



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

New Music Program: Project Funding

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 amounts, 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 listed below.
Step 3	Complete all sections of the attached application form . Be sure to use the checklist (Part F of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

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

Deadline

1 April

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

Jeff Morton

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>Mandate of the Music Section</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>Program Objectives</p>	<p>Statement</p> <p>Many musicians and composers constantly push at the boundaries of the discipline, developing innovative ways of creating and disseminating musical works, while taking considerable aesthetic risks.</p> <p>By stimulating innovative approaches to concert production, Canadian new music artists, collectives and arts organizations contribute to the diversity and uniqueness of Canadian life; while fostering novel ways to reach audiences, and ensuring the ongoing renewal of the discipline.</p> <p>Through this program, professional artists, collectives and arts organizations receive support for the production of highly specialized new music concerts and events.</p> <p>Objectives</p> <p>This program is designed to:</p> <ul style="list-style-type: none"> • recognize and support artistic excellence in the various forms of new music • encourage the creation and performance of professional, highly specialized new music • foster high standards of professionalism in emerging new music practices • advance the accessibility and understanding of new musical voices to Canadian audiences.

<p>Program Description</p>	<p>The New Music Program: Project Funding provides financial assistance to professional Canadian ensembles, performing groups, soloists, producers, presenters and non-profit organizations devoted to the development and presentation of new music in public venues and before a live audience.</p> <p>Eligible forms of new music are not defined by specific aesthetic categories, but all applicants should be aware that the nature of the program is to support groundbreaking musical creation in a diversity of innovative approaches, as well as risk-taking in the overall development of the art form.</p> <p>Some of the common forms of new music include (but are not limited to) the following:</p> <ul style="list-style-type: none"> • contemporary classical • musique actuelle • free improvisation • electroacoustic / acousmatic • audio art / sound art • sound installation • turntable art <p>This program offers assistance through four components assessed jointly:</p> <ul style="list-style-type: none"> • Standard Project Grants • Special Project Grants • Solo Project Grants • Music in Alternative Spaces Grants <p>The New Music Program: Project Funding contributes to specific costs related to particular programs, events or special initiatives proposed by applicants. A project is defined as a specific and concentrated event or activity — taking place in a short, limited period — with a clearly delineated budget.</p> <p>Seasons of activities or concert seasons are not eligible for support through this program.</p>
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STANDARD PROJECT GRANTS COMPONENT

<p>Purpose</p>	<p>Standard Project Grants contribute to specific costs related to the production of a particular event, concert or special initiative by the applicant.</p>
<p>Eligibility for this Component</p>	<p>Eligible applicants Professional Canadian ensembles, collectives, performing groups, producers, curators, presenters and non-profit organizations devoted to the development and presentation of new music are eligible.</p> <p>Eligible projects Eligible projects include:</p> <ul style="list-style-type: none"> • self- or co-produced events in the applicant's city or town of residence • for ensembles, collectives or performing groups, rehearsals in preparation for a particular event, as well as rehearsals to incorporate new works into their repertoire
<p>Eligible Expenses for this Component</p>	<p>Standard Project Grants may be used to cover specific artistic, production and promotional costs. They may not be used to support the applicant's organizational structure or overall activities.</p>

SPECIAL PROJECT GRANTS COMPONENT

<p>Purpose</p>	<p>A Special Project Grant enables successful applicants to pursue creative initiatives or special events that are not a regular part of their mandate. This component is available only to organizations already receiving operating funding from the New Music Program.</p>
<p>Eligibility for this Component</p>	<p>Eligible Projects</p> <p>Grants from this component can be used for projects that:</p> <ul style="list-style-type: none"> • are multi-disciplinary, cross-disciplinary and cross-genre in nature • explore activity for young audiences • explore alternative dissemination avenues, such as webcasts • explore non-traditional venues on a first-time basis, or activities that are not a regular part of an organization’s mandate <p>Events must be self-produced (or co-produced) with the responsibility for the operational framework of the presentation resting mainly with the applicant.</p> <p>Ineligible Projects</p> <p>Projects are not eligible for funding through this component if they are self- or co-produced concerts outside the applicant’s area of residence and if they were, or would normally be, included in the applicant’s operating grant budget (projects must be truly extraordinary to be funded by this component).</p>
<p>Eligible Expenses for this Component</p>	<p>Special Project Grants may be used to cover specific artistic, production and promotional costs.</p>

