



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## MUSIC SECTION

### Professional Orchestra Program: Project Funding

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, application assessment process and criteria, etc.
<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 as indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>checklist</b> (Part 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 February**

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, incomplete applications, or those submitted by fax or email.

### Further Information

**Daniel Swift**

Program Officer

Music Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

daniel.swift@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5248

TTY: 1-866-585-5559

MUG12bE 11-11



## PROGRAM GUIDELINES

<p><b>Mandate of the Music Section</b></p>	<p>The Music Section supports the on-going development of outstanding Canadian artistically driven music, created, performed, produced and disseminated by professional Canadian artists and arts organizations expressing Canadian cultural, creative and intellectual diversity for the benefit of the Canadian and international public.</p>
<p><b>Program Objectives</b></p>	<p><b>Statement</b></p> <p>Symphony and chamber orchestras have been part of the Canadian musical fabric for more than a century. Deeply rooted in their communities, these organizations provide Canadians with access to the enduring and large core of traditional classical music repertoire, to new works written by foreign and Canadian composers, as well as to musical compositions in a wide variety of genres using symphonic or chamber orchestra instrumentation.</p> <p>As musical resources centers in their local and regional communities, orchestras are of vital importance to the performance and study of classical music, and act as advocates for the arts. They provide performance opportunities and employment to established and emerging musicians, training and development for young artists, educational activities for learners of all ages, professional teachers for private or academic studies, and highly-skilled instrumentalists participating in musical endeavors of various local producers and presenters.</p> <p>While the Canadian orchestral scene runs the gamut from professional organizations to community, youth, school and volunteer-based orchestras, the Canada Council for the Arts supports the professional component of the orchestral field, which is uniquely positioned to provide expert musical resources and engaging performances to the Canadian public.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• To recognize and support artistic excellence and achievement in orchestral music.</li> <li>• To advance the creation, development and performance of Canadian works, while promoting the vitality of the international repertoire.</li> <li>• To foster the presence of Canadian creators and performers on the Canadian orchestral stage.</li> <li>• To encourage innovative education and outreach programs that attract and serve new audiences for orchestral music, including young audiences.</li> <li>• To foster mutual understanding, co-operation and collaboration among creators, performers, administrators, audiences of diverse cultural backgrounds, of other disciplines and of artistic forms in development.</li> <li>• To encourage the use of best management practices within the orchestra field.</li> <li>• To stimulate the Canadian public’s interest in, and appreciation of, orchestral music.</li> </ul>

<p><b>Program Description</b></p>	<p>This program supports the activities of Canadian professional orchestras in their community by contributing financial assistance through <b>Project Grants</b> or <b>Operating Grants</b>.</p> <p><b>Project Grants</b> assist with selected costs associated with a particular orchestral activity or event taking place in a defined and concentrated period of time, with a particular interest for initiatives involving Canadian creation, development of young audiences and outreach/dissemination. .</p> <p><b>Operating Grants</b> provide ongoing support to the overall activities and organizational structure of orchestras on a <b>multi-year</b> or <b>annual</b> basis.</p> <p><b>Note: The operating funding component of this program has its own guidelines and application form, which are available on the Canada Council’s website.</b></p>
<p><b>Eligibility</b></p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p><b>Eligible applicants</b></p> <p>To be eligible to apply for project funding, your organization <b>must meet all of the following requirements</b>. It must:</p> <ul style="list-style-type: none"> <li>• be a professional, non-profit Canadian orchestra</li> <li>• have a board of directors in place at the time of application</li> <li>• have completed at least two full years of professional activities</li> <li>• have a consistent core or membership of musicians and a demonstrated record of regular ongoing local concert activities (such as series of programs, subscription concerts)</li> <li>• receive support from other levels of government, the public or the private sector</li> <li>• engage professional artistic and administrative personnel</li> <li>• demonstrate a strong commitment to Canadian creation/repertoire as part of its ongoing annual programming.</li> </ul> <p><b>Note:</b> Organizations receiving operating grants from the Professional Orchestra Program may have limited access to project support as described in the project’s eligibility section of these Guidelines.</p> <p><b>Ineligible applicants</b></p> <p>This program does not fund applications presented by:</p> <ul style="list-style-type: none"> <li>• individuals</li> <li>• training programs</li> <li>• self-contained festivals</li> <li>• orchestras associated with a church or a religious community</li> <li>• orchestras associated with an academic institution.</li> </ul>

