



Canada Council
for the Arts

Conseil des Arts
du Canada

MEDIA ARTS SECTION

Grants to New Media and Audio Artists: Research and Production Grants

Follow these three steps to apply for a Canada Council for the Arts grant:	
Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amounts, assessment process and criteria, and so on.
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 and be sure to use the checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Carefully read Appendix A for further details on how to complete the form.

Deadlines

1 March or **1 October**

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

The Canada Council will not accept incomplete applications, applications postmarked after the deadline or those submitted by fax or email. You will not be contacted if your application is incomplete.

Further Information

laura jeanne lefave, Program Officer
Media Arts Section
Canada Council for the Arts
350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8

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Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, ext. 5254

TTY: 1-866-585-5559

Fax: 613-566-4409

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STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>These grants assist Canadian artists working with new media or audio technologies as means of artistic expression. Grants cover artist’s subsistence costs as well as the direct costs of research, creative development and production of artworks created with new media or audio technologies.</p> <p>To ensure the vitality and continued excellence of new media and audio art, Canada Council for the Arts grants help support professional artists engaged in creating independent artworks; that is, where the artist maintains complete control over the work.</p> <p>The program has two components, Research Grants and Production Grants.</p> <p>This Canada Council program is accessible to Aboriginal artists and artists from diverse cultural and regional communities of Canada.</p> <p>Grants awarded through this program support independent Canadian artists making a creative use of technology or audio for the purpose of research or production of works in new media or audio.</p> <p>Type of Work Supported</p> <p>Priority is given to projects that involve innovation and artistic expression. Innovation may consist of a renewal of formal elements in terms of style, technique or process. It can also be based on the originality of the subject or content of the project, or on the uniqueness of the artist’s perspective or process of expression. Only the most innovative proposals are supported.</p> <p>Priority is also given to projects that demonstrate the development of an individual style or expressive process, as well as a commitment to questioning and expanding the discipline.</p> <p>Eligible projects may be in the form of works integrating technology or robotics, audio artworks, installations, performances, immersive environments, web art, VJing, sound sculptures or soundscapes, radiophonic or electronic art and interactive works.</p> <p>Only independent projects are eligible for this program.</p>
<p>Victor Martyn Lynch-Staunton Awards</p>	<p>This program co-administers the Victor Martyn Lynch-Staunton Awards. The awards, worth \$15,000, are given annually for outstanding artistic achievement by Canadian mid-career artists on the recommendation of a peer assessment committee composed of this and other Canada Council programs for mid-career artists.</p>

