



Conseil des Arts  
du Canada

Canada Council  
for the Arts

## MEDIA ARTS SECTION

### New Media Residencies

Follow these three steps to apply for a Canada Council for the Arts grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> section for details about the purpose of the program, who and what is eligible, grant amounts, application assessment process and criteria, and so on. Read also the <b>Additional Information for Completing the Application Form</b> section.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> . If you still have questions about the program or the application process, contact the Program Officer indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>checklist</b> (Part L of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

### Deadlines

#### 1 March and 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 required support material must be postmarked on or before the deadline date.

**The Canada Council will not accept applications postmarked after the deadline date, incomplete applications, or those submitted by fax or email.**

### Further Information

**laura jeanne lefave**

Program Officer

Media Arts Section

Canada Council for the Arts

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## PROGRAM GUIDELINES

<p><b>Program Objectives</b></p>	<p>This Canada Council for the Arts program encourages productive collaboration and knowledge exchange between independent, Canadian professional artists who use new media technologies as means of artistic expression and other sectors of society working with new or emerging technologies.</p> <p>To ensure the vitality and continued excellence of new media art, these grants help support residencies for professional Canadian artists committed to the creation of independent artworks over which the artist retains full control.</p>
<p><b>Program Description</b></p>	<p>The program has two components: <b>Research Residencies</b> and <b>Production Residencies</b>. This program is only for projects related to new media; it is not for film or video projects.</p> <p>Host organizations may apply for a grant to host a residency for an artist or a group of up to three artists working collaboratively on a project. There is no minimum duration for the proposed residency. However, residencies of three months or more are encouraged.</p> <p>The program supports projects that provide mutual benefit to artists and host organizations. Grants may be used to cover the direct costs of the residency, such as the guest artists' subsistence, and the direct costs of the research, creative development and production of artworks undertaken during the residency.</p>
<p><b>Definitions</b></p>	<p><b>Media Arts</b> Media arts include artworks in new media, audio, film and video.</p> <p><b>Basic Training in Media Arts</b> Basic training in media arts may be regular training (at a university or college) or less structured (a production course, workshops, practical experience in the production of media arts, etc.).</p> <p><b>Independent Artwork (or independent research project)</b> 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 artwork. If other funding sources are included in the project budget, they must not require the artist to give up control over the artwork.</p> <p>These grants are not intended to support artworks created for the cultural industries of radio, television, film or commercial new media, and such artworks do not count in determining the artist's eligibility</p> <p>Research projects and artworks produced during a program of study or during basic training in media arts are not considered independent and do not count in count in establishing the eligibility of guest artists for this program.</p> <p><b>Professional Context</b> In media arts, a professional context refers to venues and organizations (real or virtual) primarily devoted to presenting, and where the selection of artworks is made by media arts professionals. These may be artist-run centres, exhibition centres, museums, galleries, festivals, competitions, recognized professionally curated web events, or other recognized presentation venues or organizations.</p> <p>Presentation contexts reserved for student productions are not considered to be professional contexts for media arts.</p>

<p><b>Eligibility of Host Organizations</b></p>	<p>Note that meeting the eligibility criteria allows your organization to submit an application to this program. It does not, however, guarantee that it will receive a grant.</p> <p>Only host organizations may submit an application – guest artists may not apply directly. Host organizations may be located either in Canada or elsewhere.</p> <p>To be eligible to apply, your organization must meet all of the following eligibility criteria. It must:</p> <ul style="list-style-type: none"> <li>• show commitment to developing new media and new technologies, or have expertise in this area</li> <li>• be an organization such as a research facility, technology centre, media lab, post-secondary educational institution, private company, or science museum</li> <li>• provide the guest artists with workspace</li> <li>• provide the guest artists with a mentor, advisor or resource person, and</li> <li>• give the guest artists access to adequate technologies and administrative support.</li> </ul> <p>This program is also open to Aboriginal organizations and organizations of diverse cultural and regional communities of Canada.</p> <p><b>Restrictions</b></p> <p>Canadian media arts artist-run centres are not eligible to apply to this program, but they may be eligible for support for residencies under the Media Arts operating grants program.</p> <p>Your organization may submit as many applications as it wishes to a particular application deadline for this program, provided that it is able to host all the guest artists adequately. If your organization wishes to invite artists who are not collaborating on the same project, it must submit separate applications, one for each guest artist or group of guest artists.</p> <p>Where a project or part of a project is already being supported by another Canada Council for the Arts program, it may not be eligible under this program, particularly if the activities eligible for funding are the same.</p> <p>Applicants are not eligible to apply for funding until all overdue final reports for Canada Council grants have been submitted and approved.</p>
<p><b>Eligibility of Guest Artists</b></p>	<p>To be guest artists under the New Media Residencies program, artists must be Canadian citizens or have permanent resident status (as defined by Citizenship and Immigration Canada) at the time of the application deadline for this program. However, the guest artists do not have to be living in Canada when your organization submits the application.</p> <p>Guest artists must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the artistic field (not necessarily in academic institutions)</li> <li>• is recognized as a professional artist by her or his peers (artists working in the same artistic tradition)</li> </ul>