<p><b>Eligibility (continued)</b></p>	<p>Note: Music organizations such as opera or dance companies whose orchestral activities complement their core activities and who receive annual or multi-year support from another Canada Council for the Arts program are not eligible. Such organizations should include their orchestral activities in their application to the appropriate operating program.</p> <p><b>Project Eligibility</b></p> <p>Orchestras that receive multi-year operating support may apply <b>in mid-cycle</b> for a Project Funding grant, but only on a limited basis, to enable them to benefit from special initiatives or programming opportunities that are not normally part of the regular scope of their activities and that <b>were not and could not be foreseen</b> when their multi-year operating plans were submitted. This applies only if such initiatives or opportunities cannot be covered by the organization’s general operating revenues. The applicant must clearly demonstrate why the project and the circumstances leading to its proposal are exceptional.</p> <p>However, orchestras that receive operating support on an annual or multi-year basis can apply to any Professional Orchestra Program: Project Funding deadline for projects involving the production and presentation of <b>New Music Festivals</b>.</p> <p>In the case of co-produced events, only one application should be presented by a “lead-organization” representing the interests of the co-producers. The applicant should provide a clear description of the responsibilities and financial investment of all parties involved in the project.</p> <p><b>Ineligible projects and expenses</b></p> <p>This program does not fund:</p> <ul style="list-style-type: none"> <li>• projects involving market-driven forms of music and (or) music for which an established commercial support structure exists</li> <li>• an applicant’s administrative structure or overall activities</li> <li>• seasons of activities</li> <li>• touring</li> <li>• capital expenses</li> <li>• musical composition (see the Commissioning of Canadian Compositions Program)</li> <li>• recordings</li> <li>• books and articles</li> <li>• activities taking place before the application deadline.</li> </ul>
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<p><b>Grant Amount</b></p>	<p>Grants will be awarded based on a competitive process. A peer assessment committee will recommend funding priorities and establish the amount of the Canada Council’s <b>contribution</b> to the proposed activities of successful applicants.</p> <p>Project funding is available annually and each request is subject to peer assessment. Recurring support is not guaranteed every year.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>The Music Section will review applications for eligibility, based on the published eligibility criteria. A peer assessment committee will then evaluate all eligible applications.</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Members of peer assessment committees are specialists in the field and may be musicians, artistic and general directors, conductors, composers, administrators, outreach and education specialists, trustees or generalists with a broad knowledge of the orchestral art and milieu in Canada or internationally.</p> <p>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>When a large concentration of orchestras exists at the regional/metropolitan level, the peer assessment committee and the Music Section may recommend financial support only to the applicants that, in view of this concentration and with regard to the assessment criteria, prove to be the most competitive.</p> <p>All 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><b>Assessment Criteria</b></p> <p>The peer assessment committee will base its review of applications on the program’s objectives and the assessment criteria outlined in this section. These criteria are applied within a national competitive and comparative context and with consideration to each organization’s artistic mandate, geographic and artistic environment, and available resources.</p> <p>The assessment criteria are as follows:</p> <ul style="list-style-type: none"> <li>• The artistic quality of the applicant’s work, its innovative programming and the commitment to Canadian repertoire/creation demonstrated in its regular programming.</li> <li>• The merit of the proposed project, including how it contributes to: <ul style="list-style-type: none"> <li>– the development of the organization/applicant</li> <li>– the development of the art form</li> <li>– audience development, including the development of young audiences.</li> </ul> </li> <li>• The financial viability of the proposed project (as determined by the submitted budget information).</li> <li>• The ability of the applicant to carry out the project.</li> </ul>