<p>Definitions</p>	<ul style="list-style-type: none"> • Media arts Media arts include works in new media, audio, film and video. This program assists new media and audio projects. Film and video projects should be presented to the Grants to Film and Video Artists program. • Independent artwork Independent means that the artist initiates and is the driving force behind the proposed project. He or she must maintain complete creative and editorial control over the work. Contracts with other funders must not require the artist to give up such control. Artworks originating in a program of study are not considered as independent and do not count in determining an applicant's eligibility for this program. Artworks created for the radio, television, cinema and commercial new media cultural industries are not supported by this program and will not count in determining eligibility for this program. • Basic training in media arts Basic training in media arts can be formal (university or college studies) or informal (production courses, workshops, practical experience in media arts production, etc.). • Professional context In the media arts, a professional context means venues and organizations (real or virtual) primarily devoted to presentation <u>and</u> where the selection of participants is done by media arts professionals. These may be artist-run centres, exhibition centres, museums, galleries, festivals, competitions or recognized, professionally curated web events or other recognized presentation venues. Student production contexts are not considered as professional contexts in the media arts.
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<p>Applicant Eligibility</p>	<p>General Eligibility Criteria of the Canada Council for the Arts</p> <p>All applicants must be Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada, at the deadline date of the competition to which they are applying.</p> <p>However, applicants need not be living in Canada when they apply.</p> <p>All applicants must meet the Canada Council’s definition of a professional artist, defined as someone who:</p> <ul style="list-style-type: none"> • has specialized training in their field (not necessarily in academic institutions) • is recognized as a professional artist by her or his peers (artists working in the same artistic tradition) • is committed to devoting more time to the artistic activity, if financially feasible, and • has a history of presentation in a professional context. <p>Eligibility Criteria for This Program</p> <p>Emerging, mid-career and established artists are eligible for the Production Grants component (see eligibility criteria below).</p> <p>Mid-career and established artists are eligible for the Research Grants component. Emerging artists are not eligible for this component.</p> <ul style="list-style-type: none"> • An emerging artist in new media or audio is one who: <ul style="list-style-type: none"> ○ meets the general eligibility criteria of the Canada Council for the Arts enumerated above ○ has received basic training in media arts ○ has practiced his or her art for three full years or less ○ has completed at least one independent new media or audio artwork that has been presented in a professional context ○ has included with the application a copy of at least one independent artwork in new media or audio that he or she created <u>and</u> that has been presented in a professional context, or audiovisual documentation of that artwork. • A mid-career artist in new media or audio is one who: <ul style="list-style-type: none"> ○ meets the general eligibility criteria of the Canada Council for the Arts enumerated above ○ has received basic training in media arts ○ has practiced his or her art for four to seven full years ○ has created at least two independent artworks in new media or audio and presented them in a professional context.
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<p>Applicant Eligibility (continued)</p>	<ul style="list-style-type: none"> • A mid-career or established artist in another artistic discipline (considered as a mid-career artist for purposes of this program) is one who: <ul style="list-style-type: none"> ○ meets the general eligibility criteria of the Canada Council for the Arts enumerated above ○ meets the Canada Council for the Arts definition of mid-career or established artist for their discipline ○ has at least five full years of recognized artistic practice to his or her credit ○ has, during that period, presented his or her work nationally or internationally in a professional context (as defined by the Canada Council for the Arts section for that discipline) ○ has basic training in media arts or demonstrates in the application that he or she has solid support by independent media arts professionals such as recognized programmers or technicians. • An established artist in new media or audio is one who: <ul style="list-style-type: none"> ○ meets the general eligibility criteria of the Canada Council for the Arts enumerated above ○ has basic training in media arts ○ has been practising for at least seven full years ○ has created a significant body of independent artworks in new media or audio and presented it in a professional context. • Co-applicants: <ul style="list-style-type: none"> ○ Groups of up to three artists working collaboratively on a project may apply. All co-applicants must meet the general eligibility criteria of the Canada Council for the Arts as well as the eligibility criteria for this program. ○ To be eligible, co-applicants must be in the same artist category (emerging, mid-career or established) as the lead applicant. ○ The applicant whose name appears first on the application form will be considered the lead applicant and responsible for the project. ○ Each co-applicant must share the creative responsibility for the project. Those hired as members of the team (programmers, sound engineers, consultants, specialists, etc.) cannot be considered as co-applicants. ○ If a grant is awarded, payments will be made to the lead applicant. However, each co-applicant is subject to the conditions enumerated in the program guidelines and the general grant conditions of the Canada Council for the Arts.
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<p>Applicant Eligibility (continued)</p>	<p>Restrictions Governing the Eligibility of Students and Artworks Produced During a Program of Study</p> <ul style="list-style-type: none"> • Undergraduate students: Undergraduate students at a school, college or university are not eligible to apply. • Graduate students: Graduate students are eligible to apply only if they meet the general eligibility criteria of the Canada Council for the Arts and the eligibility criteria for this program. As well, the proposed project cannot be related to the applicant’s program of studies. A letter from the applicant’s program director is required to verify this information and must be included with the application. • Artworks created in the course of a study program: Artworks created during basic training in media arts are not considered to be independent and do not count in determining an applicant’s eligibility. Artworks produced after basic training in media arts but during another program of studies will be considered when determining eligibility if the grant application is accompanied by a letter from the director of the applicant’s program verifying that the artwork had no relation to the program of studies in question. <p>Note to All Applicants Regarding Eligibility</p> <p>The heading “Types of Ineligible Activities and Projects,” in the “Project Eligibility” section, lists other types of artworks and projects that are not considered as independent artworks in new media or audio; these will not be counted when determining eligibility.</p> <p>Other Restrictions</p> <ul style="list-style-type: none"> • Final reports for previous Canada Council grants: Applicants must submit their final reports for any previous Canada Council grants before they can apply for a new grant. If the Council has not received and approved all required final reports before the competition deadline, the application will not be considered. This also applies to travel grants. • Number of applications that can be submitted to the Canada Council for the Arts in the same fiscal year: Applicants may apply to the Canada Council for only one grant to professional artists and one travel grant per fiscal year (from 1 April to 31 March). Applicants may receive a maximum of two creation grants for professional artists within any 48-month period. In this program, only the Research Grants component is considered as a creation grant for professional artists. Only established professional artists who work in more than one artistic discipline and meet the eligibility criteria for established artists in each of the other disciplines may apply to two Canada Council professional artist grants programs per fiscal year (from 1 April to 31 March).
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<p>Applicant Eligibility (continued)</p>	<p>However, they must accept or refuse the first grant offered by the Council within two weeks of notification. If they accept this grant, any other application made during the same fiscal year will be withdrawn.</p> <ul style="list-style-type: none"> • Number of applications that may be submitted to this program: Applicants may not apply to both components at the same time. <p>As well as the above restrictions, applicants may not submit the same project more than twice to the Research Grants component. The same applies to Production Grants.</p> <p>Applicants may apply to the Research Grants component of this program before they have completed a project previously supported by a Production Grant. However, the final report for the previous grant cannot be overdue at the deadline date.</p> <p>A project or part of a project that is already supported by another Canada Council program may not be eligible for this program, in particular if the activities eligible for funding are the same.</p>
<p>Project Eligibility</p>	<p>Research Grants</p> <p>Projects eligible for funding under the Research Grants component include the following:</p> <ul style="list-style-type: none"> • research and development of ideas and concepts • research and development of new projects • experimentation with tools and technologies for the purpose of creating artworks in new media or audio • professional development related to artistic practice in new media or audio, such as attendance at workshops, residencies, symposiums, conferences or other specialized training not leading to a degree • working with software programmers, engineers, technicians or other consultants or specialists to develop knowledge and skills related to artistic practice in new media or audio • travel related to the program of work, and • research and development of links with potential host organizations for a future residency. <p>Production Grants</p> <p>Applicants may apply under this category to produce an artwork that combines experimentation, exploration and research with the phases of production; or to produce an artwork for which the creative development phase is complete.</p> <p>Activities eligible for funding under the Production Grants component include all of the activities mentioned above under Research Grants, as well as the following activity:</p> <ul style="list-style-type: none"> • production of one or more new artworks in new media or audio.

<p>Project Eligibility (continued)</p>	<p>Types of Ineligible Activities and Projects</p> <p>The following types of activities, projects and artworks are not eligible for support and do not count in determining an applicant’s eligibility:</p> <ul style="list-style-type: none"> • projects done on contract for, or produced by, a government agency or private company • commissioned projects (except where the commission gives the artist full editorial and creative control; a signed letter of agreement verifying this information must accompany the application) • music recording projects (including electronic music) • projects related to the new media or audio industry (including commercial video games) • educational or instructional projects • promotional projects • student projects • projects using new media or audio simply as a tool to record, document or present artworks, completed or incomplete • projects using new media or audio as tools to support another artistic discipline (e.g. performing arts, music, writing and publishing, design, etc.) • projects that transfer a finished new media or audio artwork in one format to another, without modification of the original • productions involving commercial or journalistic approaches to new media or audio • artists’ personal promotional web pages or other artists’ personal promotional supports • activities related to project funding development • radio plays • projects using new media or audio as tools to support film or video, multiplatform film or video projects and film or video installation projects. Applicants wishing to apply for these types of projects should consult the Grants to Film and Video Artists program • projects to develop, produce or present artworks where the applicants are not the artists, creators of the artworks. <p>Applicants may hire collaborators, programmers or assistants to produce intermediate elements of their project, and for certain specialized techniques, but must produce most of the work themselves.</p> <p>The Canada Council for the Arts encourages artists to seek payment for the presentation, exhibition and dissemination of their artworks. However, projects where the final product is made only for profit or financial gain are not supported.</p>
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<p>Grant Amounts</p>	<p>Applicants may apply for any amount in the range indicated, but must round their total budget request to the nearest thousand.</p> <p>Research Grants Component</p> <ul style="list-style-type: none"> • Mid-career or established applicants: <ul style="list-style-type: none"> ○ from \$3,000 to \$20,000 <p>Production Grants Component</p> <ul style="list-style-type: none"> • Emerging applicants: up to \$20,000 • Mid-career or established applicants: <ul style="list-style-type: none"> ○ in new media: up to \$60,000 ○ in audio: up to \$35,000
<p>Eligible Expenses</p>	<p>Applicants are asked to submit reasonable, carefully thought-out projects based on well-researched budgets.</p> <p>Purchase of production or studio equipment and payment for capital costs to produce a project are not eligible expenses.</p> <p>Expenses that have occurred before the competition deadline are not eligible. Funding is not granted retroactively.</p> <p>Development of financing for a project is not an eligible expense.</p> <p>If a grant is awarded, Canada Council funds will be released once all applicants have confirmed in writing that they accept the grant conditions and when the other sources of funding listed in the application budget have been confirmed.</p> <p>Research Grants Component</p> <p>Eligible expenses to the Research Grants Component include:</p> <ul style="list-style-type: none"> • subsistence costs for the time spent working on the project (up to \$2,000 per month per applicant) • honoraria and other professional fees (for programmers, technicians, consultants, specialists or other collaborators) • rental costs for equipment, studios and other facilities • costs of supplies and materials used for experimentation and research • software license costs (specialized software only) • travel costs, and • conference and workshop registration fees.