SOLO PROJECT GRANTS COMPONENT

<p>Purpose</p>	<p>This component supports new music performers who have gained critical attention at the national or international level and who are continuing their creative work. Grants are available for producing a solo event. Composers/performers are encouraged to include more than their own compositions in the proposed event.</p>
<p>Eligibility for this Component</p>	<p>Eligible applicants</p> <p>Professional Canadian new music performers are eligible to apply. The eligible forms of new music practice are listed at the beginning of this document.</p> <p>Eligible projects</p> <p>Eligible projects include:</p> <ul style="list-style-type: none"> • self-produced events in the applicant’s city or home market when the applicant, as soloist, truly acts as the programmer of the event • events that are produced in partnership with a presenting venue, as long as responsibility for the production and marketing plan still rests with and is demonstrated by the applicant
<p>Eligible Expenses for this Component</p>	<p>Grants from this component can be used for rehearsal, production and promotional expenses.</p>

MUSIC IN ALTERNATIVE SPACES GRANTS COMPONENT

<p>Purpose</p>	<p>These grants assist non-profit organizations, programmers, curators and new music artists with the costs of presenting new music events in alternative spaces. The non-profit organization (including a gallery, a museum or artist-run centre) submitting the application must be curating, co-curating, hosting or coordinating the events.</p>
<p>Eligibility for this Component</p>	<p>Eligible applicants</p> <p>Professional non-profit organizations are eligible, including galleries, museums and artist-run centres (visual and media arts organizations). The events must take place in their own venue and be in addition to their own programming.</p> <p>New music artists, collectives or organizations are not eligible to apply to this component, and should apply to the relevant New Music Program component.</p> <p>Eligible projects</p> <p>Eligible projects may include from one to a maximum of 10 events (promoted individually or as a series) per organization.</p>
<p>Eligible Expenses for this Component</p>	<p>Eligible expenses include artists' fees and some production costs. Since the events are held in the venue of the applicant, a minimum of 70 percent of the grant must be applied to artists' fees.</p>

ALL COMPONENTS

<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Eligible applicants</p> <p>Professional Canadian ensembles, performing groups, collectives, soloists, producers, curators, presenters and non-profit organizations devoted to the development of new music and its presentation are eligible to apply for support. The music must be presented before live audiences in public venues, and all events supported through this program must be ticketed.</p> <p>Applicants must be Canadian citizens or permanent residents of Canada, as defined by Citizenship and Immigration Canada.</p> <p>Groups may not apply to both the Production Grants in Music: Performance Production component Program and the New Music Program.</p> <p>Eligible projects</p> <p>Eligible projects include:</p> <ul style="list-style-type: none"> • self-produced events in the applicant’s city or town of residence. Self-produced means that the applicant truly acts as the programmer of the event and is mainly responsible for the operational framework of the presentation (co-productions are eligible if they meet this specific definition) • for ensembles or performing groups, rehearsals in preparation for a particular event, as well as rehearsals to incorporate new works into their repertoire
<p>Grant Amount</p>	<p>Project funding is available annually and each request is subject to peer committee assessment. Recurring support is not guaranteed every year.</p> <p>There are limited funds available for this program, and each component offers a maximum of \$20,000.</p> <p>Grants from this program may cover specific artistic, production and promotional costs. They may not be used to support the applicant’s organizational structure or overall activities.</p> <p>These grants cannot be used to fund activities that occurred before this program deadline.</p>

<p>Access Support</p>	<p>When applying for a grant, individuals or members of a group, collective or ensemble who are Deaf or have disabilities may request additional funds to cover expenses for specific services and support which are required to carry out the proposed eligible activities. The Canada Council may make a contribution toward the access-related expenses.</p> <p>Eligible expenses</p> <p>Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> • sign language interpretation • a personal attendant • a guide • rental of specialized equipment. <p>Ineligible expenses</p> <ul style="list-style-type: none"> • Major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.) • Services and support for which an individual is already receiving funding. • Services and support which are not directly tied to the activities supported by the grant. <p>Requests are reviewed on a case-by-case basis. Please contact the Program Officer if you have any questions about your request.</p>
<p>Assessment of Applications</p>	<p>Assessment process</p> <p>The Music Section will review applications for eligibility, based on the published eligibility criteria. A peer assessment committee will then evaluate all eligible applications.</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible applications will be evaluated by a peer assessment committee, composed of experienced professionals in the field of Music. Committee members will also be selected with consideration to 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>The peer assessment committee evaluates all eligible applications in a national competition, comparing applications with one another. The committee decides which applications will be funded and the grant amounts based on the availability of funds, the program objectives and priorities, and the assessment criteria listed below.</p> <p>All peer assessment committee recommendations are final.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes its Decisions,” posted on the Canada Council’s website.</p>

Assessment of Applications (continued)

Assessment criteria

The assessment criteria for this program are:

- the artistic merit of the applicant’s work, including quality of practice/ performance level
- the merit of the proposed project and how it relates to
 - the development of the applicant
 - the development of the art form
 - the serious commitment to Canadian composers and performers
- the project’s potential impact on the new music milieu on a local, regional, national and international level (where relevant)
- the financial viability of the proposed project (as determined by the submitted budget information)
- the ability of the applicant to carry out the project.