**Eligibility of Guest Artists (continued)**

- is committed to devoting more time to the artistic activity, if financially possible, and
- has already presented his or her work in a professional context.

In addition, guest artists must meet all of the eligibility criteria for a mid-career or established artist in one of the categories described below. Emerging artists are not eligible.

***Mid-career Artist in New Media***

For this category, the artist must:

- have basic training in media arts
- have practised her or his art for four to seven full years, and
- have created at least two independent artworks in new media and presented them in a professional context.

***Mid-career or Established Artist from a Different Artistic Disciplines***

An artist from a different artistic discipline will be considered a mid-career artist in new media for this program if he or she:

- has basic training in media arts or solid support from experienced individuals working in new media, such as recognized programmers or technicians
- meets the definition of a mid-career or established artist as defined by the Canada Council Section in her or his discipline
- has completed at least five full years of recognized artistic practice, and
- has presented his or her artworks, during this time, nationally or internationally in a professional context (as defined by the Canada Council Section in her or his discipline.)

***Established Artist in New Media***

For this category, the artist must:

- have basic training in media arts
- have practised his or her art for more than seven full years, and
- have created a body of independent artworks in new media and presented them in a professional context.

**Groups of artists**

Groups of up to three artists working collaboratively are eligible. Every artist in such a group must meet the eligibility criteria described above and must share creative responsibility for the project. Individuals engaged as personnel on the project (programmers, audio engineers, specialized consultants, etc.) should not be proposed as group members.

**Restrictions**

Undergraduate students at a school, college or university are not eligible to apply to this program. Graduate students are eligible only if they meet the eligibility criteria described above; however, the project presented in the application to this program cannot be related to their course of study. A letter confirming this from the graduate student's Program Director must be included with the application.