<p>Eligible Expenses (continued)</p>	<p>Production Grants Component</p> <p>Eligible expenses to the Production Grants Component include all of the above, as well as:</p> <ul style="list-style-type: none"> • direct costs related to the production of the artwork • direct presentation-related costs of the artwork (including rental costs for presentation equipment) • contingency funds (to a maximum of 10 percent of the grant amount requested), and • costs of promoting, launching, reproducing and copying of the artwork (to a maximum of 5 percent of the grant amount requested).
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Prior to submitting the applications to the peer assessment committee, applications are reviewed by the staff of the Media Arts Section to confirm the eligibility of the applicants and of the proposals. If an application is deemed to be ineligible, the applicant concerned will receive a letter by mail explaining the reasons for the decision.</p> <p>Eligible applications under this program will then be evaluated in the context of a national competition by a peer assessment committee drawn from the new media and audio discipline.</p> <p>The committee members are independent new media and audio artists, or specialists in these fields, recognized for their expertise and artistic accomplishments, as well as their knowledge of new media and audio. The committee members are also selected to ensure fair representation of gender, regions, cultural diversity, artistic genres, Aboriginal Peoples and both official languages.</p> <p>The peer assessment committee bases its assessment on the program’s assessment criteria (see list of criteria below) and on the contents of the written proposal and the support material. As a guideline, the relative weights given to the documentation submitted for evaluation by the committee are:</p> <ul style="list-style-type: none"> • written proposal: 50 percent, and • support material: 50 percent <p>The support material is an important element of the committee’s evaluation. The support material should provide committee members with a comprehensive idea of the artist’s approach to creating artworks in new media or audio (or other art forms for artists in other disciplines), the applicants’ technical and production skills and their ability to carry out the proposed project.</p> <p>As available funds are limited in a given competition, not all meritorious applications will receive a grant. Note that meeting the eligibility criteria allows you to apply to the program, but does not guarantee that you will receive a grant.</p> <p>The peer assessment committee’s decisions for this program are final.</p>

<p>Assessment of Applications (continued)</p>	<p>Assessment Criteria: Research Grants and Production Grants Components</p> <p>Eligible applications are assessed according to the criteria below.</p> <ul style="list-style-type: none"> • The artistic merit of the proposed project, as shown by: <ul style="list-style-type: none"> ○ the innovation and artistic expression evident in the proposal ○ the originality of the project, and ○ the applicants' contribution to the discipline (i.e. whether the project expands or renews the principal areas of exploration in media arts). • The professional development value of the proposal, as shown by: <ul style="list-style-type: none"> ○ the relevance and value of the proposed research to the applicants' ongoing artistic practice ○ the extent to which the project contributes to the development or renewal of the applicants' artistic practice (i.e. continuity, a new direction, a break, etc.), and ○ the impact of the project on the development of the applicants' career. • The applicants' ability to carry out the project, as shown by: <ul style="list-style-type: none"> ○ the applicants' experience in new media or audio creation, or solid professional support provided by others ○ the applicants' mastery of materials, means and concepts ○ the budget, which must provide a realistic justification of expenses with respect to the scope of the project ○ the artistic merit of the applicants' previous artworks, as shown in the support material ○ the applicants' technical and production skills (for projects presented to the Production Grants component), and ○ the applicants' previous production experience in relation to the size and scope of the proposed project (for projects presented to the Production Grants component).
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STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

No. Submit only the requested documentation, and carefully choose the material you include. Extra documents 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 applicants are assessed on the same basis.

How will I know that my application has been received at the Canada Council for the Arts?

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out a few days after your application is received.

Is my personal information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council maintains your personal information in Personal Information Bank CAC PPU 115 (for artists). All other information may be accessible to others under the Access to Information Act.

For this program, the Canada Council for the Arts requests that you indicate your year of birth, gender, cultural origin and language of communication on the application form. The Canada Council for the Arts requires statistics in these areas for program planning, evaluation and policy development. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the peer assessors.

On a confidential basis, for purposes of program planning and evaluation of applications, the Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies. Personal information is not released.

When and how will I find out the results of my application?

You will be notified, by letter, approximately four months after the application deadline. Note that, for privacy reasons, the Canada Council does not release results by telephone or email.

Can I find out who got a grant and who was on the peer assessment committee?

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. You can also write to the Canada Council to request the list of peer assessors and successful applicants three months after the results are mailed out.

How can I find out about other Media Arts Section programs?

You are encouraged to consult the Canada Council's website at www.canadacouncil.ca/mediaarts for information on all the Media Arts Section's programs or request a copy of the catalogue of *Programs and Awards for Media Artists and Media Arts Organizations* to be mailed to you.

Step 3 –Application Form



Canada Council
for the Arts

Conseil des Arts
du Canada

Grants to New Media and Audio Artists: Research and Production Grants

THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION PROVIDED ON THIS PAGE, WHEN COMPLETED

Your personal information will be maintained in Personal Information Bank CAC PPU 115. Please note that the information you provide on this page will not be submitted to the peer assessment committee.

