. You must round your total budget request to the **nearest hundred dollars**. The completed budget must include all revenue sources and expenses for the project.

Leave blank any lines that do not apply to your project. Fill in only the column marked **“Original Budget.”** If your application is successful, you might be asked to complete the **“Revised Budget”** column before receiving payment. The **“Final Budget”** column will need to be completed and returned to the Canada Council, along with your final report, once the program of work has been completed. For this reason, be sure to keep a copy of the Financial Information: Budget pages.

Do not submit separate detailed budgets—they will not be presented to the peer assessment committee. For additional budget notes, please use the space provided at the end of each budget page you are completing.

PART C2 – FINANCIAL INFORMATION: BUDGET					
RESEARCH/CREATION			Original Budget	Revised Budget	Final Budget
The majority of costs must be for subsistence and research.			(estimate)	(if required)	(for final report)
Expenses					
Subsistence: For ____ months at \$_____ per month (to a maximum of \$2,000 per month for each applicant)			\$	\$	\$
Research/Creation (such as the following):					
Costs related to artist residencies			\$	\$	\$
Professional development and training costs (provide details)			\$	\$	\$
Studio or workspace rental, and small equipment costs (related to the program of work)			\$	\$	\$
Technical services and other related costs			\$	\$	\$
Other (provide details)			\$	\$	\$
Travel:			\$	\$	\$
Materials:			\$	\$	\$
Total expenses			\$	\$	\$
Revenues					
	Confirmed	Pending			
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 services (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$
Other (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$
Grant requested from the Canada Council for the Arts (the grant requested cannot be more than \$25,000 for an individual artist and \$30,000 for a collaboration)			\$	\$	\$
Total revenues			\$	\$	\$
Budget notes: Please ensure that your total expenses equal your total revenues.					

PART C2 – FINANCIAL INFORMATION: BUDGET (continued)			
PRODUCTION		Original Budget	Revised Budget
The majority of costs must be allocated to production.		(estimate)	(if required)
			Final Budget (for final report)
Expenses			
Production (such as the following):			
Studio or workspace rental, production and small equipment costs (related to the program of work)		\$	\$
Material costs		\$	\$
Technical services and other related costs		\$	\$
Costs for shipping works or materials (related to the program of work)		\$	\$
Salaries and fees to other professionals (provide details)		\$	\$
Other (provide details)		\$	\$
Travel:		\$	\$
Honoraria for applicant and co-applicants:		\$	\$
	Total expenses	\$	\$
Revenues			
	Confirmed	Pending	
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 services (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Grant requested from the Canada Council for the Arts (the grant requested cannot be more than \$25,000 for an individual artist and \$30,000 for a collaboration)			\$
	Total revenues	\$	\$
Budget notes: Please ensure that your total expenses equal your total revenues.			

PART C2 – FINANCIAL INFORMATION: BUDGET (continued)					
PROFESSIONAL DEVELOPMENT			Original Budget (estimate)	Revised Budget (if required)	Final Budget (for final report)
Expenses					
Subsistence: For ____ months at \$_____ per month (to a maximum of \$2,000 per month for each applicant)			\$	\$	\$
Travel:			\$	\$	\$
Professional Development (such as the following):					
Costs related to professional activities (provide details)			\$	\$	\$
Costs related to promotional tools (provide details)			\$	\$	\$
Technical services and other related costs			\$	\$	\$
Costs for shipping works or materials (related to the program of work)			\$	\$	\$
Salaries and fees to other professionals (provide details)			\$	\$	\$
Small equipment costs (related to the program of work)			\$	\$	\$
Other (provide details)			\$	\$	\$
Total expenses			\$	\$	\$
Revenues					
	Confirmed	Pending			
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 services (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$
Other (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$
Grant requested from the Canada Council for the Arts (the grant requested cannot be more than \$25,000 for an individual artist and \$30,000 for a collaboration)			\$	\$	\$
Total revenues			\$	\$	\$
Budget notes: Please ensure that your total expenses equal your total revenues.					

PART D1 – SUPPORT MATERIAL

In addition to the completed application form, you must provide the support material indicated below. The audiovisual support material will not be returned to you. Please submit only the material requested; other support material will not be accepted or shown to the peer assessment committee.