<p><b>Project Eligibility</b></p>	<p>Only projects involving research or production of independent artworks are eligible for support from this program</p> <p>Eligible residency projects may, among other things, take the form of research or the production of artworks integrating technology or robotics, installations, performances, immersive environments, web art, VJing, or electronic art, and interactive works.</p> <p><b>Research Residencies</b></p> <p>Projects that include the following activities are eligible for the Research Residencies component:</p> <ul style="list-style-type: none"> <li>• researching and developing ideas and concepts</li> <li>• researching and developing new projects</li> <li>• experimenting with various tools and technologies to produce artworks in new media, and</li> <li>• working with software programmers, engineers, technicians or other specialized consultants to develop knowledge and skills related to the artistic practice of new media or other forms of specialized training not leading toward a degree.</li> </ul> <p><b>Production Residencies</b></p> <p>This component is for artists who want to produce an artwork and to combine experimentation, exploration and research with the phases of production. It is also for artists who want to produce an artwork for which the creative development phase has been completed. It includes:</p> <ul style="list-style-type: none"> <li>• all the activities listed above for the Research Residencies, and</li> <li>• the production of one or more new artworks in new media.</li> </ul> <p><b>Ineligible Projects</b></p> <p>The following activities, projects and artworks are not eligible for support from this program. Also, they do not count in determining the eligibility of guest artists:</p> <ul style="list-style-type: none"> <li>• industrial projects and projects related to the cultural industry of commercial new media (including commercial video games)</li> <li>• projects carried out on contract for a government organization or a private enterprise, or products produced by such an entity</li> <li>• commissions (except where the commission allows the artist to retain full editorial and creative control—the agreement signed with the artist must confirm this)</li> <li>• educational or teaching projects</li> <li>• student projects and projects related to obtaining a degree at an educational institution</li> <li>• promotional projects</li> <li>• projects using new media simply as a tool to record, document or present artworks, whether or not they have been completed</li> <li>• projects using new media as a tool to support another artistic discipline (for example, performing arts, music, literature and publishing, design, etc.)</li> <li>• projects using new media as a tool to support film or video projects, multi-platform film or video projects, and film or video installation projects</li> </ul>
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<p><b>Project Eligibility (continued)</b></p>	<ul style="list-style-type: none"> <li>• projects whose purpose is to convert a completed new media work from one format to another, without modifying the original work</li> <li>• new media productions that take a commercial or journalistic approach</li> <li>• artists' personal promotional web pages or other promotional supports</li> <li>• activities related to project funding development, and</li> <li>• projects consisting of developing, producing or presenting works where the guest artists are not the works' creators.</li> </ul>
<p><b>Amount of Grant</b></p>	<p>You are asked to submit a reasonable, carefully thought-out proposal based on a well-researched budget. These grants cannot be used for expenses that occurred before this program's deadline date.</p> <p><b>Research Residencies:</b> up to \$30,000</p> <p>Eligible expenses under this component include:</p> <ul style="list-style-type: none"> <li>• guest artists' subsistence costs for the time spent working on the project (maximum of \$2,000 per month for each guest artist)</li> <li>• professional and other fees and honorariums (for programmers, technicians, specialized consultants or other collaborators)</li> <li>• rental costs for equipment, studios and other facilities</li> <li>• costs of materials and supplies used for experimentation and research</li> <li>• software licence costs (for specialized software only)</li> <li>• travel costs</li> <li>• conference and workshop registration fees, and</li> <li>• your organization's administrative costs (maximum of 5 percent of the amount requested from the Canada Council).</li> </ul> <p><b>Production Residencies:</b> up to \$60,000</p> <p>Eligible expenses under this component include all of the expenses listed above, as well as:</p> <ul style="list-style-type: none"> <li>• direct costs related to production of the artwork</li> <li>• contingency funds (maximum of 10 percent of the amount requested from the Canada Council), and</li> <li>• the costs of promoting, launching, reproducing and documenting the artwork (maximum of 5 percent of the amount requested from the Canada Council).</li> </ul> <p><b>Ineligible expenses</b></p> <p>Ineligible expenses include:</p> <ul style="list-style-type: none"> <li>• Purchase of production, studio or laboratory equipment and payment for capital costs to produce a project</li> <li>• Costs related to financing the project.</li> </ul>

<p><b>Assessment of Applications</b></p>	<p><b>Type of Work Supported</b></p> <p>Priority will be given to projects that involve innovation and artistic expression. Innovation can consist in the renewal of formal elements in terms of style, technique or process. It can also be based on the uniqueness 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 will also be given to projects that demonstrate the development of an individual style or expressive approach, as well as a commitment to questioning and expanding the art form.</p> <p><b>Assessment Process</b></p> <p>Applications will be reviewed by staff in the Media Arts Section to confirm the eligibility of the host organizations, guest artists and residency project submitted, prior to the peer assessment committee’s deliberations. If an application is ineligible for this program competition, the host organization concerned will receive a letter in the mail explaining the reasons for this decision.</p> <p>Eligible applications will be assessed in the context of a national competition by a peer assessment committee.</p> <p>Committee members are independent new media artists, or other experts in the field, recognized for their expertise and artistic accomplishments, as well as for their knowledge of new media art.</p> <p>Committee members will also be selected with consideration to fair representation of gender, genres. Canada’s two official languages, Aboriginal peoples, and the regional and cultural diversity of Canada.</p> <p>Since the funds available to the program for each competition are limited, not all deserving projects will receive a grant. The decisions of the peer assessment committee concerning this program are final.</p> <p><b>Assessment Criteria</b></p> <p>Eligible applications are assessed on the:</p> <p><b><i>Overall merit of the proposed residency</i></b></p> <ul style="list-style-type: none"> <li>• appropriateness of the “match” between the needs and goals of the guest artists and those of the host organization</li> <li>• commitment demonstrated by the guest artists and the host organization to the terms of the residency, and</li> <li>• provision of a qualified professional as a mentor, advisor or resource person to the guest artists.</li> </ul> <p><b><i>Artistic merit of the proposed project</i></b></p> <ul style="list-style-type: none"> <li>• innovation and artistic expression evident in the proposal</li> <li>• originality of the project, and</li> <li>• guest artists’ contribution to the discipline (for example, whether the project expands or renews the principal areas of exploration in media arts).</li> </ul> <p><b><i>Value of the proposal with respect to professional development</i></b></p> <ul style="list-style-type: none"> <li>• the extent to which the residency project contributes to the long-term development of the guest artists as professional artists in new media.</li> </ul>
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<p><b>Assessment of Applications (continued)</b></p>	<p><i>Ability of the guest artists to complete the residency project</i></p> <ul style="list-style-type: none"> <li>• research/production plan outlining the activities to be undertaken during the residency</li> <li>• artistic merit of the guest artists' previous work, as shown in the support material submitted</li> <li>• guest artists' experience with creation in new media or solid support from experienced individuals working in new media, such as recognized programmers or technicians</li> <li>• budget, which must provide a realistic justification of expenses with respect to the scope of the project, and</li> <li>• technical and production skills of the guest artists (for Production Residencies only).</li> </ul>
<p><b>Preparing the Application</b></p>	<p>The form and all other requested documents must be submitted on separate sheets of white, 8 ½ x 11 inch paper, printed on one side, in portrait format. It is also preferable for you to choose a typeface that is easy to read and that is at least 11 points in size, and to use standard margin widths.</p> <p>To facilitate their reproduction, the form and attached documents must be printed or typed in black ink.</p> <p>Do not submit originals or “the only copy” of the support material. The Canada Council for the Arts is not responsible for the loss or damage, however caused, of material submitted in support of an application.</p> <p>The audiovisual support material will be returned to you. The Canada Council for the Arts will keep on file all other material.</p> <p>Candidates should send a single copy of the application (with original signatures), together with the support material.</p>