Media Arts Section, Canada Council for the Arts, 350 Albert Street, P.O. Box 1047, Ottawa (Ontario) K1P 5V8

PART A – INFORMATION ON THE APPLICANTS

Up to three eligible professional artists may apply, one lead applicant and two co-applicants.

INFORMATION ON THE LEAD APPLICANT

Name (please provide your **full** legal name): Ms. Mr.

_____ Year of birth (optional): _____
Last name First and middle names

Permanent Address:

Current address, if different from permanent:

Street and apartment number

City

Province/territory

Postal code

()

()

Telephone (residence)

Telephone (business)

()

Fax

Email

Province/territory

Postal code

()

()

Telephone (residence)

Telephone (business)

()

Fax

Email

INFORMATION ON THE CO-APPLICANTS (IF THIS APPLIES)

Each co-applicant must share creative responsibility for the project. Individuals hired as team members (programmers, sound engineers, consultants, specialists, etc.) cannot be considered as co-applicants. Co-applicants must be in the same artist category (emerging, mid-career, established) as the lead applicant.

For collaborations, first co-applicant:

Ms. Mr.

_____ Last name First and middle names

Street and apartment number

City

Province/territory

Postal code

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()

Telephone (residence)

Telephone (business)

Year of birth (optional): _____

For collaborations, second co-applicant:

Ms. Mr.

_____ Last name First and middle names

Street and apartment number

City

Province/territory

Postal code

()

()

Telephone (residence)

Telephone (business)

Year of birth (optional): _____

NAME OF APPLICANT: _____

THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION PROVIDED ON THIS PAGE, WHEN COMPLETED

Your personal information will be maintained in Personal Information Bank CAC PPU 115. Please note that the information you provide on this page will not be submitted to the peer assessment committee.

The Canada Council for the Arts is committed to supporting culturally diverse and Aboriginal arts in Canada. It therefore gathers information to measure the extent to which Council funding supports culturally diverse and Aboriginal artists in Canada.

The information will not be used to assess your application and will not be passed on to the assessors. It will be used for administrative and statistical purposes ONLY.

Your response to the questions in this section is voluntary.

PERSONAL INFORMATION (Only the lead applicant should respond.)

Gender: Male Female **Year of birth:** _____

Are you an Aboriginal person of Canada? (The Canada Council defines Aboriginal people in Canada as First Nations (status and non-status), Métis and Inuit.)

Yes. Please indicate which group: _____ No.

OR

Do you identify as a visible minority? (Examples of visible minority people, as identified under Canada's *Employment Equity Act* include those who are Black, South Asian, Indo-Pakistani, Chinese, Japanese, Southeast Asian, Filipino, Pacific Islander, West Asian, Arab, Korean and Latin American.)

Yes. Please indicate which group: _____ No.

What is your home province or province of origin in Canada?

(place of birth or place you have lived the longest in Canada) _____

LANGUAGE INFORMATION (only the lead applicant should respond.)

What is your preferred language of communication? English French

If one of Canada's two official languages is your primary language, please indicate which one. English French

Do you speak or understand an Aboriginal language? If so, please indicate which language: _____

Please indicate if you speak, read and (or) understand the following languages:

English: Speak Read Understand

French: Speak Read Understand

Do you speak, read or understand any other language? If so, please indicate which language:

_____ Speak Read Understand

NAME OF APPLICANT: _____

THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION PROVIDED ON THIS PAGE, WHEN COMPLETED

Your personal information will be maintained in Personal Information Bank CAC PPU 115. Please note that the information you provide on this page will not be submitted to the peer assessment committee.

PART B – DECLARATION

Please read this section carefully, and complete and sign it. Only original signatures will be accepted.

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

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

- I am a Canadian citizen or permanent resident of Canada, as defined by Citizenship and Immigration Canada.
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply to the Canada Council for only one Grant to Professional Artists (excluding a Travel Grant) between 1 April and 31 March of any year.
- I accept the conditions of this program, which are described in the application guidelines, and I agree to accept the Canada Council for the Arts' decision.
- I have already sent all overdue final reports for previous Canada Council grants. I understand that my application will be considered ineligible if any of my final reports have not been received and approved before the deadline date.
- 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 understand that I am responsible for submitting a complete application. Applications with insufficient information to determine my eligibility as an applicant or to evaluate the proposed project will be deemed not eligible to the program.

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

ORIGINAL SIGNATURES ARE REQUIRED.

Signature of lead applicant

Date

Signature of co-applicant no. 1 (if this applies)

Date

Signature of co-applicant no. 2 (if this applies)

Date



Grants to New Media and Audio Artists: Research and Production Grants

Please note that the information provided from this point onward will be submitted to a peer assessment committee for review.

Please read Appendix A carefully for detailed instructions on how to complete the application form.

Media Arts Section, Canada Council for the Arts, 350 Albert Street, P.O. Box 1047, Ottawa (Ontario) K1P 5V8

PART C1 – NAME AND LOCATION OF APPLICANTS

Lead applicant:

Last name

First and middle names

City (permanent residence)

Province or territory

Co-applicant no. 1 (if this applies):

Last name

First and middle names

City (permanent residence)

Province or territory

Co-applicant no. 2 (if this applies) :

Last name

First and middle names

City (permanent residence)

Province or territory

PART C2 – COMPONENT AND AMOUNT REQUESTED

Please indicate the component you are applying to and the requested amount rounded to the nearest thousand (check one only):

• Emerging applicants only:

New Media Production Grant

Amount requested: \$ _____ (max. \$20,000)

Audio Production Grant

Amount requested: \$ _____ (max. \$20,000)

• Mid-career and established applicants only:

New Media Research Grant

Amount requested: \$ _____ (max. \$20,000)

New Media Production Grant

Amount requested: \$ _____ (max. \$60,000)

Audio Research Grant

Amount requested: \$ _____ (max. \$20,000)

Audio Production Grant

Amount requested: \$ _____ (max. \$35,000)

PART C3 – APPLICANT CATEGORY

Please indicate the category to which you are applying (check one only). Consult the program guidelines for information on the applicants' eligibility criteria.