Curriculum Vitae or Resumé (maximum of three pages each)

Please include the following information for yourself (as applicant or lead applicant) and up to two co-applicants:

- professional training (educational background, mentors, workshops, etc.)
- public presentation history (including the dates, titles, names and places of presentation, whether solo or group presentations)
- bibliography of critical reviews of your work
- prizes, awards and other grants
- other activities related to your practice.

Audiovisual support material

Submit digital still images, a video and (or) an audio sample of your previous work on a CD, CD-ROM, DVD, videotape or audiotape.

- **15 digital still images** and/or **one five-minute video or audio.**
- If you do not submit digital images, you may submit **two five-minute video or audio clips.**

Complete Part D2 of the form, which requests details about the audiovisual material you are submitting (if this applies).

Note that your audiovisual material must comply with the Guidelines for Submitting Audiovisual Support Material (Part D3).

Additional required support material

- Include letters of confirmation from project partners (if this applies).
- If you are successful in obtaining a grant, you will need to submit proof of unpaid sabbatical leave or other professional leave without pay if you are working full-time and requesting subsistence costs.
- For projects that potentially require consideration of personal safety or ethics; include letters of permission, waivers, releases or other documents that address how potential risks will be managed.
- **Research/Creation** (for residencies only): Include a letter of confirmation and a profile of the host institution or residency.
- **Production:** Include a letter of confirmation of public presentation.
- **Professional Development:** Include a detailed work plan showing confirmed activities, such as professional meetings, public presentations or publications. Include a letter of confirmation of a professional engagement or meeting related to your program of work.

You must send all required support material in one package along with your completed application form. If your application does not include all required support material, it will be considered incomplete and will be withdrawn from the competition.

PART D2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL		
ITEM 1		
Title or Description		
Format:	Running Time:	Completion Date:
Applicant's Role		
How does this material relate to your application?		
Special instructions for viewing or playing, if any		
ITEM 2		
Title or Description		
Format:	Running Time:	Completion Date:
Applicant's Role		
How does this material relate to your application?		
Special instructions for viewing or playing, if any		
ITEM 3		
Title or Description		
Format:	Running Time:	Completion Date:
Applicant's Role		
How does this material relate to your application?		
Special instructions for viewing or playing, if any		

PART D3 – GUIDELINES FOR SUBMITTING AUDIOVISUAL SUPPORT MATERIAL

Important notice: If the digital 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.

Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

Videos must be submitted on one DVD, DVD-R or CD-R.

Video files must be:

- in .avi, .mov, .mpg, or .mpeg format

Audio files must be submitted on a CD or a CD-R.

Audio files must be:

- Uncompressed in .aif, .aiff, .wav format or
- Lossless (.flac, .m4a, .mp4) or
- Compressed (.mp3, .wma).

Digital images must be submitted on a CD or DVD, without folders.

Image files must be:

- PC-compatible
- in jpg file format
- a maximum of 1 MB file size
- a maximum resolution of 1024 x 768 pixels, and
- RGB or greyscale colour mode only (no CMYK).

File names must be in the following format:

01initialsyeartitle.jpg (image number, applicant's initials, year of the work, title of the work). Do not put any special characters, symbols, periods, quotation marks (such as # / - " &) or spaces in any file name.

PART E – CHECKLIST

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

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

- Identification of applicant(s)
- Declaration (original signatures are required)
- Access support (if this applies)
- Part A1 – Name and location of applicant(s)
- Part A2 – Description of grant request
- Part B – Description of program of work
- Part C2 – Financial information: Budget

Part D1 – Support material

- A **curriculum vitae or resumé (three pages maximum)** for the applicant or lead applicant and up to two co-applicants
- Fifteen digital still images and one five-minute video or audio clip**
- If you do not submit digital still images, **two five-minute video or audio clips (10 minute maximum viewing total)**

Additional required support material for Research/Creation activities (for residencies only):

- A letter of confirmation of the residency
- A profile of the host institution or residency

