



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## MUSIC SECTION

### Residencies for Composers and Conductors

Follow these <b>three steps</b> to apply for this 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 listed below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> and be sure to use the <b>checklist</b> (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

**15 September**

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

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TTY: 1-866-585-5559

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## 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>Canadian Music organizations and ensembles have been showing ever growing commitment to national repertoire and talent and increasingly need the expert contribution of composers and conductors in delivering programming and various musical outreach and educational activities to the Canadian public. Conversely, as the number of Canadian composers and conductors reaching a professional level of expertise has been rapidly expanding, established and emerging creators and performers need music-performing organizations and ensembles to support their work and to provide them with the possibility of professional growth beyond formal study and research.</p> <p><b>Objectives</b></p> <p>The Residencies for Composers and Conductors program aims to:</p> <ul style="list-style-type: none"> <li>• provide music-performing organizations and audiences with greater access to Canadian artists and repertoire</li> <li>• support the development of a Canadian perspective within organizations hosting artists in residence, and</li> <li>• contribute to the emergence of future Canadian artistic leadership through the professional development of Canadian composers and conductors.</li> </ul>
<p><b>Program Description</b></p>	<p>This program provides matching grants to Canadian professional music-performing organizations and ensembles to help cover specific costs associated with hosting a composer or conductor-in-residence for a defined period of time. The program addresses the needs of the classical, new music and non-classical music traditions.</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>Applicant Eligibility (Host Organization)</b></p> <ul style="list-style-type: none"> <li>• Your organization must be a professional, non-profit, Canadian music-performing organization (for example, an orchestra, opera company, choir, jazz ensemble or world music ensemble).</li> <li>• Your organization must be able to demonstrate a commitment to Canadian repertoire and (or) creation.</li> <li>• Your organization may apply on its own or in collaboration with other organizations.</li> <li>• Your organization must invest “matching” financial resources in the residency project (see the Grant Amount section for details).</li> </ul>

<p><b>Eligibility (continued)</b></p>	<ul style="list-style-type: none"> <li>• Organizations that are eligible to apply to the <i>New Music Program</i> may only apply for a conductor-in-residence.</li> </ul> <p>If your organization does not meet the definition of an eligible applicant as stated above, it is still eligible to collaborate with organizations that do. However, only a music-performing organization may be the lead applicant.</p> <p>Note that music-performing organizations associated with a church, a religious community or an academic institution are not eligible.</p> <p><b>Artist –in-residence Eligibility</b></p> <ul style="list-style-type: none"> <li>• The artist-in-residence (composer or conductor) must be a Canadian citizen or permanent resident of Canada, as defined by Citizenship and Immigration Canada. He or she may not apply directly to this program.</li> <li>• An artist-in-residence cannot receive more than two maximum-term residencies from the Canada Council in a 10-year period. (A maximum-term residency is a two-year term, with or without a third-year extension.) These two maximum-term residencies cannot be with the same organization.</li> <li>• The total length of one maximum-term residency plus limited-term residencies (longer than 12 weeks, but shorter than two years) cannot be more than 48 months over a 10-year period.</li> <li>• The total length of multiple limited-term residencies cannot be more than 48 months over a 10-year period.</li> </ul> <p>It is the <b>host organization’s</b> responsibility to ensure that its choice of artist-in-residence meets all eligibility requirements of this program and does not conflict with restrictions on the allowable lengths of residencies.</p> <p><b>Project Eligibility</b></p> <ul style="list-style-type: none"> <li>• Residencies of 12 weeks to two years are eligible. (For shorter residencies for composers, you may refer to the SOCAN Foundation’s program of residencies (<a href="http://www.socanfoundation.ca">www.socanfoundation.ca</a>). Information can be obtained calling 1-800-55 SOCAN or 416-445-8700.)</li> <li>• A host organization can request a third year extension to a two-year residency already funded by the Canada Council. This extension however, is not automatically granted. The organization has to submit a new application to the program that makes a compelling case for renewed support.</li> </ul>
<p><b>Grant Amount</b></p>	<p><b>Amount Available</b></p> <p>This program provides matching funds of up to \$20,000 per year. “Matching” funds means that your organization’s contribution must be equal to or greater than the amount you request from this program.</p> <p>These grants cannot be used to cover expenses for activities that occurred before the program deadline.</p> <p><b>Eligible Expenses</b></p> <p>The Canada Council expects that all or nearly all of the total funds invested in the residency (including both the Canada Council’s and your organization’s contribution) will be used to cover the artist-in-residence’s fee.</p>