Emerging artist(s) in new media or audio

Mid-career artist(s) in new media or audio

Established artist(s) in new media or audio

Mid-career artist(s) in another artistic discipline

Established artist(s) in another artistic discipline

NAME OF APPLICANT: _____

PART D – BRIEF DESCRIPTION OF PROJECT

Project title: _____

Presentation format, if this applies: (for example, audio performance, installation, website): _____

Period to be covered by the grant: from _____ to _____
(day/month/year) (day/month/year) *

* If a grant is awarded, the final report must be submitted within three months of the end of the period covered by the grant.

In two or three lines, provide a summary of the proposed project:
(for example, “to produce an interactive sound installation on the buzzing of bees” or “to develop software for a new media installation on the life cycle of bees”)

PART E – PROJECT SCHEDULE

Milestone (for example, research, travel, production, documentation, etc.)	Description of activities that will be undertaken	Planned start date	Planned end date

Please indicate the project completion date? _____
(day/month/year)

NAME OF APPLICANT: _____

PART F – LEAD APPLICANT’S SUPPORT MATERIAL

Please consult the *Guidelines for Presenting Support Material* in Appendix A at the end of the form (Application Guidelines).

If you are an emerging artist, your first item of support material should be one copy of an independent work in new media or audio that you have produced and presented in a professional context, or audio-visual documentation of the artwork.

ITEM 1

If the item is to be shown on a computer, please indicate the platform: Mac PC

Title of artwork or artworks (maximum of 10 digital images, if this applies)	Type of artwork	Applicant’s role or part in its creation	Date of completion (month/year)
1)			/
2)			/
3)			/
4)			/
5)			/
6)			/
7)			/
8)			/
9)			/
10)			/

Please provide a brief context for the artwork or artworks presented. Explain why you are sending this item, what it shows, and how the project relates to what you are proposing:

If you are submitting a website as an item, please provide the site’s complete and exact URL:

If the item is in video or audio format, please provide the following information:

Total length: _____ (maximum five minutes)

Cued, if necessary: from _____ to _____ (maximum five minutes)

Instructions or notes for consulting the item:

If you are an emerging artist, please indicate the media arts professional context where one of your independent works in new media or audio has been presented:

Title of artwork:

Professional presentation context:

City and province:

Date of presentation:

NAME OF APPLICANT: _____

PART F (continued) – LEAD APPLICANT’S SUPPORT MATERIAL

Please consult the *Guidelines for Presenting Support Material* in Appendix A at the end of the form (Application Guidelines).

ITEM 2

If the item is to be shown on a computer, please indicate the platform: Mac PC

Title of artwork or artworks (maximum of 10 digital images, if this applies)	Type of artwork	Applicant’s role or part in its creation	Date of completion (month/year)
1)			/
2)			/
3)			/
4)			/
5)			/
6)			/
7)			/
8)			/
9)			/
10)			/

Please provide a brief context for the artwork or artworks presented. Explain why you are sending this item, what it shows, and how it relates to the project you are proposing:

If you are submitting a website as an item, please provide the site’s complete and exact URL:

If the item is in video or audio format, please provide the following information:

Total length: _____ (maximum five minutes)

Cued, if necessary: from _____ to _____ (maximum five minutes)

Instructions or notes for consulting the item:

NAME OF APPLICANT: _____

PART F (continued) – IF THIS APPLIES, CO-APPLICANT NO. 1'S SUPPORT MATERIAL

Please consult the *Guidelines for Presenting Support Material* in Appendix A at the end of the form (Application Guidelines).

If you are an emerging artist, your first piece of support material should be one copy of an independent work in new media or audio that you have produced and presented in a professional context, or an audio-visual document of the artwork.

ITEM 1

If the item is to be shown on a computer, please indicate the platform: Mac PC

Title of artwork or artworks (maximum of 10 digital images, if this applies)	Type of artwork	Applicant's role or part in its creation	Date of completion (month/year)
1)			/
2)			/
3)			/
4)			/
5)			/
6)			/
7)			/
8)			/
9)			/
10)			/

Please provide a brief context for the artwork or artworks presented. Explain why you are sending this item, what it shows, and how it relates to the project you are proposing:

If you are submitting a website as an item, please provide the site's complete and exact URL:

If the item is in video or audio format, please provide the following information:

Total length: _____ (maximum five minutes)

Cued, if necessary: from _____ to _____ (maximum five minutes)

Instructions or notes for consulting the item:

If you are an emerging artist, please indicate the media arts professional context where one of your independent works in new media or audio has been presented:

Title of artwork:

Professional presentation context:

City and province :

Presentation date:

NAME OF APPLICANT: _____

PART F (continued) – IF THIS APPLIES, CO-APPLICANT NO. 1'S SUPPORT MATERIAL

Please consult the *Guidelines for Presenting Support Material* in Appendix A at the end of the form (Application Guidelines).

ITEM 2

If the item is to be shown on a computer, please indicate the platform: Mac PC

Title of artwork or artworks (maximum of 10 digital images, if this applies)	Type of artwork	Applicant's role or part in its creation	Date of completion (month/year)
1)			/
2)			/
3)			/
4)			/
5)			/
6)			/
7)			/
8)			/
9)			/
10)			/

Please provide a brief context for the artwork or artworks presented. Explain why you are sending this item, what it shows, and how it relates to the project you are proposing:

If you are submitting a website as an item, please provide the site's complete and exact URL:

If the item is in video or audio format, please provide the following information:

Total length: _____ (maximum five minutes)

Cued, if necessary: from _____ to _____ (maximum five minutes)

Instructions or notes for consulting the item:

NAME OF APPLICANT: _____

PART F (continued) – IF THIS APPLIES, CO-APPLICANT NO. 2'S SUPPORT MATERIAL

Please consult the *Guidelines for Presenting Support Material* in Appendix A at the end of the form (Application Guidelines).

If you are an emerging artist, your first piece of support material should be one copy of an independent work in new media or audio that you have produced and presented in a professional context, or an audio-visual document of the artwork.

