



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Travel Grants to Professional Musicians (Individuals)

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 D 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

Any time before departure date

Applicants who wish to have the results before their departure should apply **at least eight weeks in advance**.

The Canada Council for the Arts will not accept incomplete applications or those submitted by fax or email.

Further Information

André Jutras

Program Officer

Music Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

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TTY: 1-866-585-5559

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PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program offers Canadian music professionals (individuals) an opportunity to travel on occasions important to their artistic development. Music professionals include instrumentalists, singers, composers, librettists, arrangers, performers, conductors, singers/songwriters, artistic directors and opera stage directors.</p>
<p>Eligibility</p>	<p>Eligible Applicants</p> <p>To apply to this program, 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 field (not necessarily in academic institutions) • is recognized as such by his or her peers (artists working in the same artistic tradition) • is committed to devoting more time to artistic activity, if possible financially • has a history of public presentation. <p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Eligible Activities</p> <p>Grant support is available only if you are traveling to a destination more than 600 kilometres outside your home region.</p> <p>All applicants are eligible for travel support for the following:</p> <ul style="list-style-type: none"> • to attend stand-alone workshops or master classes that are professionally organized and have been advertised regionally, nationally or internationally; • to participate in recognized national or international competitions, at the invitation of the organizers; • to participate in recognized national or international orchestral/opera/choir or ensemble training opportunities, at the invitation of the organizers; • to deliver a paper on Canadian music at an important national or international meeting, at the invitation of the organizers; • to participate in a professional development residency that involves sharing expertise between the host and applicant. The host organization must be professional and must pay a fee (or a contribution, such as a per diem and accommodation) to the music professional. Applicants must submit a letter of agreement (signed by both parties) outlining a detailed work plan. For short-term residencies (from three days to three weeks), composers are advised to first contact the SOCAN Foundation at www.socanfoundation.ca to avoid any duplication.

<p>Eligibility (continued)</p>	<p>Composers (including librettists) may also apply to attend world premieres, significant and important premieres, or professional public readings/workshops of their own work. They must be invited by the organizers.</p> <p>Artistic directors or stage directors are also eligible for travel support to participate in artistic mentorship opportunities. These applicants must demonstrate a recognized track record of at least three years' professional experience. For administrative mentorship, see the information about the Flying Squad: An Organizational Development Program.</p> <p>Ineligible Activities</p> <p>Grants cannot be used to travel for the following reasons:</p> <ul style="list-style-type: none"> • to give performances or to rehearse • for touring (consult the Music Touring Grants program, on the Canada Council's website at www.canadacouncil.ca/music) • for auditions • to give workshops or master classes, or to teach • to present a paper at an academic institution such as a university, college or conservatory • for projects related to music therapy or pedagogy • for projects related to arts/business administration • for post-graduate or private study projects (consult the Grants to Professional Musicians (Individuals) program on the Canada Council's website at www.canadacouncil.ca/music) • for promotional activities, including showcases (some support may also be offered by the Audience and Market Development Travel Assistance program, which is also described on the Canada Council's website) • to attend fundraising events, galas or awards ceremonies • to participate in recording sessions • to attend festivals, conferences or symposiums, including related workshops, master classes and panels • to serve as members of juries at national or international competitions.
<p>Grant Amount</p>	<p>You may apply for one of the following fixed amounts: \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500, but the amounts of \$2,000 and \$2,500 are available only if you are travelling to or from northern Canada or to international destinations that are not in the United States or Europe. Grants contribute toward your travel costs, based on excursion fares.</p> <p>Eligible Expenses</p> <p>You can use this grant to pay for airplane, train or bus tickets. You can also include taxi or shuttle bus fares to and from airports, train stations or bus stations. The Canada Council will consider requests for half-fare costs for harp, cello and bass transportation.</p>

<p>Grant Amount (continued)</p>	<p>Costs for travelling to more than one destination may be included, if all destinations are part of the same return trip.</p> <p>Ineligible Expenses</p> <p>You cannot use these grants to pay for meals, per diem expenses, accommodation or other similar expenses.</p> <p>These grants cannot be used for travel that occurs before the submission date of the application.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Applications will be assessed internally by a committee of program officers in the Music Section. The assessors make their funding decisions based on the availability of funds and the assessment criteria below.</p> <p>Assessment Criteria</p> <p>Applications are assessed according to:</p> <ul style="list-style-type: none"> • the artistic merit of the accomplishments of the applicant, and • the quality and relevance of the proposed activities.

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 was received; it does not confirm the eligibility of your application.</p> <p>Response Time</p> <p>Applicants are informed of the competition results by mail approximately eight to twelve weeks after their application has been received. The Canada Council does not release results by telephone or email.</p> <p>Application Preparation</p> <p>You are responsible for providing all the information and documents 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 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>You may submit your application by mail or electronically using GO! Grants Online.</p> <p>Note that you must submit all your support material online if you apply using GO! Make sure, before you begin, that you have all the required documentation and support material in the appropriate electronic format. Refer to the application form for details.</p> <p>For paper submissions, 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. Paperclips 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 Info Source, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p>

Personal Information (continued)	<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>
Grant Terms and Conditions	<p>Before you apply for a grant, please note all the following conditions:</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. • 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 travel grant and one grant to professional artists 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>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.</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</p> <p>Any changes to funded projects must be approved by the appropriate Program Officer before you carry them out.</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>



Travel Grants to Professional Musicians (Individuals)

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

IDENTIFICATION OF APPLICANT (please inform the Canada Council if your address changes)

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

Last name

First and middle names

Permanent address:

Present address, if different from permanent:

Street and apartment or suite number

Street and apartment or suite number

City Province or territory Postal code

City Province or territory Postal code

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

Fax Email

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 travel grant (and one grant to professional artists) 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 (an original signature is required)

Date



Canada Council
for the Arts

Conseil des Arts
du Canada

Travel Grants to Professional Musicians (Individuals)

The information that you provide from this point onward will be submitted to the 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

Name of applicant (please provide your full legal name):

Last name

First and middle names

City (permanent residence)

Province or territory

PART A2 – DESCRIPTION OF GRANT REQUEST AND FIELD OF SPECIALIZATION

Describe the travel you wish to undertake (in a maximum of 15 words).