## ADDITIONAL INFORMATION FOR COMPLETING THE APPLICATION FORM

<p><b>Part D – Detailed Description of Residency Project</b></p>	<p>The detailed project description is a very important part of your application, and it will be evaluated against the assessment criteria (listed in the <b>Assessment of Applications</b> section of these guidelines.)</p> <p>The detailed description (maximum of 5 pages) should include the following:</p> <ul style="list-style-type: none"> <li>• a clear description of the project the guest artists intend to develop or create by the end of the residency period</li> <li>• the artistic concerns and the approach taken by the guest artists with respect to the artistic creation</li> <li>• the ideas, concepts or technologies that the artists intend to work with</li> <li>• a statement explaining how appropriate the residency is in relation to the needs and goals of the guest artists and those of the host organization,</li> <li>• the impact the residency is expected to have on the artists’ professional development</li> </ul> <p>The project description may also include:</p> <ul style="list-style-type: none"> <li>• diagrams, tables, drawings, sketches or plans</li> <li>• a description of the technologies to be used in the project, especially if new tools or technologies that are still being fine-tuned will be developed.</li> <li>• letters of agreement concerning rights, options and copyright (for stories, images, music, etc.</li> </ul> <p>These last items will be not count towards the maximum of five pages.</p>
<p><b>Part G – Schedule for Residency Project</b></p>	<p>You must submit a schedule detailing what activities will be undertaken during the period covered by the grant application. The schedule should show the main steps of the research or production of the artwork, and the start and end dates of each step.</p> <p>It is strongly recommended that you take the following time limits and potential delays into account when working out your project schedule:</p> <ul style="list-style-type: none"> <li>• You may begin the project before the results of the competition. However, expenditures made before the deadline date are not eligible expenses.</li> <li>• You (the host organization) will be notified of the results of the competition approximately <b>four</b> months after the deadline date.</li> <li>• If you are awarded a grant, the Canada Council will pay the funds to your organization once you have confirmed in writing that you accept the terms and conditions of the grant and that the other funding sources listed in the application budget have been confirmed. If you do not obtain the anticipated funds from the other sources, you will have to submit a revised budget, which will have to be approved by the Canada Council.</li> </ul>