ITEM 1

If the item is to be shown on a computer, please indicate the platform: Mac PC

Title of artwork or artworks (maximum of 10 digital images, if this applies)	Type of artwork	Applicant's role or part in its creation	Completion date (month/year)
1)			/
2)			/
3)			/
4)			/
5)			/
6)			/
7)			/
8)			/
9)			/
10)			/

Please provide a brief context for the artwork or artworks presented. Explain why you are sending this item, what it shows, and how it relates to the project you are proposing:

If you are submitting a website as an item, please provide the site's complete and exact URL:

If the item is in video or audio format, please provide the following information:

Total length: _____ (maximum five minutes)

Cued, if necessary: from _____ to _____ (maximum five minutes)

Instructions or notes for consulting the item:

If you are an emerging artist, please indicate the media arts professional context where one of your independent works in new media or audio has been presented:

Title of artwork:

Professional presentation context:

City and province:

Presentation date:

NAME OF APPLICANT: _____

PART F (continued) – IF THIS APPLIES, CO-APPLICANT NO. 2'S SUPPORT MATERIAL

Please consult the *Guidelines for Presenting Support Material* in Appendix A at the end of the form (Application Guidelines).

ITEM 2

If the item is to be shown on a computer, please indicate the platform: Mac PC

Title of artwork or artworks (maximum of 10 digital images, if this applies)	Type of artwork	Applicant's role or part in its creation	Completion date (month/year)
1)			/
2)			/
3)			/
4)			/
5)			/
6)			/
7)			/
8)			/
9)			/
10)			/

Please provide a brief context for the artwork or artworks presented. Explain why you are sending this item, what it shows, and how it relates to the project you are proposing:

If you are submitting a website as an item, please provide the site's complete and exact URL:

If the item is in video or audio format, please provide the following information:

Total length: _____ (maximum five minutes)

Cued, if necessary: from _____ to _____ (maximum five minutes)

Instructions or notes for consulting the item:

NAME OF APPLICANT: _____

PART F (continued) – SUPPORT MATERIAL FOR THE PROPOSED PROJECT (OPTIONAL)

An optional item of documentation on the proposed project may be submitted (draft, demo, etc.). Please consult the *Guidelines for Presenting Support Material* in Appendix A at the end of the form (Application Guidelines).

ITEM 3

If the item is to be shown on a computer, please indicate the platform: Mac PC

Title of images or video or audio files
(maximum 10 digital images, if this applies)

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

Please provide a context or reason why you are sending this item, what it shows, and how it relates to the project you are proposing:

If you are submitting a website as an item, please provide the site's complete URL:

If the item is in video or audio format, please provide the following information:

Total length: _____ (maximum five minutes)

Cued, if necessary: from _____ to _____ (maximum five minutes)

Instructions or notes for consulting the item:

NAME OF APPLICANT: _____

PART G – DETAILED DESCRIPTION OF PROJECT

Attach a detailed description of your project (maximum five pages) to this form.

The detailed project description is one of the most important parts of your application. Please consult the *Detailed Project Description Guidelines* in Appendix A (Application Guidelines).

PART H – BUDGET

Please fill out the budget form below. If it does not provide sufficient space, attach your own detailed budget in addition to this form. An Excel version of the budget form is also available on the Council’s website. Please consult the *Budget Guidelines* in Appendix A, at the end of the form (Application Guidelines).

REVENUES	Amount confirmed	Amount not confirmed
Grant amount requested from this program of the Canada Council for the Arts		
Other sources of federal funds (please specify):		
Provincial or territorial funds (please specify):		
Municipal or regional funds (please specify):		
In-kind contributions (please specify):		
Fundraising (companies, individuals, foundations, etc.) (please specify):		
Other income (please specify):		
Sub-total revenues		
TOTAL REVENUES		
Total revenues amount and total expenses amount should be identical.		

NAME OF APPLICANT: _____

PART H (continued) – BUDGET				Amount requested from CCA	Amount from other sources	Total
EXPENSES						
Subsistence costs:						
Lead applicant:	_____	X	_____ \$ =			
	number of months		maximum \$2,000/month from CCA			
If this applies, co-applicant no. 1:	_____	X	_____ \$ =			
	number of months		maximum \$2,000/month from CCA			
If this applies, co-applicant no. 2:	_____	X	_____ \$ =			
	number of months		maximum \$2,000/month from CCA			
Sub-total A						
Conference and workshop registration fees (please specify):						
Sub-total B						
Rental costs for equipment, studios and other facilities (please specify):						
Sub-total C						
Honoraria and other professional fees (for programmers, technicians, consultants, etc.) (please specify):						
Sub-total D						
Travel costs (please specify):						
Sub-total E						

NAME OF APPLICANT: _____

PART H (continued) – BUDGET			
EXPENSES (continued)	Amount requested from CCA	Amount from other sources	Total
Costs of supplies and materials (please specify):			
Sub-total F			
Specialized software licence costs (please specify):			
Sub-total G			
Other production costs (please specify):			
Sub-total H			
Other presentation costs (please specify):			
Sub-total I			
Sub-total A+B+C+D+E+F+G+H+I			
Contingency funds (maximum 10% of amount requested from the Canada Council for the Arts)			
Costs of promoting, launching, reproducing and copying (maximum 5% of amount requested from the Canada Council for the Arts)			
TOTAL EXPENSES			
Total expenses amount and total revenues amount should be identical			

NAME OF APPLICANT: _____

PART I – APPLICANTS’ RÉSUMÉS

Attach the résumés of all applicants to this form. Please consult the *Guidelines for Résumés* in Appendix A at the end of the form (Application Guidelines).

If applicable, please remember to attach the following documents:

- Graduate students: a letter from your program director verifying that the project is not related to your study program.
- In the case of an artwork you created after your basic training in media arts but while you were in another program of studies, which you wish to have considered for determining your eligibility: a letter from your program director verifying that the artwork in question had no relation to the program of studies in question.
- Optional: a press kit of not more than five pages.

PART J – LIST OF ATTACHED DOCUMENTS

If the project was commissioned, name of the commissioning organization (if this applies):

Name of organization:	Name of contact person:

Please attach a signed letter of agreement stating that you retain full editorial and creative control of the proposed project.

List of consultants or specialists with whom you plan to work (if this applies):

Name of individual or organization:	Role:

Please attach résumés and letters of confirmation for the consultants and specialists listed above.

List of rights, option and copyright agreements (if this applies):

Name of individual or organization:	Subject of agreement:

Please attach letters of agreement concerning rights, options and copyright (stories, images, music, etc.) listed above.