Additional required support material for Production

- A letter of confirmation of a public presentation

Additional required support material for Professional Development activities

- A detailed work plan showing confirmed activities
- A letter of confirmation of a professional engagement or meeting related to your program of work

Additional required support material for all components

- Other letters of confirmation from project partners (if this applies)
- Permissions, waivers, letters related to safety or ethical considerations (if this applies)
- If you are successful in obtaining a grant, proof of unpaid sabbatical leave or other professional leave without pay if you are working full-time and requesting subsistence costs.
- Part D2 – Detailed description of audiovisual support material

New this year

- Voluntary Self-Identification form (included after the Guidelines and Application Form). You are encouraged to fill out this voluntary self-identification information form to help the Canada Council identify whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The information that you provide will not be used to assess the eligibility or merit of your application.

Submit your application to:**Inter-Arts Office**

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



Voluntary Self-identification Form

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

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

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

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

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

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

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

Your voluntary self-identification information may be used to:

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

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

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

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

NAME: _____

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

Please complete this revised form even if you have provided self-identification information in the past. The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*.

To access, correct or revise your personal information, please provide a precise description of your personal information to the Access to Information and Privacy (ATIP) Coordinator:

ATIP Coordinator

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

debbie.stenson@canadacouncil.ca

Telephone: 1-800-263-5588 or 613-566-4414, ext. 4696

TTY: 1-866-585-5559

Fax: 613-566-4390

It will take you approximately 10 minutes to complete this form.

Name:

Last name

First name

Year of birth: _____

Place of residence:

City, town, hamlet, reserve or other place: _____

Province or territory: _____ Postal code: _____

Region:

Where **in Canada** do you consider to be your home? (This may be different from your current place of residence.)

Home city, town, hamlet, reserve or other place: _____

Home province or territory: _____

Gender:

Female

Male

Transgender

Other, please specify: _____

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

PROTECTED WHEN COMPLETED

NAME: _____

Citizenship:

Check a box if you identify as a:

- Canadian citizen
- Permanent resident (as defined by Citizenship and Immigration Canada)
- Other, please specify _____

Newcomer or immigrant:

Check the box below if you identify as a:

- Newcomer or immigrant to Canada

If you checked this box, please indicate the year you immigrated to Canada: _____

Official Languages:

What is your preferred official language?

- English
- French

First Language:

Check one or more of the boxes below indicating the language(s) you first learned and still understand:

- English
- French
- Inuktitut
- Other Aboriginal language (please specify): _____
- Sign language (please specify): _____
- Other languages (please specify): _____

Official-language minority communities:

These are groups of people that share a common language, English or French, distinct from the linguistic majority of the province or territory in which they live, as defined in Section 41 of the Official Languages Act.

Check one of the boxes below if you identify as a:

- Anglophone official-language minority
- Francophone official-language minority

Aboriginal/First Peoples of Canada:

Check one of the boxes below if you identify as:

- First Nations
- Métis
- Inuit

NAME: _____

Ethno-Cultural Origin:

Check only one of the boxes below if you identify as:

- Indigenous person from outside Canada (for example, Maori from New Zealand, Sami from Norway, Quechua from Peru) (please specify): _____
- Person of African, Asian, Middle Eastern, Latin American or mixed racial heritage—Mixed racial heritage means that your heritage includes at least one of the groups named here. (Note that the above corresponds to “**visible minority**,” as defined in the Employment Equity Act of Canada.) (Please specify): _____
- Other (please specify): _____

Disability:

Check the box below if you identify as a person with a disability.

- Please specify: _____

AGREEMENT TO PROVIDE PERSONAL INFORMATION

Consent to share information:

Please check one of the boxes below:

- I consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.
- I do not consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.

I have signed on the signature line below to confirm that I agree to the following:

- I have provided the personal information in this form with the understanding that it will be used only for the purposes stated in this form and that the Canada Council requires my written consent before it can use my personal information for any other purpose.
- The information I have provided is true and complete.

Name: _____

Signature: _____ Date: _____

If you complete this form by hand or on a typewriter, your original signature is required (not a photocopy). If you complete this form online, your email address will be accepted as your original signature.

CANADA COUNCIL USE ONLY—ATS contact: _____