Special Project Grants applications will be assessed on all of the criteria above, plus:

- the positioning of the project with regard to the rest of the organization’s work.

Music in Alternative Spaces Grants applications will be assessed on all of the criteria above plus:

- the potential impact of the project on the applicant’s community.

For applications by **presenters and curators**, the peer assessment committee will also consider the presenter’s expertise in programming, and achievements in developing and promoting the artist(s), as demonstrated by the previous seasons of presentation. Therefore, a concise history/résumé and presenting activity must be included.

IMPORTANT INFORMATION FOR APPLICANTS

<p>Processing the Application</p>	<p>Acknowledgement of receipt</p> <p>The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of the 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 changes to contact details.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>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. Use a font size of 11 points or larger. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable.</p> <p>Colour printing on coloured sheets and (or) in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<p>Personal Information</p>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the <i>Privacy Act</i>. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note that any overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant.</p> <p>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 and after you have satisfied any conditions that are provided with your grant notification letter.</p> <p>Changes to proposed activities</p> <p>If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed activities, you must notify the Canada Council immediately. Any changes to funded activities (for example, changes in the proposed activities 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</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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New Music Program: Project Funding

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

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

Name of applicant (artist, ensemble, group, collective or organization):

If applicable, name of person or agent/manager that is completing this application form on behalf of the applicant:

Permanent address

Street address and apartment or suite number

City

Province or territory

Postal code

Telephone

Fax

Email

Website

Mailing address (if different from permanent address of applicant):

Street address and apartment or suite number

City

Province or territory

Postal code

Telephone

Fax

Email

Website

DECLARATION

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

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

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that we meet the eligibility criteria.
- I understand that we are not eligible to apply to this program until all of our overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of the program and agree to accept the Canada Council's decision.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Name of Artist, Artistic Director, General Manager/Administrative Director or Agent/Manager

Signature

(original signature is required)

Date

ACCESS SUPPORT (if this applies)

When applying for a grant, individuals or members of a group, collective or ensemble who are Deaf or have disabilities may request additional funds to cover expenses for specific services and support which are required to carry out the proposed eligible activities. Please see the Access Support section in the program guidelines for details.

Are you requesting funds to cover expenses for access support?

No Yes, Total amount requested: \$ _____

Please describe the services and support required and indicate the cost

1. Services or support required (provide details):

Cost: \$ _____

2. Services or support required (provide details):

Cost: \$ _____

3. Services or support required (provide details):

Cost: \$ _____

4. Services or support required (provide details):

Cost: \$ _____

PART A3 – PROFILE OF ORGANIZATION (required for Standard Project Grants, Special Project Grants and Music in Alternative Spaces Grants)

Describe your organization and the events or activities that have marked its development, in a maximum of 1,000 words (approximately two pages). Use separate sheets, and address each of the points below. To make it easier to process your application, print on one side only of white, 8½ x 11 inch paper, with a type size larger than 10 points.

A) Factual Information

- The artistic mission statement of your organization, group or collective
- A brief history (include date established, milestones and accomplishments)
- A brief outline of your activities over the past year, and before last year, including main goals/artistic objectives
- Other relevant information concerning ongoing activities, such as touring, workshops and forums

B) Contextual Information

Describe the particular place and role your organization occupies in your art form and the context in which you work. In other words, how do you see your organization within your discipline in a regional, national and international context, if this applies?

Please complete the following grids.

Ensembles and Collectives: List regular and guest artists			
Name of Artist	Instrument Played	Number of Years With Ensemble/Group	Canadian Citizen or Permanent Resident (Yes/No)
Presenters: List permanent staff (Artistic Director, Programmer, General Manager/Executive Director, etc.)			
Name	Position	Number of Years With Organization	Canadian Citizen or Permanent Resident (Yes/No)

PART B – PROJECT DESCRIPTION

The description of your project should be directly related to the criteria that the peer assessment committee will use to evaluate your application. These criteria are set out in bold below. The committee will decide whether to award a grant based on the merit of your proposal compared with that of all others received in this national competition, and on the funds available.