List of financial participation agreements from other funding sources (if this applies):

Name of funding source:	Amount

Please attach letters or agreements of financial participation from the funding sources listed above.

PART K – CHECK LIST

Please send only one copy of your application, including the completed form, support material and all other documentation required, by the competition deadline date at the latest.

Please attach the following documents to your application in the order given below:

- Part A – Information on the Applicants
- Optional: section on personal and language information
- Part B – Declaration (original signatures of all applicants are required.)
- Part C – Name and location of applicants/Component and amount requested/Applicants' category
- Part D – Brief description of project
- Part E – Project schedule
- Part F – Description of support material
 - Emerging artists must submit at least one copy of an independent artwork in new media or audio that they have produced and presented in a professional context or audiovisual documentation on the artwork.
- Part G – Detailed project description
- Part H – Budget
- Part I – Applicants' résumés
 - If this applies, a letter from the director of your graduate studies program verifying that the project submitted is not connected to the program of studies.
 - If this applies, a letter from the director of your program verifying that an independent artwork produced while in a program of studies was not part of the program in which you were enrolled.
 - Optional: a press kit of no more than five pages.
- Part J – List of attached documents
 - If the proposed project is a commission, attach the signed letter of agreement showing that you will retain full editorial and creative control over the project.
 - If this applies, attach the résumés and letters of confirmation of the consultants or specialists you plan to work with.
 - If this applies, attach the letters of agreement concerning rights, options and copyrights (stories, images, music, etc.).
 - If this applies, attach letters or agreements concerning the financial participation of other funding sources.
- Items submitted as support material (maximum of two items per applicant + one item about the proposed project)

Please remember to:

- keep a photocopy of your application for your records;
- submit your application, with all required documentation, by the deadline date.

APPENDIX A– APPLICATION GUIDELINES

Project Schedule Guidelines**Application form Part E**

Applicants must submit a schedule of the activities that will be undertaken during the period covered by the grant requested. The schedule must show the milestones in the research or production of the artwork, the timelines and the deliverables.

You may begin your project before being notified of the competition results. However, costs incurred before the competition deadline are not eligible expenses.

Applicants will be notified of the results approximately four months after the deadline date. If a grant is awarded, the Canada Council for the Arts will release funding as soon as all the applicants have stated in writing that they accept the grant conditions and that all the other funding sources cited in the application budget have been confirmed. If funding from the other sources have been confirmed, payment will be made following approval of a revised budget. Applicants are strongly encouraged to take this into account when preparing the project schedule.

Guidelines for Presenting Support Material**Application form Part F**

All applicants must submit support material with their application, postmarked no later than the deadline date.

Support material consists of documentation on the artworks, or excerpts of the artworks, created or co-created by the applicants. This may include previous professional productions or artworks produced in a workshop or in collaboration with other artists.

With their applications, emerging artists must include documentation on at least one independent artwork in new media or audio that they created and have presented in a professional context, or audiovisual documentation of that artwork.

Please do not send original artworks or sole copies of the support material. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material submitted with the application.

Reasonable efforts will be made to view or listen to support material, but it is the responsibility of the applicants to ensure that they operate well. Test your material before sending it. The Canada Council is not responsible for material that fails to operate. All support material must be self-supporting and self-explanatory.

**Guidelines for
Presenting Support
Material
(continued)**

Number of items

Each applicant may submit a maximum of two items relating to previous artworks. One item is:

- documentation on an artwork or excerpts of artworks, presented in video or audio format or on a website, with a maximum running time of five minutes;

or

- a maximum of 10 digital images.

An optional third item can be submitted that documents the proposed project (draft, demo, etc.). This can be in video or audio format or on a website, with a maximum running time of five minutes. It may also be digital images (maximum of 10).

The peer assessment committee has a limited amount of time for viewing or listening to support material. Please respect the maximum number of items to be submitted and the presentation formats indicated.

Identification of items

Identify the items submitted as support material in Part F of the form, which provides space for descriptive and contextual information. The applicants' creative role in the works presented must be clearly explained, as well as the reason for selecting each item, what it shows and its relation to the proposed project.

Clearly indicate the name(s) of the applicant(s) and the item number on each item, by using a label or by writing directly on the material.

Presentation format of the items

The items presented as support material can be presented on the same support (for example, two items on one DVD).

Digital images on CD-RW, CD-ROM, DVD-RW, DVD-RAM, DVD-ROM or USB key formats:

- digital images must be submitted in .jpg files
- ensure that each file (image) does not exceed 1 MB in size
- save each image in a separate file named with its number and title as listed in Part F (for example, 01title.jpg, 02title.jpeg, ... 10title.jpg). Do not use symbols, special characters or quotation marks (#/«»&|...) in the file name
- include the extension in the file name
- do not submit images in presentation format (PowerPoint, PDF, etc.)
- specify whether the images must be viewed on a MAC or a PC.

Guidelines for Presenting Support Material (continued)

Video or audio files on CD-RW, CD-ROM, DVD-RW, DVD-RAM, DVD-ROM or USB key formats:

- ensure that all files submitted are independent and do not require plug-ins
- indicate whether the files need to be downloaded on the hard drive in order to be viewed or listened to
- make sure the file names display the name and title listed in Part F (for example, 01title.mov, 02title.mp3). Do not use symbols, special characters or quotation marks (#/-« »&|...) in the file name
- include the extension in the file name
- for each file, indicate the minute where you wish the committee members to start and stop their viewing or listening
- specify whether the files must be viewed on a MAC or a PC.

Websites:

- provide a complete and exact URL
- indicate the path to access the support material once on the website
- ensure that the website and all the links involved will be operational up to five months after the deadline date. The Canada Council for the Arts is not responsible if the links are broken or the server is down
- specify the browser and version that should be used.

Audio CD or DVD:

- indicate the number of the tracks to be listened to
- for each track, indicate the minute where you wish the committee members to start and stop their viewing or listening.

Video DVD (including Blu-ray HD):

- only submit NTSC-compliant DVDs
- indicate the chapter number or menu name
- specify the beginning and the end of the part that you wish the committee members to view.

VHS videocassettes:

- cue the tape so that it is ready to be shown
- specify the beginning and the end of the part that you wish the committee members to view.

