



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

DANCE SECTION

Dance on Screen Production Fund

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, 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 as indicated below.
Step 3	Complete all sections of the attached application form , and 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

15 October

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

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

Further Information

Louise Gagné

Program Officer

Dance Section

Canada Council for the Arts

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DAG12E 06-11



PROGRAM GUIDELINES

<p>Program Objectives</p>	<p>The Canada Council for the Arts recognizes the valuable role that media play in broadening access to and raising awareness of dance.</p> <p>The Dance on Screen Production Fund aims to:</p> <ul style="list-style-type: none"> • support creative excellence in screen-based dance work • encourage all approaches that will enhance the evolution of the language of dance in combination with the media, whether traditional or new • broaden public access to dance • strengthen existing public support for dance and encourage new audiences, and • reinforce a production and distribution network for screen-based dance work to increase the visibility of Canadian professional dance, nationally and internationally.
<p>Program Description</p>	<p>This program supports the production and dissemination of Canadian professional screen-based dance work on film or video. These works must have the potential to reach broad audiences, in all regions, on the large or small screen. This is why, unlike programs delivered by the Media Arts Section, distribution plans, broadcast licences or agreements are eligibility criteria for funding. The Dance on Screen Production Fund offers two support components:</p> <ul style="list-style-type: none"> • Development Grant, and • Production Grant.
<p>Eligibility of Applicants</p>	<p>The Dance on Screen Production Fund is mainly broadcast driven, and may be delivered in association with convergent media. The lead applicants can be Canadian dance or media artists, choreographers, independent directors, producers or production companies. A producer or production company must be either the lead applicant or the co-applicant. The lead applicant will be considered responsible for the project. If the lead applicant is a dance company, it must show that it has the infrastructure necessary to complete the project, list its previous achievements as a producer of works for the screen, and present a confirmed distribution plan, as well as a broadcasting agreement. Also, if a dance company is involved in more than one project submitted in the same application, it must demonstrate its ability to meet all of the deadlines that the lead applicant has proposed.</p> <p>The program is open to emerging, mid-career and established professionals. All members of the production team must be professionals in their fields, and a preponderance of the cast members must be paid professionals.</p> <p>Production companies must be Canadian owned. At least some cast members must be Canadian citizens or permanent residents of Canada. In special cases, productions with only a sole international broadcaster will be considered, but the project must involve Canadian dance artists. These artists must be clearly identified in the application.</p>

<p>Eligibility of Applicants (continued)</p>	<p>Arts organizations and broadcasters may initiate projects on the condition that a production company, whether independent or not, and a choreographer are participants in the project.</p> <p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p>
<p>Eligibility of Projects</p>	<p>Production companies may apply for two different projects if the funding for both projects has been confirmed in writing and there is no connection between the two. However, a production company may submit only one such application in any fiscal year.</p> <p>Development Grant</p> <p>This component assists the development on film, video or DVD of original Canadian dance-based works that have the potential to reach a broad audience. Note that applicants must have initiated or established a working relationship with a production team before applying. Possible collaborators include directors, producers, dance artists, new media developers, distributors, technicians and engineers.</p> <p>The application must clearly identify the choreographer, the director or media collaborator, and the producer. The application must include a clear description of the work to be developed, as well as a synopsis of the treatment proposed, and a letter of interest from the broadcaster.</p> <p>Examples of development activities include:</p> <ul style="list-style-type: none"> • travel to see the dance company perform on stage (if relevant) • preliminary research on the work to be filmed • advance discussions among the production team, and • meetings with additional partners leading to a finance plan, a detailed production budget, and distribution agreements or a distribution plan. <p>Production Grant</p> <p>This component assists the production of original Canadian dance and media works, as well as the effective distribution of the works. Therefore, applications must include detailed distribution plans and signed letters of agreement, indicating the funds invested.</p> <p>A temporary measure has been introduced, however, to serve until the program has undergone in-depth revision. The measure takes account of the fact that the broadcasting context has changed a great deal since the program was created in 2002 and that it is now more difficult to obtain a license, especially in view of the fact that the program deadline date is October 15.</p> <p>This temporary measure means that every application submitted by the October 15, 2011, deadline that does not include the required documents (plans and signed letters of agreement) will now be accepted. However, the peer assessment committee may give these applications a lower priority level. It is also important to note that the documents confirming the broadcast agreement (including the amount obtained) must be sent to us by mail and postmarked on or before January 3, 2012, or the application will not be assessed. Late documents will not be accepted.</p>

