



Canada Council
for the Arts

Conseil des Arts
du Canada

THEATRE SECTION

Travel Assistance for Theatre Artistic Directors, Administrators and Presenters

The attached form must be used to apply to this program. Please read the application guidelines carefully before completing the application form, and keep a copy of the guidelines and the completed form. These documents contain essential information on the conditions of grants.

Application Deadlines

Applicants may apply for *Travel Assistance for Theatre Artistic Directors, Administrators and Presenters* at any time. Applicants must, however, submit their application and all required support material at least six weeks before the planned activity. Requests that do not adhere strictly to this lead time may not be considered for funding.

Incomplete applications and applications sent by fax or e-mail will not be accepted.

Further Information

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

Telephone: 1-800-263-5588 (toll-free) or (613) 566-4414, ext. 4480

TTY (TDD) machine, for hearing-impaired callers: (613) 565-5194

E-mail: nathalie.sabourin@canadacouncil.ca

Fax: (613) 566-4332

July 2004

THG13E 7-04



APPLICATION GUIDELINES – TRAVEL ASSISTANCE FOR THEATRE ARTISTIC DIRECTORS, ADMINISTRATORS AND PRESENTERS

PURPOSE

The objective of this program is to enhance the production and dissemination of Canadian theatre artworks in Canada. It provides travel assistance to professional Canadian theatre artistic directors, administrators and presenters to see or to discuss future productions or presentations of Canadian plays.

ELIGIBILITY

Eligible applicants include Canadian theatre artistic directors, administrators, presenters and festival directors representing non-profit organizations. Applicants must be Canadian citizens or permanent residents of Canada.

Applicants must be attending performances of a Canadian work or discussing possibilities of producing or presenting it in their ongoing programming. An eligible event is defined as an artistic performance of a Canadian play presented in Canada by professional Canadian artists or companies eligible for Canada Council for the Arts support.

All Canada Council programs are accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.

Eligible Expenses

Applicants may request a kilometrage allowance for travel by automobile or a return excursion fare for travel by air, train or bus. All other expenses are the responsibility of the applicant.

Generally, grants cover interprovincial/territorial travel only. Travel within a province or territory may be covered on an exceptional basis when the distance is greater than 500 kilometres (one way).

APPLICATION DEADLINES

There are no deadlines for this program. Applicants must, however, submit their application and all required support material at least six weeks before the planned activity. Requests that do not adhere strictly to this lead time may not be considered for funding.

The Canada Council does not accept or send applications by fax or e-mail.

VALUE OF GRANT

These grants provide fixed amounts of \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500, depending on the needs of applicants. They should apply for the fixed amount that covers the costs to be incurred during travel. Note that the fixed amounts of \$1,500, \$2,000 and \$2,500 are available only to applicants who are travelling to or from northern Canada. Applications may include more than one destination and applicants must justify the amount requested.

An applicant may receive a maximum of \$2,500 per year between 1 April to 31 March each year.

HOW TO APPLY

Applicants must complete and sign the attached application form. They must submit the original application form, with the required support material.

Applications must include all relevant details on the proposed travel and should not refer to any previous application.

Support Material

Applicants must include a budget for the proposed travel and a quote from a travel agent for the cost of excursion fare for the period of travel requested.

Originals should not be submitted. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material.

CONFIRMATION OF RECEIPT

The Canada Council will send, by mail, an immediate acknowledgement that the application has been received.

ASSESSMENT OF APPLICATIONS

Requests are assessed by a committee composed of Theatre Section Officers, according to the eligibility criteria and the availability of funds. The officers consider all elements of the application and pay particular attention to the artistic quality of the work to be previewed, cost-effectiveness of the proposal and potential effectiveness of the travel in increasing production and dissemination opportunities for Canadian theatre artworks.

NOTIFICATION OF RESULTS

Applicants will normally be notified of the results, in writing, within three weeks of receipt of the application. Results are not released by telephone.

CONDITIONS OF GRANT

If grant recipients are unable to undertake the proposed travel for any reason, they must notify the Theatre Section immediately.

Federal and provincial taxes are not allowable expenses for applicants who are registered under GST or PST regulations and will be reimbursed.

PAYMENT OF GRANTS

Travel Assistance for Theatre Artistic Directors and Presenters grants are paid in one instalment.

FINAL REPORT

All grant recipients must complete a final report and submit it to the Theatre Section within three months of the travel supported by the grant. There is no form for the final report: Applicants simply outline what the grant enabled them to do.

CONFIDENTIALITY OF INFORMATION

The Privacy Act protects the personal information of individuals and provides them with a right of access to such information about themselves. Personal information will be maintained in Personal Information Bank CAC PPU 130. All other information may be accessible under the Access to Information Act.

On a confidential basis, the Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, to assist with program planning and application evaluation.

FURTHER INFORMATION

For further information about the *Travel Assistance for Theatre Artistic Directors, Administrators and Presenters*, contact Nathalie Sabourin in the Theatre Section.

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The Canada Council for the Arts maintains a number of publications on its Web site that are updated on a regular basis to assist arts professionals in disseminating the arts. For information about these publications, contact Koba Johnson at ext. 4118.

Web site: www.canadacouncil.ca

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

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Travel Assistance for Theatre Artistic Directors, Administrators and Presenters

If you are completing the application on a computer, please use the following format. Type or print in black ink. The Canada Council for the Arts will not accept applications submitted by fax or e-mail.

THEATRE SECTION, CANADA COUNCIL FOR THE ARTS, 350 ALBERT ST., P.O. BOX 1047, OTTAWA ON K1P 5V8

PART A – IDENTIFICATION AND DECLARATION

NAME OF APPLICANT (e.g. organization, company)

PERMANENT ADDRESS

Street and apartment/suite number

City

Province or territory

Postal code

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Telephone

Fax

E-mail

Web site

In the space provided below, describe your field of specialization, or the specific art form or artistic tradition in which you work:

Indicate the dollar value of the grant you are requesting (according to the application guidelines):

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

In the space provided below, describe the travel you wish to undertake (in 15 words or less). Attach a separate page describing the significance of the activity as it relates to the assessment criteria stated in the application guidelines.

Event: _____

Destination: _____

Date: _____

Attach a curriculum vitae or professional résumé (maximum of three pages), typed or printed in black ink, and double-spaced. Attach other support material as requested in the application guidelines.

DECLARATION

Date: _____

Please respond to the following questions and statements:

- Will you permit the Canada Council for the Arts to include your name and address on its mailing list? (This information will be used for Canada Council business only.) Yes No
- I prefer to communicate with the Canada Council for the Arts in English French.

I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets these criteria. I accept the conditions of the program as outlined in the application guidelines and agree to abide by the peer assessment committee's decision. I certify that the information contained in this application is complete and accurate, to the best of my knowledge. I will act as sole representative of the group or company, and I will keep the other participants informed of the contents and outcome of this grant application where applicable. I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

Name of Artistic Director/Presenter/ Festival Director

Signature