The support material must be compatible with the hardware and software listed below:

MACINTOSH

- Apple Mac Pro 2 x 2.8 GHz Quad Core
- OS X Leopard
- 320 GB hard drive
- 2 GB of RAM
- 256 MB HD PCI Express Video Card
- CD-RW/DVD-RW/DVD-RAM drive
- Safari or Firefox browser with the following plug-ins: Flash, Shockwave, Adobe Acrobat, RealAudio, RealVideo and QuickTime

<p>Guidelines for Presenting Support Material (cont.)</p>	<p>PC (IBM compatible)</p> <ul style="list-style-type: none"> • HP DC7600 • Windows XP SP3 • 149 GB hard drive • 2 GB of RAM • 384 MB Intel Graphics Media Accelerator Q35 • CD-RW/DVD-ROM drive • Microsoft Office XP SP3 • Internet Explorer 6.X or 7.X equipped with the following plug-ins: Flash, Shockwave, Adobe Acrobat, Windows Media Player, RealPlayer and QuickTime <p><i>Surround</i> 5.1 audio is available.</p>
<p>Guidelines for Detailed Project Description</p>	<p><u>Application form Part G</u></p> <p>The detailed description of the proposed project is a very important part of the application and will be assessed against the criteria (see the Assessment of Applications section in the program guidelines).</p> <p>The description <u>must not exceed five pages</u> of text and should incorporate the following points:</p> <ul style="list-style-type: none"> • a clear description of what the applicants intend to have created by the end of the grant period • the artistic concerns and approach to artistic creation • the ideas, concepts and technologies that will be used • the impact the project will have on the applicants' careers (professional development) • the names of consultants or specialists who will work with the applicants if applicants intend to use technologies with which they are unfamiliar (attach résumé(s) and letter(s) confirming their collaboration). <p>Applicants may attach diagrams, tables, drawings, sketches or plans, as well as a description of technologies to be used in the project, especially if new tools or technologies that are still in development will be used. These items are not counted in the five-page of text maximum.</p> <p>Letters of agreement regarding rights, options and copyrights (stories, pictures, music, etc.) may also be included in the detailed project description.</p>

<p>Budget Guidelines</p>	<p><u>Application form Part H</u></p> <p>Applicants are asked to submit reasonable, carefully thought-out proposals based on well-researched budgets.</p> <p>The budget presented in the application submitted to the Canada Council for the Arts should be similar to the budget submitted to other funding organizations.</p> <p>The total revenue and total expenses shown in the budget must be the same.</p> <p>If the total expenses shown in the budget exceed the amount requested from the program, all other sources of revenue must be listed.</p> <p>Applicants should state whether or not the other sources of revenue are confirmed. Attach letters or agreements for all confirmed contributions from other funding sources.</p> <p>If there is not enough space in Part H – Budget of the application form for all the required information, applicants may, in addition, submit their own budget. However Part H – Budget must be submitted.</p> <p>Note that Part H – Budget is also available in Excel format.</p>
<p>Guidelines for Applicants' Résumés</p>	<p><u>Application form Part I</u></p> <p>All applicants must attach a résumé with their application. Résumés should clearly show that applicants meet the eligibility criteria of the Canada Council for the Arts and of the program. Please do not submit written biographies in paragraph form.</p> <p>An application could be deemed ineligible if the résumés do not clearly present the information needed to establish the applicants' eligibility.</p> <p>Each applicant's résumé must provide the following information in a clear and self-explanatory manner:</p> <ul style="list-style-type: none"> • the basic training in media arts completed, including the training start and end dates • a list of other training and study programs completed, including their start and end dates • a list of the applicant's independent artworks in new media or audio, including their completion dates • the professional context in which each of the applicant's independent artworks in new media or audio was presented, including the year each was presented • a list of the applicant's other artworks professionally exhibited or presented.

<p>Guidelines for Applicants' Résumés (continued)</p>	<p>Applicants may, but need not, submit:</p> <ul style="list-style-type: none"> • a list of awards and honours received • commissions received and collections that contain the applicant's artworks • a list of exhibitions or presentations of artworks that the applicant created as a student or non-professional (it should be noted that these will not be counted in determining the applicant's eligibility) • a description of any other relevant experience • a press kit of no more than five pages.
<p>Presenting and Submitting Your Application</p>	<p><u>Presenting the application</u></p> <p>The application form, information and all other documents required must be submitted on separate sheets of white paper (8½ x 11 inch, printed on one side, portrait orientation). Documents should not be bound, plastic-mounted or stapled; paper clips may be used.</p> <p>To facilitate reproduction, documents should be printed, typed or hand-printed in block letters in black ink. Please do not print in colour or use coloured or odd-sized pages, because they do not photocopy well.</p> <p>Use a font that is easy to read of at least 11 points and standard, 2.5-cm margins (1").</p> <p>Applicants should use the checklist (Part K of the application form) to verify that they have submitted all the required documents.</p> <p>It is the applicants' responsibility to provide all the information required to establish their eligibility and that of their project. The Canada Council for the Arts will base its decisions on the information provided in the application and will not communicate with the applicants to obtain additional information.</p> <p><u>Sending the application</u></p> <p>Send one copy of the application, with all the support material, postmarked by the deadline date, to the address below:</p> <p>Media Arts Section Canada Council for the Arts 350 Albert Street, P.O. Box 1047 Ottawa (Ontario) K1P 5V8</p> <p>If either of these dates falls on a weekend or statutory holiday, the deadline moves to the next business day.</p>

<p>Presenting and Submitting Your Application (continued)</p>	<p>Applicants will be notified of the results by mail approximately four months after the deadline date. Support material will be returned to the lead applicant at this time. The Canada Council for the Arts will keep all other documentation submitted for its records.</p> <p>Please notify the Canada Council for the Arts of any change of address. The Canada Council for the Arts is not responsible for the loss or damage, whatever the cause, of documents or support material submitted with an application.</p> <p>For privacy reasons, the Canada Council for the Arts does not release results by telephone or email and communicates only with the applicants whose names appear on the application.</p>
<p>Additional Information</p>	<p>If you have any questions about the eligibility criteria for applicants or projects, please contact the program officer indicated below:</p> <p>laura-jeanne lefave, Program Officer Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, ext. 5254 TTY: 1-866-585-5559 Fax: 613-566-4409 laurajeanne.lefave@canadacouncil.ca</p>