Eligibility of Projects (continued)

Applicants applying for production grants without having previously received development grants for the same projects must present projects that are fully developed and ready to go into production. Applicants for Production Grants must have committed funding for at least 10 percent of the total budget. Production partnerships, along with the financial resources to complete the projects, must be confirmed before the Canada Council will release funding.

Applicants may apply for development and production grants simultaneously; a detailed work timetable demonstrating the ability to complete the project must be submitted for each grant. **The application must include a detailed budget specific to each component.** In addition, applicants must indicate why they need the grant amounts from both components for the same period of time. Production partnerships, along with the financial resources to complete the projects, must be confirmed before the Canada Council will release funding.

Eligible productions

Eligible productions include:

- Original media-based dance work: film, video, or DVD only. Internet broadcast (webcast) is only considered a complementary activity to these, and all associated costs must be clearly explained in the budget.
- Original works choreographed for camera.

Ineligible Productions

Ineligible productions include:

- documentaries
- media-based work that is incorporated into a live performance and other unedited documentation
- promotional videos, videoclips, DVDs or websites
- student or training projects
- public service announcements
- industrial or corporate projects
- digital notation as a teaching tool
- documentation of existing work for archival, preservation, promotional or teaching purposes
- transfer of work from one format to another, or digitizing, and
- requests for only post-production processes that have no creative element, such as blow-up processes or subtitling.

<p>Grant Amount</p>	<p>Applicants may request the following amounts:</p> <ul style="list-style-type: none"> • Development Grant: a maximum of \$5,000 • Production Grant: a maximum of \$50,000. <p>Eligible expenses</p> <p>Typical eligible costs include:</p> <ul style="list-style-type: none"> • equipment and space rental costs • artistic, professional or other fees and honoraria • travel expenses • production costs • payment for technical services, materials and processing, and • contingency funds (up to 10 percent of the amount of grant requested). <p>Ineligible expenses</p> <p>These grants cannot be used for expenses that occurred before this program’s deadline date, or for equipment purchases and capital costs.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Applications are assessed by a national dance peer assessment committee, which includes experts in film, video, and, occasionally, new media. Committee members are also selected with consideration to fair representation of artistic practices, 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 decisions for this program are final recommendations. Where requests for Development and Production Grants are combined in one application, the committee may recommend that the Canada Council support only one of the two components. As well, the committee may recommend a Development Grant for a project that was submitted for a Production Grant if it felt that this would serve the project better. In such a case, the applicant must contact the program officer after receiving the letter of notification.</p> <p>Assessment Criteria</p> <p>Proposals are assessed against the following criteria:</p> <ul style="list-style-type: none"> • the artistic merit of the proposed project • the project’s contribution to the evolution of the language of dance in combination with the media, whether traditional or new • the ability of the production to meet the program objective of broad distribution and(or) reaching a new audience • the applicant’s or collaborator’s technical and production skills • the applicant’s ability to carry out the project, as demonstrated by his or her record of success in media-based dance work or by the experience of the production team