## IMPORTANT INFORMATION FOR APPLICANTS

<b>Processing the Application</b>	<p><b>Acknowledgement of receipt</b></p> <p>The Canada Council will send you 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 the receipt indicates that the application has been received; it does not confirm that your application is eligible.</p> <p><b>Response time</b></p> <p>You will be informed of the competition results, by mail, approximately <b>four months</b> after the application deadline. The Canada Council does not release results by telephone or email.</p> <p>You can access the Searchable Grants Listing, a database of successful grant applicants, at <a href="http://www.canadacouncil.ca/grants/recipients">www.canadacouncil.ca/grants/recipients</a>. You can also contact the Canada Council, in writing, to request the list of peer assessors.</p> <p><b>Application preparation</b></p> <p>You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p><b>Format and layout</b></p> <p>Where this applies, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format, 8½ x 11 inches) printed on one side. Use a font size of 12 points or larger. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable, however. Colour printing on coloured sheets and (or) in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<b>Personal Information</b>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the <i>Privacy Act</i>. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p><b>Grant Terms and Conditions</b></p>	<p><b>Before you apply for a grant</b>, please note that any overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant.</p> <p><b>If your application is successful</b>, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p><b>Grant payment</b></p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form and after you have satisfied any conditions that are provided with your grant notification letter.</p> <p><b>Changes to proposed activities</b></p> <p>If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed activities, you must notify the Canada Council immediately. Any changes to funded activities must be approved by the Program Officer <b>before you carry them out</b>.</p> <p><b>Expiry date of the grant</b></p> <p>The grant funds will be available for your use 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 Program Officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p><b>Acknowledgement of Canada Council for the Arts support</b></p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p><b>Final report</b></p> <p>You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p>
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### Professional Orchestra Program: Project Funding

The information that you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT (please inform the Canada Council if your address changes)	
Name of applicant (legal name of organization): _____	Name of person completing this application (if same as applicant, please repeat here): _____
Permanent address of applicant: _____ Street address and apartment or suite number _____ City _____ Province or territory                      Postal code _____ Telephone                                      Fax _____ Email _____ Website	Mailing address (if different from permanent address of applicant): _____ Street address and apartment or suite number _____ City _____ Province or territory                      Postal code _____ Telephone                                      Fax _____ Email _____ Website

### DECLARATION

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

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

As an Artistic Director or General Manager/Administrative Director,

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets the eligibility criteria.
- I understand that the organization that I represent is not eligible to apply to this program until all of its overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of the program and agree to accept the Canada Council's decision.
- I am aware that the Canada Council 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 complete and accurate, to the best of my knowledge.

Name of Artistic Director or General Manager/Administrative Director: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AN ORIGINAL SIGNATURE IS REQUIRED.**



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### Professional Orchestra Program: Project Funding

- 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, and so on).
- If you are completing the form on a computer, use the following format.

#### PART A1 – NAME AND LOCATION OF APPLICANT

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

#### PART A2 – DESCRIPTION OF GRANT REQUEST

<b>Amount requested from this program:</b>  \$ _____	<b>Total cost of the project</b> (as indicated in Part C – Financial Information):  \$ _____
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**Have you applied to other Sections of the Canada Council for the Arts for support of this project?**  
 No    Yes   If so, please name the program to which you have applied.  
\_\_\_\_\_

**Project description:** (10 to 15 words) \_\_\_\_\_  
\_\_\_\_\_

**Are you applying for:**  
 Canadian creation/repertoire project  
 Outreach/dissemination project  
 Other (specify) \_\_\_\_\_

**When will the project take place?** \_\_\_\_\_  
\_\_\_\_\_

**Where will the project take place?** (indicate the hall's seating capacity, as well) \_\_\_\_\_  
\_\_\_\_\_

**PART A3 — PROFILE OF YOUR ORGANIZATION**

It is your responsibility to provide an up-to-date profile of your organization each time you apply to this program.

Please describe your organization, and the events or activities that have marked its development. Use a maximum of **1,000 words** (approximately **two pages**), on separate sheets and print on one side only of white, 8½ x 11 inch paper, in a font size of 12 points or larger.

Please address the points below:

**Factual Information**

- The artistic mission statement of your organization.
- A brief history (including date established, milestones and accomplishments).
- Other relevant information concerning ongoing activities such as training programs, touring activities, special initiatives, etc.

**Contextual Information**

- The particular place and role your organization occupies in your art form.
- The context in which you work. (How, for example, you see your organization within the ecology of your discipline in a regional, national and, if applicable, international context.
- Your organization's current commitment to Canadian music.