<p><b>Grant Amount (continued)</b></p>	<p>A few other expenses directly related to the professional development of the artist-in-residence (such as coaching by “mentors” outside the host organization) may be considered by the peer assessment committee. However, you should clearly justify such expenses in your application and be ready, if awarded a grant, to commit to these costs as specifically itemized amounts recorded in an official contract signed between your organization and the artist-in-residence.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>Where there are unusual circumstances, the Canada Council may provide the committee with additional evaluations from independent assessors.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grant Decisions,” posted on the Canada Council’s website.</p> <p>All decisions of the peer assessment committee are final.</p> <p><b>Assessment Criteria</b></p> <p>The peer assessment committee will base its review of applications on the assessment criteria listed below. The committee’s decisions will be based on the artistic merit of the participants and the merit of the proposed project, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p>The specific criteria are as follows:</p> <ul style="list-style-type: none"> <li>• your organization’s current commitment to Canadian and new music</li> <li>• the abilities of the proposed artist-in-residence as an artist, communicator and potential educator (if he or she has already been selected)</li> <li>• the merit of the residency in terms of the artist-in-residence’s professional development</li> <li>• the ability of your organization to carry out the project within the guidelines established for this program</li> <li>• your organization’s commitment to the project, as demonstrated by the contribution of its own financial and administrative resources.</li> </ul> <p>Residency projects should benefit both the host organization and the artist-in-residence. However, please note that the program focuses on the professional development of the artist-in-residence and on the creation of opportunities for the performance, presentation and promotion of Canadian works.</p>

## IMPORTANT INFORMATION FOR APPLICANTS

<b>Processing the Application</b>	<p><b>Acknowledgement of Receipt</b></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><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><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>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><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.</p> <p>Colour printing on coloured sheets 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 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><b>Grant Terms and Conditions</b></p>	<p><b>Before you apply for a grant</b>, please note all the following conditions:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If your organization receives funding from this program, it may not apply for a Commissioning of Canadian Compositions grant to commission works from your composer-in-residence.</li> </ul> <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, which are provided with your grant notification letter.</p> <p><b>Changes to Proposed Projects or Programs of Work</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 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 <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 Canada Council Program Officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p><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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## Residencies for Composers and Conductors

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

### IDENTIFICATION OF APPLICANT AND ARTIST-IN-RESIDENCE

Name of host organization:

\_\_\_\_\_  
\_\_\_\_\_

Name of person representing host organization

Position

Name of composer or conductor to be hosted  
(if he or she has already been selected):

Last name First and middle names

Mrs.  Miss  Ms.  Mr.

Year of birth (optional): \_\_\_\_\_

Mailing address:

Street address and apartment or suite number

City Province or territory Postal code

Telephone: ( )

Fax: ( )

Email:

Website:

Mailing address:

Street address and apartment or suite number

City Province or territory Postal code

Telephone: ( )

Fax: ( )

Email:

Website (if this applies):

### 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 permanent resident of Canada, as defined by Citizenship and Immigration Canada (for the proposed artist-in-residence).
- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets (for the representative of the host organization) and I meet (for the proposed artist-in-residence) these criteria.
- I accept the conditions of the program as outlined in the guidelines and agree to accept the Canada Council's decision.
- I will act as the only representative of the host organization, and I will keep the other participants informed of the contents and outcome of this grant application (for the representative of the host organization).
- The organization that I represent has already submitted any overdue final reports for previous Canada Council grants. 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 for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

**We confirm that the information contained in this application are true and complete, to the best of our knowledge.**

\_\_\_\_\_  
Signature of person representing host organization

\_\_\_\_\_  
Signature of proposed artist-in-residence

**(original signatures are required)**

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

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



## Residencies for Composers and Conductors

The information that you provide from this point onward will be submitted to the peer assessment committee.

- The Canada Council for the Arts requires only one copy of the application form. Type or print in black ink to make your submission easier to photocopy.
- Do not bind your completed application form (in other words, do not use spiral binding, mount it in plastic, staple it, etc.).
- If you are completing the form on a computer, use the following format.