Event: _____

Destination (please indicate both the city and country): _____

Date: _____

Grant Amount Requested (see the application guidelines for details):

\$500 \$750 \$1,000 \$1,500 \$2,000 \$2,500

Describe your field of specialization or the specific art form or artistic tradition in which you work.

PART B – DESCRIPTION OF TRAVEL ACTIVITY

In **Part A2** of this form, you are asked to describe your proposed travel activity (in a maximum of 15 words). You must also include the following additional information on separate sheets of 8½ x 11 inch white paper (please print on one side only):

- Details of the nature and purpose of the travel, as well as the itinerary (**one page** maximum)
- Information on any other funding you have applied for or received
- A description of the works to be presented, where this applies (**one page** maximum)

PART C1 – SUPPORT MATERIAL

Support material is an **essential** part of the application, and the assessors rely heavily on this material when making their decisions.

Label all support material clearly, and make sure that your name is on all items.

Audio support material will be returned to applicants. Written support material will be retained in your file.

Written Support Material

- An up-to-date curriculum vitae (professional resumé or biography, **three pages** maximum)
- A copy of the letter of invitation from the organizers of the activity or residency host organization, and any available material that describes the event organizers or host organization (for example, brochures or reviews)
- **For residencies**, a detailed description of the proposed activities, which must be signed by both parties
- **For conductors**, three letters of appraisal from experts in your field who are familiar with your work and the proposed travel activity
- **For opera stage directors**, three letters of appraisal from experts in your field who are familiar with your work and the proposed travel activity
- **For librettists**, a synopsis or draft of the libretto
- **For applicants presenting a paper**, an excerpt or abstract of the paper to be presented (**three pages** maximum)

Audio or Audiovisual Support Material

You are responsible for providing recordings, as detailed below, of good technical quality. Remember that the assessors make their decisions about artistic quality by listening to the submitted recordings.

- **For performers**, three contrasting solo works (with or without accompaniment) including one Canadian work. Any exception must be approved by the Canada Council before you apply. (Contact the Program Officer for approval.)
- **For conductors**, three contrasting pieces, in video format, containing excerpts from concerts and rehearsals. Note that the excerpts must show the conductor from the musician's perspective.
- **For composers**, three recordings (scores are not required) and a complete list of your compositions.
- **For opera stage directors**, three excerpts, in video format, of the productions you have directed.

PART C2 – GUIDELINES FOR SUBMITTING DIGITAL 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.

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).

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

Video files must be:

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

PART C3 – DETAILED DESCRIPTION OF AUDIO OR AUDIOVISUAL SUPPORT MATERIAL

Clearly label your support material and complete the following. List your works in the order that you want them to be presented.

Item 1

Title:

Composer (if this applies):

Applicant's credit or role (performer, composer, etc.):

Completion or recording date (see date requirements in the application guidelines):

Accompanying lyrics/libretto: Yes No

Brief description of how this piece of music relates to the proposed project:

Running time:

 CD DVD **Track number:** ____ **Time indicator:** from ____ to ____

Please indicate file type if CD-R or DVD-R is DATA (examples are .wma, .mp3, .mov): _____

Item 2

Title:

Composer (if this applies):

Applicant's credit or role (performer, composer, etc.):

Completion or recording date (see date requirements in the application guidelines):

Accompanying lyrics/libretto: Yes No

Brief description of how this piece of music relates to the proposed project:

Running time:

 CD DVD **Track number:** ____ **Time indicator:** from ____ to ____

Please indicate file type if CD-R or DVD-R is DATA (examples are .wma, .mp3, .mov): _____

Item 3

Title:

Composer (if this applies):

Applicant's credit or role (performer, composer, etc.):

Completion or recording date (see date requirements in the application guidelines):

Accompanying lyrics/libretto: Yes No

Brief description of how this piece of music relates to the proposed project:

Running time:

 CD DVD **Track number:** ____ **Time indicator:** from ____ to ____

Please indicate file type if CD-R or DVD-R is DATA (examples are .wma, .mp3, .mov): _____

PART D – 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
- Declaration (an **original signature** is required)
- Part A1 – Name and location of applicant
- Part A2 – Description of Grant Requested and Field of specialization
- Part B – Description of Travel Activity
- Part C1– Support Material
 - An up-to-date curriculum vitae (professional resumé or biography, **three pages** maximum)
 - Letter of invitation from the organizers of the activity or residency host organization, and any available material that describes the event organizers or host organization (for example, brochures or reviews)
 - For residencies**, a detailed description of the proposed activities, which must be signed by both parties
 - For conductors**, three letters of appraisal from experts in your field who are familiar with your work and the proposed travel activity
 - For opera stage directors**, three letters of appraisal from experts in your field who are familiar with your work and the proposed travel activity
 - For librettists**, a synopsis or draft of the libretto
 - For applicants presenting a paper**, an excerpt or abstract of the paper to be presented (**three pages** maximum)
 - Audiovisual Support Material
- Part C3 – Detailed description of audio or 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:**Music Section**

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: _____