**PART B — PROJECT DESCRIPTION**

The description of the project should be directly related to the criteria against which the peer assessment committee will evaluate your application. The assessment criteria are listed below. 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.

While your response must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, we encourage you to be as concise and focused as possible. Please limit your responses to a **maximum of four pages** in total for this section.

To facilitate processing, print on one side only of white, 8½ x 11 inch paper, with a type size of 12 points or larger.

**Assessment criteria**

- The artistic quality of the applicant's work, its innovative programming and the commitment to Canadian repertoire/creation demonstrated in its regular programming.
- The merit of the proposed project, including how it contributes to:
  - the development of the organization/applicant
  - the development of the art form
  - audience development, including the development of young audiences.
- The financial viability of the proposed project (as determined by the submitted budget information).
- The ability of the applicant to carry out the project.

**Please note that the Canada Council's project funding contributions are directed towards specific artistic, production and promotional costs and may not be used to support the applicant's organizational structure and overall activities. Seasons of activities are not eligible.**

<b>PART C1 — FINANCIAL INFORMATION: PROJECT BUDGET (FOR ORGANIZATIONS THAT DO NOT RECEIVE OPERATING FUNDING FROM THE CANADA COUNCIL)</b>		
<b>EXPENSES</b>	<b>Program or Event</b>	<b>Percentage of the project's overall budget</b>
<b>Artistic:</b>		
Guest artists (conductors and soloists)	\$	
Full-season contract musicians	\$	
Per-service contract musicians and extra musicians	\$	
Other artistic expenses ( <b>specify</b> )	\$	
<b>Concert Production:</b>		
Stage crew	\$	
Equipment and instrument rental	\$	
Performing rights	\$	
Other ( <b>specify</b> )	\$	
<b>Hall:</b>		
Hall rental	\$	
Other hall-related expenses to produce an event	\$	
<b>Marketing/Publicity/Promotion/Administration:</b>		
Advertising, publicist, promotion	\$	
Event program	\$	
Administration	\$	
<b>Total Expenses</b>	<b>\$</b>	
<b>REVENUES (anticipated)</b>		
Ticket sales, including passes	\$	
Broadcasting and recording fees	\$	
Corporate donations/sponsorships	\$	
Performance fees (for co-production and presenter-produced concerts)	\$	
Donations (individuals, foundations, trusts, etc.)	\$	
Federal grants (other than Canada Council) Confirmed <input type="checkbox"/> Pending <input type="checkbox"/>	\$	
Provincial/territorial grants Confirmed <input type="checkbox"/> Pending <input type="checkbox"/>	\$	
Municipal grants Confirmed <input type="checkbox"/> Pending <input type="checkbox"/>	\$	
Contribution from the orchestra's own operating budget	\$	
Other ( <b>specify</b> )	\$	
<b>Total Revenues</b>	<b>\$</b>	
<b>Surplus (Deficit)</b>	<b>\$</b>	
<b>Amount requested from the Canada Council for the Arts</b>	<b>\$</b>	

<b>PART C 2— FINANCIAL INFORMATION: PROJECT BUDGET (FOR ORGANIZATIONS ALREADY RECEIVING OPERATING FUNDING FROM THE CANADA COUNCIL FOR)</b>			
<b>EXPENSES</b>	<b>(a) Program or Event Total budget</b>	<b>(b) Program or Event Eligible costs only **</b>	<b>(a) as % of overall-budget</b>
<b>Artistic:</b>			
Guest artists (conductors and soloists) *	\$	\$	
Full-season contract musicians *	\$		
Per-service contract musicians and extra musicians	\$	\$	
Other artistic expenses ( <b>specify</b> )	\$	\$	
<b>Concert Production:</b>			
Stage crew	\$	\$	
Equipment and instrument rental	\$	\$	
Performing rights	\$	\$	
Other ( <b>specify</b> )	\$	\$	
<b>Hall:</b>			
Hall rental	\$	\$	
Other hall-related expenses to produce an event	\$	\$	
<b>Marketing/Publicity/Promotion/Administration:</b>			
Advertising, publicist, promotion	\$	\$	
Event program	\$	\$	
Administration	\$	\$	
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>	
<b>REVENUES (anticipated)</b>			
Ticket sales, including passes	\$		
Broadcasting and recording fees	\$		
Corporate donations/sponsorships	\$		
Performance fees (for co-production and presenter-produced concerts)	\$		
Donations (individuals, foundations, trusts, etc.)	\$		
Federal grants (other than Canada Council) Confirmed <input type="checkbox"/> Pending <input type="checkbox"/>	\$		
Provincial/territorial grants - Confirmed <input type="checkbox"/> Pending <input type="checkbox"/>	\$		
Municipal grants - Confirmed <input type="checkbox"/> Pending <input type="checkbox"/>	\$		
Contribution from the orchestra's operating budget	\$		
Other ( <b>specify</b> )	\$		
<b>Total Revenues</b>	<b>\$</b>		
<b>Surplus (Deficit)</b>	<b>\$</b>		
<b>Amount requested from the Canada Council</b>			