### PART A1 – NAME AND LOCATION OF APPLICANT AND ARTIST-IN-RESIDENCE

Name of applicant (please provide your full legal name):      Name of artist-in-residence:

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Province or territory \_\_\_\_\_

City (permanent residence) \_\_\_\_\_ Province or territory \_\_\_\_\_

### PART A2 – GENERAL INFORMATION ON THE PROJECT AND THE GRANT REQUEST

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

\_\_\_\_\_

Amount requested from this program (rounded to the nearest thousand dollars to a maximum of \$20,000 per year):

Year 1 (or Year 3 extension) \$ \_\_\_\_\_

Year 2, if applicable \$ \_\_\_\_\_

Total amount requested \$ \_\_\_\_\_

Direct contribution from your organization (the host's contribution must match or exceed the Canada Council's contribution):

Year 1 (or Year 3 extension) \$ \_\_\_\_\_

Year 2, if applicable \$ \_\_\_\_\_

Total amount contributed \$ \_\_\_\_\_

Length of residency:

Year 1 (or Year 3 extension) From \_\_\_\_\_ to \_\_\_\_\_  
(day/month/year) (day/month/year)

Year 2, if applicable: From \_\_\_\_\_ to \_\_\_\_\_  
(day/month/year) (day/month/year)

NAME OF APPLICANT: \_\_\_\_\_

### **PART A3 – PROFILE OF 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 of the organization (include date established, milestones and accomplishments).
- Other relevant information concerning ongoing activities, such as touring, special events and festivals.

#### **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 and new music.

### **PART B – DESCRIPTION OF RESIDENCY PROJECT**

You must submit a brief written outline of the proposed project (maximum of **four pages**), detailing how the residency will benefit the artist-in-residence, your organization and the community. Be sure to relate your description to the assessment criteria which are listed in the program guidelines. Please print on one side only of 8 ½ x 11 inch, white paper in a font size of 12 points or larger.

Your outline should address:

- how the artist-in-residence will serve your organization as an artist, consultant to the music director and spokesperson to the public
- how the artist- in-residence will help support or enhance your organization's commitment to Canadian and new music
- how the residency will contribute to the professional development of the artist-in-residence
- the level of the artist-in-residence's access to your organization's music director, general manager and board of directors
- the amount of the artist-in-residence's time that will be devoted to working directly with your organization
- the amount of the artist-in-residence's time that will be devoted to working with your ensemble, and
- for composer-in-residence requests only, the amount of the artist-in-residence's time that will be devoted to composing, and how many of her or his pieces will be performed by your ensemble and in which series.

NAME OF APPLICANT: \_\_\_\_\_

**PART C – SUPPORT MATERIAL**

In addition to the completed application form and the documents requested above, you must provide the support material indicated below. Support material will not be returned to you, it will be kept in your file.

Support material is an essential part of your application. Indeed, the peer assessment committee relies heavily on this material when making its decisions. It is important to allow yourself sufficient time to organize the required support material and to complete the rest of the application properly.

- A **brief letter** (maximum of **one page**) from the music director of your organization addressing the proposed working relationship between the music director and the artist-in-residence. The letter must also indicate how having an artist-in-residence will impact on the organization's artistic plan.
- A **description of how** your organization intends to publicize the residency project and present it to the public.
- A **budget** that clearly shows all expenses and your organization's financial contribution to the project (including the fee that will be paid to the artist-in-residence and any other direct costs). If the total sum invested in the residency will not be used to pay the artist-in-residence's fee, please justify all other expenses. **Please refer to the Program Guidelines for details on eligible expenses and grant amounts.**
- A **resumé** for the artist-in-residence
- A **description** of the process that was used or will be used to select the artist-in-residence.

NAME OF APPLICANT: \_\_\_\_\_

## **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.

Submit only one copy of the application form and one copy of your support material.

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

- Identification of Applicant and Artist-in-Residence
- Declaration (with original signatures)
- Part A1 – Name and Location of Applicant
- Part A2 – General Information on the Project and the Grant Request
- Part A3 – Profile of Organization
- Part B – Description of Residency Project (maximum of **four pages**)
- Part C – Support Material
  - A brief letter from the music director of your organization (maximum of **one page**)
  - A description of how your organization intends to publicize and present the residency project
  - A budget that includes the requested grant funds and your organization's financial contribution, as well as a justification of expenses
  - A resumé for the artist-in-residence
  - A description of the process that was used or will be used to select the artist-in-residence

**Submit your application to:**

### **Music Section**

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