While your description must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, you should be as concise and focused as possible. Please limit your description to a maximum of 750 words, in total, for this section.

Assessment Criteria

1. The artistic merit of the applicant's work, including quality of practice/performance level.
2. The merit of the proposed project and how it relates to:
 - the development of the applicant
 - the development of the art form
 - serious commitment to Canadian composers and performers
 - the project's potential impact on the new music milieu on a local, regional, national and international level (where this applies)
3. The financial viability of the proposed project (as determined by the submitted budget information).
4. The ability of the applicant to carry out the project.

Special Project Grants applications will be assessed on all of the criteria above, plus the positioning of the project with regard to the rest of the organization's work.

Music in Alternative Spaces grants applications will be assessed on all of the criteria above, plus the potential impact of the project on the applicant's community.

Note: For applications by **presenters**, the peer assessment committee will also consider the presenter's expertise in programming, and achievements in developing and promoting the artist(s), as demonstrated by the previous seasons of presentation. Therefore, a concise history/résumé and presenting activity must be included.

Please complete the following grid.

Details of Programming for the Project: Use an asterisk to indicate new works commissioned.						
Date of Event	Location	Title of Composition(s)	Composer(s)	Cdn.	Duration	Performers

PART B – PROJECT DESCRIPTION (cont'd)

For **Special Project Grants** only, list the artistic personnel involved in the project, including new/guest artistic participants.

Core Artistic Personnel	Guest Artistic Personnel for Project

PART C1 – FINANCIAL INFORMATION: GENERAL

- **For Standard Project Grants, Special Project Grants and Solo Project Grants** use the budget form in **Part C2** (unless you are requesting support for rehearsals). Please follow the special instructions below that apply to you:
- **For co-produced events** list the financial or other contributions of the co-producer and describe the benefits of this partnership versus self-producing. (Include a contract or letter from the co-producer outlining the arrangements/conditions of the co-production.)
- **For rehearsals**, attach a self-styled budget showing expenses. If the rehearsals are for a particular event, provide a contract or letter from the presenter outlining the arrangements/conditions of the presentation.
- **For Special Project Grants**, show your own contributions (if this applies) toward the project from your operating grant. Indicate these contributions in their specific budget categories, but mark them with an asterisk.
- **For Music in Alternative Spaces Grants**, use the budget form in **Part C3**.

Note that you must provide details for all budget lines where this is requested (for example, Other artistic expenses – provide details – in Part C2).

PART C2 – FINANCIAL INFORMATION FOR STANDARD PROJECT GRANTS, SPECIAL PROJECT GRANTS AND SOLO PROJECT GRANTS: PROJECT BUDGET	
	Amount
EXPENSES	
Artistic:	
Musicians' fees: concert	\$
rehearsal	\$
coaching	\$
Stage manager's fees	\$
Other artistic expenses (provide details)	\$
Event Production:	
Sound equipment rental	\$
Sound technician's fees	\$
Lighting rental	\$
Lighting technician's fees	\$
Other equipment rental	\$
Transportation	\$
SOCAN fees	\$
Other (provide details)	\$
Hall:	
Hall rental	\$
Front-of-house staff (ushers, security, etc.)	\$
Box office staff	\$
Box office equipment and supplies (cash register rental, receipts, etc.)	\$
Ticket printing	\$
Other (provide details)	\$
Publicity, Promotion and Administration:	
Advertising, publicist and promotion	\$
Event program	\$
Administration	\$
Total Expenses	\$
REVENUES	
Ticket sales	\$
Broadcasting and recording fees	\$
Musicians' fees (for co-produced and presenter-produced events)	\$
Corporate donations/sponsorships (provide details)	\$
Other donations (from individuals, foundations, trusts, etc. — provide details)	\$
Funding from other Canada Council for the Arts programs	\$
Provincial or territorial grants	\$
Municipal grants	\$
Other (provide details)	\$
Total Revenues	\$
Surplus (Deficit) (revenues minus expenses)	\$
Amount requested from this Canada Council program	\$

**PART C3 – FINANCIAL INFORMATION FOR MUSIC IN ALTERNATIVE SPACES GRANTS:
PROJECT BUDGET**

Please complete the following budget.

Note: The Music in Alternative Spaces Grants primarily support artist's fees (minimum of 70 percent of the grant) and other incidental expenses.