Assessment of Applications (continued)	<ul style="list-style-type: none">• a detailed budget for each of the two components, if this applies, that provides realistic justification of expenses with respect to the scope of the project, and that specifies the amounts paid to dance artists• the public impact of the project• the distribution plan, including the names of the distribution partners and explaining the choice of these partners, or details of the agreements signed as well as the broadcasting partners, if applicable, and• the sources of investment, with details of amounts invested by each partner.
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IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application	<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>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.</p> <p>Application Preparation</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>It is important to inform the Canada Council for the Arts of any change of address.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>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>
Personal Information	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note the following condition:</p> <ul style="list-style-type: none"> • 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. <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>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, and written confirmation that your production will also be funded from other sources.</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 activity 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 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>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 and Financial Accounting</p> <p>The Canada Council cannot close your grant file until it has received a satisfactory final report and financial accounting from you. These reports are due no later than three months after the end of the grant period. You cannot apply for future Canada Council grant programs until all overdue final reports are submitted.</p> <p>You must return any unused funds to the Canada Council.</p>
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Dance on Screen Production Fund

The information 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.)

Lead applicants can be Canadian dance or media artists, choreographers, independent directors, producers or production companies. A producer or production company **must** be either the lead applicant or the co-applicant. The lead applicant will be considered responsible for the project.

Name of lead applicant:	Name of co-applicant (if applicable):
Mailing address:	Mailing address:
Street address and apartment or suite number	Street address and apartment or suite number
City	City
Province/territory	Postal code
Province/territory	Postal code
Telephone	Fax
Telephone	Fax
Email	Email

DECLARATION

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

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:

- 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, as does the organization I represent.
- I accept the conditions of this program and I agree to accept the Canada Council's decision.
- 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 am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Signature of lead applicant: _____ Date: _____

Signature of co-applicant: _____ Date: _____

ORIGINAL SIGNATURES ARE REQUIRED

PART B1 – PROJECT DESCRIPTION

Please provide the following information on the project, including a list of the performers and creative artists involved.

Title of the work:

Length of the work:

Work will be ready by this date:

Work will be delivered to broadcaster by this date:

List of the Dancers (and Musicians, if applicable)

List of the Creative Artists

Choreographer	
Composer	
Director	
Producer	
Others (specify)	

Please include the following with your application :

- description of the project and its evolution (origin, nature and objective of the collaboration between the director and the choreographer)
- work plan calendar
- artistic statement written by the **choreographer** (not by the administrator of the company)
- artistic statement written by the **director**
- synopsis (for production projects), and the visual treatment proposed by the director (**note:** your request must demonstrate the links between the choreography, the script and the visual treatment.), and
- production calendar (for production projects), including time for rehearsal with the dance artists.

Directly relate the description of the project to the criteria that the peer assessment committee will use to evaluate your application (these are listed in the guidelines). The decision to award a grant will be based on the merit of your proposal compared with all others received in this national competition, and on the funds available.

While your responses 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.

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

PART B2 – DOCUMENTS RELATED TO BROADCASTING AND DISTRIBUTION

Please include the detailed distribution plan, including the names of distribution partners and/or details of agreements, as well as the broadcasters involved in distribution, if applicable. Explain why these partners have been chosen.

Describe the networking distribution plan foreseen and provide a list of contacts that have been made. If alternative media are part of the distribution plan, explain why they have been chosen and their relevance.

For **development** projects, please include letters **of intent** from the distributors and letters of interest from broadcasters (at least one letter is required). For **production** projects, include telebroadcast **agreements** indicating the amounts invested (letters confirming the agreements, rather than letters of interest).

If the dissemination plans include only festival screenings, you must submit a **letter of interest** from at least one festival. Emails are not accepted and this document must be included with the application.

PART C1 – FINANCIAL INFORMATION

Budgets should indicate all expenses and all sources of revenue. Grants cover only expenses incurred after the application deadline, and they may not be used to purchase equipment or offset capital costs.

If you are seeking funds to complete a work, please submit a complete budget that includes a breakdown of costs incurred to date, as well as the projected expenses that you are seeking to fund. Include a revenue statement for expenses that have already occurred, along with a projection of anticipated revenues.

The budget summary provided in this application form lists the information required. You may submit the budget that you provided to other funding sources (maximum of 20 pages). It is preferable to fill out the budget summary pages provided, **or** you may provide your own budget document. **Do not do both.** If you use your own budget, be sure to include all of the budget categories listed below that are applicable to your project.