<p><b>Part H – Financial Information</b></p>	<p>The total revenues and total expenses figures should be identical. If the total expenses figure in the application budget exceeds the amount requested from this Canada Council program, you must list all the other revenue sources. Be sure to list the revenues in the appropriate column to show whether they are confirmed or unconfirmed.</p> <p>Round your grant request to the nearest thousand dollars.</p>
<p><b>Part I1 – Resumés of Guest Artists</b></p>	<p>Attach a resumé for each guest artist. The resumé must clearly show that the artists meet the eligibility criteria of the Canada Council for the Arts and the program.</p> <p>Your application may be considered ineligible if the resumés do not clearly present the information needed to establish the eligibility of the guest artists for the program.</p> <p>The resumé should clearly provide the following information:</p> <ul style="list-style-type: none"> <li>• the completed courses of study and basic training taken in media arts, including the start and end dates, and</li> <li>• a list of independent artworks in new media that the guest artist has created, with their date of production, and the places and dates of their presentation in a professional context.</li> </ul> <p>In addition, you may include on an optional basis a media kit for each artist (maximum of five pages).</p>
<p><b>Parts K1 and K2 –Detailed Description of Audiovisual Support Material</b></p>	<p><b>General Instructions</b></p> <p>You must include audiovisual support material with the application, and it must also be postmarked on or before the deadline date.</p> <p>The support material must be documentation about artworks or excerpts of artworks produced or co-produced by the proposed guest artists. These may include previous professional work, or work created in workshops or in collaboration with other artists.</p> <p>The Canada Council will make reasonable efforts to present the support material during the assessment committee meeting. However, you are responsible for testing the material before submitting it to ensure that it functions properly, since the Canada Council cannot be held responsible for the material’s failure to work. All support material must be independent and self-explanatory.</p> <p><b>Number of Items of Audiovisual Material Required</b></p> <p>You must submit at least one item of audiovisual support material on earlier artworks for each proposed guest artist. You may choose to submit an additional item for each artist (a maximum of two items involving previous work). An item of material is equivalent to:</p> <ul style="list-style-type: none"> <li>• documentation on an artwork or excerpts of artworks presented in a video or audio format or appearing on a website (maximum total running time of the item must not exceed five minutes), OR</li> <li>• a maximum of 10 digital images.</li> </ul> <p>In addition, you may choose to submit a third item, but only if it is documentation (a sketch, demo, etc.) about the proposed residency project. This documentation may be in video or audio format or appear on a website</p>