Amount	
EXPENSES	
Musicians' fees: concert	\$
Marketing and publicity	\$
Production	\$
Administration	\$
Equipment rental	\$
Other (provide details)	\$
Total Expenses	\$
REVENUES	
Earned	\$
In-kind contributions (list the contributions)	\$
Government grants	\$
Foundation/sponsorship support	\$
Other (specify)	\$
Total Revenues	\$
Amount requested from this Canada Council program	\$

PART D – SUPPORT MATERIAL

You must include the following with your application.

Ensembles or Collectives

- Short biographies for the members of the ensemble/group and the invited guest artists (no more than **two pages** in total).
- A short list of the ensemble's or group's artistic achievements.
- For rehearsal projects, the contract or letter from the presenter (see Part C1).
- For rehearsal projects, a self-styled budget showing expenses (see page 5 of this application form).
- Three recent audio samples of the applicant's work (provide details in Part E).

Presenters

- A short history/profile of the applicant's presenting activities.
- Information on the artists presented, including their biographies.
- Three recent audio samples (provide details in Part E) and other relevant documentation on the artists.

Special Project Grants Applicants

- The applicant's organizational profile.
- A description (history or biography) of the artistic collaborators (where this applies).
- Audio and/or video documentation for both the applicant and guest artists/partners.

Solo Project Grants Applicants

- A short biography for the performer, listing his or her artistic achievements (no more than **two pages** in total).
- A marketing plan, indicating how the applicant will reach the target audience.
- Three recent examples of the applicant's work, directly related to the project. Provide details in Part E.
- If the project relies on commissioned work, confirmation from the composer that the work has been or will be completed before the event.

PART D – SUPPORT MATERIAL (continued)**Music in Alternative Spaces Grants Applicants**

- A clear description of the event(s), including how this activity fits within the applicant's artistic vision (**one page** maximum).
- Information on the artists performing, including biographies and media material (where available).
- Recent audio examples of the artists' work, directly related to the project (one example per artistic event). Provide details in Part E.

Note: If audio support material is not available for participating groups and ensembles, you may submit samples of the work of individual artists participating in the project, or work from similar groups or ensembles that include at least one artist who is participating in the project.

All Applicants

- Media reviews and recent brochures (maximum of three documents).
- The contract or letter from the co-producer (see Part C1).
- Scores and audio documentation for projects centring on a single composer or work.
- For applicants applying for a **second (or subsequent) project**, a final report (or interim report if the project is not yet completed), submitted as a separate document.

Audio Support Material

You must submit **three** different audio or video samples that clearly illustrate your work. The amount of time that peer assessment committees can devote to listening is relatively short, so it is important for you to submit your strongest work. Especially for longer works, **you may direct the committee to different parts of the recording by providing cue information in Part E.**

Canada Council prefers to receive the recordings as three tracks or files on a single disc. Recordings may be submitted on a CD, CD-R, DVD, DVD-R, or Blu-ray disc. **Internet links are not acceptable.** Data files must be clearly identified and must use one of the following acceptable extensions:

Audio: .aif, .aiff, .wav, .flac, .m4a, .mp4, .mp3, .wma

Video: .avi, .mpeg, .mpg, .mov, .wmv

Canada Council for the Arts has access to rooms offering 5.1 Surround capabilities.

It is the applicant's responsibility to ensure that all your recordings will function properly.

The audio or video support material and professionally bound scores will be returned to you. Written support material will not be returned.

PART E – DETAILED DESCRIPTION OF RECORDINGS

Clearly label your support material and complete the following. Please send your audio pieces all on one disk.

Item 1

Title:

Composer (if this applies):

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

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Track Running time: _____ **Track number:** _____ **Indicator cues:** From _____ to _____

Indicate format (CD, DVD, .wma, .mp3, .mov, etc.) _____

Item 2

Title:

Composer (if this applies):

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

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Track Running time: _____ **Track number:** _____ **Indicator cues:** From _____ to _____

Indicate format (CD, DVD, .wma, .mp3, .mov, etc.) _____

Item 3

Title:

Composer (if this applies):

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

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Track Running time: _____ **Track number:** _____ **Indicator cues:** From _____ to _____

Indicate format (CD, DVD, .wma, .mp3, .mov, etc.) _____

PART F – 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)
- Description of access support (if this applies)
- Part A1 – Name and location of applicant
- Part A2 – Amount of grant request and project description
- Part A3 – Profile of organizations (required for Standard Project Grants, Special Project Grants and Music in Alternative Spaces Grants)
- Part B – Project description
- Part C – Financial information
- Part D – Support Material
- Part E – Detailed description of recordings

- Voluntary Self-Identification form (included after the Guidelines and Application Form)
Applicants who are applying for a grant as an individual 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.

Send 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.

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: _____