An important factor in the assessment of your application is how clear and reasonable your budget is.

EXPENSES (refer to page 5 of the guidelines for details on eligible expenses)

Cast or performers: Provide names, roles and rates of pay. The Canada Council for the Arts encourages grant recipients to pay reasonable fees to cast and crew. Specify the amounts paid to dance artists (number of hours and hourly rates).

Production crew: Provide names, roles and rates of pay. If a crew member's fees include the cost of providing his or her own equipment, please indicate this.

Production equipment rental: List the equipment being rented (camera, lighting, grip, sound, etc.).

Studio or other facilities rental: Describe the production facilities being rented.

Travel: Include only the direct costs of travel related to production (ground transportation and airfare at economy rates or less).

Production materials and supplies: Include the costs of raw stock, video/audio tape, art/construction supplies, costumes, etc.

Lab: For film, include the costs of processing the original, workprint, sound transfer, etc.

PART C1 – FINANCIAL INFORMATION (cont'd)

Post-production personnel: Provide names (if available), duties and rates of pay.

Editing: For film, include the costs of mixing/dubbing, optical transfer, titles, optical printing, the negative cut, the answer print, the release print and all other costs. For video, include the costs of the off-line edit, materials, final edit (on-line), special effects, computer graphics and all other costs.

Post-production materials and supplies: Include the costs of videotape, audio tape and other supplies.

Sound: Include the costs of studio/equipment rental, recording (narration/voice-over, etc.), foley recording, the audio mix, mastering and other costs.

Music: Include the costs of rights and recording costs. Provide names (if available) of the soundtrack composer and other musicians.

Contingency: You may add a small percentage to your budget (normally 5 to 10 percent) as a contingency to cover possible unforeseen or emergency costs.

REVENUES**Other sources of funding:**

- List your other sources of funding (such as Telefilm Canada, broadcast licences, national and/or international partnerships, and collaborations).
- State the names of all funding programs you applied to.
- Indicate the amounts that are confirmed, as well as the amounts that are pending confirmation.

All confirmed financing must be supported by documentation (contracts, letters of intent, letters of investment, grant announcements, etc.).

Donations: Put a value on all materials and services being donated to your project. For example, some crew members may donate services, or you may receive donations of materials or supplies.

Deferrals: Put a value on any deferrals you are receiving for this production. (A deferral occurs when a cast or crew member agrees to have all or part of his or her fees paid when and if the production makes a profit.)

PART C2 – BUDGET	
PROJECT BUDGET: DEVELOPMENT COMPONENT	
EXPENSES (provide details on each item on a separate sheet)	Amount
Fees/Honoraria Specify amount paid (\$) to dancers and/or to the choreographer involved, as well as the number of performers () and the amount paid by hour (\$) to the choreographer	\$
Travel	\$
Creative development costs	\$
Pre-production costs	\$
Other costs (itemize)	\$
Total costs	\$
REVENUES (provide details on each revenue and the amount)	
Amount requested from the Development Grant component	\$
Other sources of revenue	\$
Total revenues	\$

Note:

If you are applying for funding under the two components, it is important to submit a budget for each component, and not an overall budget.

Please provide a detailed budget for the Development Grant component and **indicate the remaining work to be done.**

NAME OF APPLICANT:

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PART C2 – BUDGET (cont'd)	
PROJECT BUDGET: PRODUCTION COMPONENT	
PRE-PRODUCTION EXPENSES (A)	Amount
Story rights	\$
Scenario	\$
Other pre-production costs (itemize)	\$
Subtotal (A) pre-production	\$
PRODUCTION (B)	
Director	\$
Choreographer	\$
Composer	\$
Performing artists' fees: (specify amounts paid (\$) to () number of dance artists)	\$
Performing artists: specify amount paid by hour (\$)	
Producer	\$
Production staff	\$
Production crew and labour	\$
Design personnel	\$
Construction labour	\$
Set-dressing labour	\$
Wardrobe labour	\$
Makeup/hair labour	\$
Camera labour	\$
Electrical labour	\$
Grip labour	\$
Production sound labour	\$
Production office expenses	\$
Studio expenses	\$
Site expenses	\$
Unit expenses	\$
Transportation	\$
Construction materials	\$
Set dressing	\$
Props	\$
Animals	\$
Wardrobe supplies	\$
Makeup/hair supplies	\$
Camera equipment	\$
Electrical equipment	\$

NAME OF APPLICANT:

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PART C2 – BUDGET (cont'd)	
PRODUCTION (B) (cont'd)	Amount
Grip equipment	\$
Sound equipment	\$
Production laboratory	\$
Subtotal (B) production	\$
POST-PRODUCTION (C)	
Editing personnel	\$
Post-production video (picture)	\$
Post-production sound	\$
Music	\$
Other post-production (itemize)	\$
Subtotal (C) post-production	\$
Total production and post-production (B) + (C)	\$
GENERAL EXPENSES (D)	
Unit publicity	\$
General expenses	\$
Indirect costs	\$
Subtotal (D) general expenses	\$
TOTAL (A) + (B) + (C) + (D)	\$
Contingency (up to 10 percent of the amount of grant requested)	\$
GRAND TOTAL	\$
REVENUES (anticipated)	
Other grants (indicate the amount and the program)	\$
Other sources of funding (indicate which funding is confirmed, and attach documentation confirming the funding)	\$
Cash donations/sponsorships	\$
In-kind donations	\$
Deferrals	\$
Other (specify)	\$
	\$
Total Revenues	\$
Surplus (Deficit)	\$
Amount requested from the Production Grant component	\$

PART D1 – AUDIOVISUAL SUPPORT MATERIAL

You must submit audiovisual support material with your application, postmarked no later than the deadline date. Please identify clearly all your support material (title, duration, etc.)

This audiovisual material must demonstrate your ability to work in dance-based media work, and must show the members of the peer assessment committee your particular approach to creating dance on the screen. This may include your previous professional productions, student productions, work produced in workshops, or work produced in collaboration with other artists. Please include a video of the choreographic work to be filmed, or any other video illustrating the work of the dance company or of the choreographer involved with the project.

ONLY AUDIOVISUAL MATERIAL WILL BE RETURNED TO YOU. All other material submitted with your application (copies of scripts, storyboards, etc.) will be kept on file by the Canada Council for the Arts.

Send **complete** works, cued to the sections you want viewed. **Do not send** excerpts or demo reels. Peer assessment committee members must be able to see a work in its entirety if they so choose.

Please send a **maximum of three items**:

- **videotapes**, one piece per cassette, on ½ in. cassettes (VHS) cued
- **DVDs, Blu-Ray**

If you are applying for support of a project that is radically different from your previous work, include a sample or test of the kind of work you intend to undertake with the grant.

Do not send audiovisual support material for crew members or others who are not co-applicants and co-creators for the proposed project.

Due to time limitations, the peer assessment committee may be able to view or listen to only a portion of each item you submit.

Complete the description of audiovisual support material that follows. Clearly label your support material with the same information. If your support material is not well identified or incomplete, this may disadvantage the evaluation of your application.

PART D2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL SUBMITTED

Please provide the information requested below, and attach a list of all audiovisual items submitted in support of your application. Clearly identify your support materials, and place them in the order that you wish them to be viewed. Indicate the title, the duration and the distribution (name of the performers and choreographer).

Send a **maximum of three items**: video tapes (**one piece per cassette**, cued); audio tapes (**one piece per cassette**, tapes ready to play); DVDs (with instructions, if applicable.)

Note: The applicant is responsible to check the support material submitted.