\* If the project is taking place as part of the orchestra's regular season (included in the musicians guaranteed number of services agreement, or in standard subscription series), the fees for conductors and musicians under full-season contracts are **not eligible**.

\*\* If the project is taking place as part of the orchestra's regular season, you should include in column (b) only the portion of other **eligible** costs (such as concert production, hall, etc.) that exceeds the organization's standard operating expenses under these budget categories.

**PART D1 — SUPPORT MATERIAL**

You must include with your application:

- A list of Canadian performers, conductors and composers participating in the project, if applicable.
- One copy of the orchestra's brochures, outlining Canadian content (repertoire, guest artists, etc.) for the current and past seasons (2011-12 and 2010-11).
- Media reviews and brochures related to the orchestra's past performance (**maximum of three documents**).
- A maximum of two recordings of **recent** performances by the orchestra (recordings of live performances are preferable to commercially released CDs). **If possible, send this material on one clearly indexed CD, CD-R or DVD.**

**The peer assessment committee has limited time available to review applications. It is therefore in your best interest to present well-organized and clearly labeled material and to indicate the preferred listening/ viewing order of the two samples. You are also welcome to add additional cues within your audio/ video material and to specify which part(s) of each sample the peer assessment committee should start with.**

Do not submit originals. The Canada Council is not responsible for the loss or damage of support material.

Audio and visual support material will be returned to you. Paper support material, including brochures and press reviews, will be retained in your Canada Council file.

**PART D2 – DESCRIPTION OF SUBMITTED AUDIO OR VIDEO SUPPORT MATERIAL**

Please send a **maximum of two recordings** of recent performances on one clearly indexed CD, CD-R or DVD. It is your responsibility to ensure the proper functioning (playability) of all audio or video support material submitted to the Canada Council. Clearly label your support material with the applicant’s name and complete the following.

**Item 1**

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

Composer: \_\_\_\_\_

Performers:  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Track number: \_\_\_\_\_ Time indicator: from \_\_\_\_\_ to \_\_\_\_\_  CD  CD-R  DVD  
 Cued:  Yes  No

**Item 2**

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

Composer: \_\_\_\_\_

Performers:  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Track number: \_\_\_\_\_ Time indicator: from \_\_\_\_\_ to \_\_\_\_\_  CD  CD-R  DVD  
 Cued:  Yes  No

**PART E – CHECKLIST**

Please check the boxes below to confirm that you have submitted all relevant parts of the application form and 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
- Declaration (original signatures are required)
- Part A1 – Name and location of applicant
- Part A2 – Description of grant request
- Part A3– Profile of your organization (maximum of **1,000 words**)
- Part B – Project description (maximum of **4 pages**)
- Part C1 – Financial information: Project budget (for organizations that do not receive operating funding)
- Part C2 – Financial information: Project budget (for organizations already receiving operating funding)
- Part D1 – Support material
  - A list of Canadian performers, conductors and composers, if applicable
  - Orchestra's brochures for the current and past seasons
  - Media reviews and brochures (**maximum of three documents**)
  - Two recordings of recent performances by your orchestra
- Part D2 – Description of submitted audio or video support material

Send your application to:

**Music Section**

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