ITEM 1

Original Format: VHS DVD CD Audio tape (check one medium)

Video Standard: NTSC PAL (check one)

Title of the work	Completion Date (month/year)	Applicant's name and credit on support material	Applicant's role in this grant application (choreographer, dancer)

Running Time and Cue:

Total Length: _____ If necessary, mark the time: from _____ to _____

Names of the dancers and of the choreographer for this work:

Please explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

As time is limited, it is possible that support material will not be presented in its entirety to the peer assessment committee. **For each work**, identify the segments that you consider priorities.

PART D2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL SUBMITTED
(continued)

ITEM 2

Original Format: VHS DVD CD Audio tape (check one medium)

Video Standard: NTSC PAL (check one)

Title of the work	Completion Date (month/year)	Applicant's name and credit on support material	Applicant's role in this grant application (choreographer, dancer)

Running Time and Cue:

Total Length: _____ If necessary, mark the time: from _____ to _____

Names of the dancers and of the choreographer for this work:

Please explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

As time is limited, it is possible that support material will not be presented in its entirety to the peer assessment committee. **For each work**, identify the segments that you consider priorities.

PART D2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL SUBMITTED
(continued)

ITEM 3

Original Format: VHS DVD CD Audio tape (check one medium)

Video Standard: NTSC PAL (check one)

Title of the work	Completion Date (month/year)	Applicant's name and credit on support material	Applicant's role in this grant application (choreographer, dancer)

Running Time and Cue:

Total Length: _____ If necessary, mark the time: from _____ to _____

Names of the dancers and of the choreographer for this work:

Please explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

As time is limited, it is possible that support material will not be presented in its entirety to the peer assessment committee. **For each work**, identify the segments that you consider priorities.

PART D3 – LIST OF SUPPORT DOCUMENTS SUBMITTED

List the people or organizations whose **letters of agreement** you have attached to your application. Examples include letters or options for use of stories, scripts, images or music for which you do not hold copyright or intellectual property (stories, scripts, images, music, etc.); letters of agreement from specialists who would assist you on your project.

List the organizations whose **letters of confirmation** (confirming other sources of funding) you have attached to your application. Amounts must be stated in the letters of confirmation.

Names of Funding Sources

Amounts of Confirmed Awards

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please include a description of lead and co-applicant’s background (if applicable), and the profile of the production company.

If you know the names of your key crew members (such as director of photography, editor, or sound recordist) and you have attached their résumés to your application (maximum of **three pages** per collaborator), list their names.

Names of Key Crew Members

Positions

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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.

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

- Identification of applicant
- Declaration (original signature required)
- Part A1 – Name and location of applicant
- Part A2 – General information of the project and the grant requested

Part B1 – Project Description

- Project description and work plan calendar
- Proposed cast lists
- Brief description of the evolution of the project
- Artistic statement written by the choreographer
- Artistic statement written by the director
- Visual treatment proposed by the director
- Synopsis (**for production projects**)
- Production calendar, including time for rehearsal with the dance artists (**for production projects**)

Part B2 – Documents related to Broadcasting and Distribution

- Proposed distribution plan
- Letters of **intent from distributors, if applicable**, and letters of **interest from broadcasters** (at least one letter is required) (**for development projects**)
- Telebroadcast **agreements** indicating the amounts invested (**for production projects**)
- Letter of interest from a festival, if dissemination will take place only through festival screenings

Part C1 – Financial Information

- Revenue statement for expenses already occurred and projection of future revenues (if seeking funds to complete a work)
- Part C2 – Budget (submit a separate budget for each component, if applying for a development project and for a production project)

Part D2 – Detailed description of audiovisual support material submitted

- Video of the choreographic work to be put on screen, or other video showing previous work related to the project.

PART E – CHECKLIST (continued)

Part D3 – List of support material submitted

- Letters of agreement (if applicable) for the use of any material for which the applicant does not hold the copyright or intellectual property
- Letters of confirmation from collaborators and partners
- Description of lead and co-applicant's background (if applicable), and profile of the production company
- Résumés of all collaborators

Send your application to the:

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