<p><b>Parts K1 and K2 –Detailed Description of Audiovisual Support Material (continued)</b></p>	<p>(maximum total running time of the item must not exceed five minutes). It may also be presented in the form of digital images (maximum of 10 images).</p> <p>The peer assessment committee has a limited amount of time to view or listen to support material. Please respect the maximum number of items to be submitted and the allowable presentation formats (see below).</p> <p><b>Identification of Audiovisual Support Material</b></p> <p>You must complete Parts K1 and K2 of the application form to provide details on the items submitted. This part includes, among other things, a space for descriptive and contextual information. Explain the guest artists’ creative role in the artworks presented, as well as the reason why this material is being submitted, what it illustrates and its relationship to the proposed residency project. If you do not have enough room on the form to include this information, please attach an additional page.</p> <p>It is also important to indicate, with a label or directly on the support material, the name of the guest artist and the number of the item, which must be the same as the item number in Parts K1 and K2 of the form.</p> <p><b>Hardware and Software Compatibility Requirements</b></p> <p>The audiovisual support material items you are submitting must be compatible with the hardware and software listed below:</p> <p><b><i>Macintosh</i></b></p> <ul style="list-style-type: none"> <li>• Apple Mac Pro 2 x 2.8 GHz Quad Core</li> <li>• OS X Leopard</li> <li>• 320 GB hard drive</li> <li>• 2 GB of RAM</li> <li>• 256 MB HD PCI Express Video Card</li> <li>• CD-RW/DVD-RW/DVD-RAM reader</li> <li>• Safari or Firefox browser with the following plug-ins: Flash, Shockwave, Adobe Acrobat, RealAudio, RealVideo and QuickTime</li> </ul> <p><b><i>PC (IBM-Compatible)</i></b></p> <ul style="list-style-type: none"> <li>• HP DC7600</li> <li>• Windows XP, SP3</li> <li>• 149 GB hard drive</li> <li>• 2 GB of RAM</li> <li>• 384 MB Intel Graphics Media Accelerator Q35</li> <li>• CD-RW/DVD-ROM reader</li> <li>• Microsoft Office XP, SP3</li> <li>• Internet Explorer 6.X or 7.X equipped with the following plug-ins: Flash, Shockwave, Adobe Acrobat, Windows Media Player, RealPlayer and QuickTime</li> </ul> <p>Please note that a surround sound 5.1 system is available.</p> <p><b>Presentation Formats for Audiovisual Support Material</b></p> <p>You may submit your items of support material in a single medium, if you prefer (for example, two items on one DVD).</p>
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<p><b>Parts K1 and K2 –Detailed Description of Audiovisual Support Material (continued)</b></p>	<p><b><i>Instructions for Digital Images on CD-RW, CD-ROM, DVD-RW, DVD-RAM, DVD-ROM or USB Key</i></b></p> <ul style="list-style-type: none"> <li>• Submit jpg files only.</li> <li>• Limit files (images) to 1 MB.</li> <li>• Save each image in a separate file labelled with the number and title indicated in the list in Part K1 or K2 (for example, 01title.jpg, 02title.jpg ...10title.jpg). Do not insert any symbol, special character or parentheses (#/«»&amp; ...) in the file names.</li> <li>• Include the extension in the file names.</li> <li>• Do not submit images in presentation format (PowerPoint, PDF, etc.).</li> </ul> <p><b><i>Instructions for Video or Audio Files on CD-RW, CD-ROM, DVD-RW, DVD-RAM, DVD-ROM or USB Key</i></b></p> <ul style="list-style-type: none"> <li>• Submit only independent files that do not require the use of plug-ins.</li> <li>• Indicate whether the files need to be loaded onto the hard drive in order to be viewed or listened to.</li> <li>• Label the files using the number and title indicated in the list in Part K1 or K2 (for example, 01title.mov, 02title.mp3). Do not insert any symbol, special character or parentheses (#/“”&amp; ...) in the file names.</li> <li>• Include the extension in the file name.</li> <li>• Specify, for each file, the beginning and end of the passage that the assessment committee members should view or listen to.</li> </ul> <p><b><i>Instructions for Websites</i></b></p> <ul style="list-style-type: none"> <li>• Indicate the name and version of the browser that should be used.</li> <li>• Provide the exact URL.</li> <li>• Indicate the path for accessing the support material on the website, and indicate clearly which part of the web page should be consulted.</li> <li>• Ensure that the website and all the links involved will remain operational for five months after the application deadline date. The Canada Council cannot be held responsible if links are broken or servers are not in service.</li> </ul> <p><b><i>Instructions for CD or DVD Audio</i></b></p> <ul style="list-style-type: none"> <li>• Indicate the numbers of the tracks to be listened to.</li> <li>• For each track, specify the beginning and end of the portion that the assessment committee members should listen to.</li> </ul> <p><b><i>Instructions for DVD Video (including Blu-ray HD)</i></b></p> <ul style="list-style-type: none"> <li>• Submit only NTSC-compliant DVDs.</li> <li>• Indicate the chapter number or menu name.</li> <li>• Specify the beginning and end of the portion that the assessment committee members should view.</li> </ul> <p><b><i>Instructions for VHS Videotape</i></b></p> <ul style="list-style-type: none"> <li>• Cue the tape so that it is ready to be shown.</li> <li>• Specify the beginning and end of the portion that the assessment committee members should view.</li> </ul>
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## IMPORTANT INFORMATION FOR APPLICANTS

### May I submit extra support material?

No. Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to peer assessment committees. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on the same basis.

### How will I be informed that my application has been received at the Canada Council?

The Canada Council for the Arts 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 has been received.

### Is my information protected?

The Privacy Act gives individuals the right to access and request correction of personal information about themselves. **The Canada Council will protect personal information as required by the Privacy Act.** The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*. All other information may be accessible to others under the Access to Information Act.

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

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

You will receive the results, by mail, approximately **four months** after the application deadline. 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](http://www.canadacouncil.ca/grants/recipients). You can contact the Canada Council, in writing, to request the names of the peer assessment committee members and successful candidates, three months after the letters announcing the results have been mailed.



Canada Council  
for the Arts

Conseil des Arts  
du Canada

## New Media Residencies

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 ON K1P 5V8

### IDENTIFICATION OF HOST ORGANIZATION

(Please inform the Canada Council if you change your address after having submitted the application.)

<p>_____</p> <p>Full name (<b>registered name if incorporated</b>)</p> <p>_____</p> <p>Street address and suite number</p> <p>_____</p> <p>City</p> <p>_____</p> <p>Province or territory      Postal code</p> <p>(      )                              (      )</p> <p>Telephone                              Fax</p> <p>_____</p> <p>Email address of contact person for host organization</p> <p>_____</p> <p>Website of organization (if this applies)</p>	<p><input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.</p> <p>_____</p> <p>Name of contact person for host organization</p> <p><input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.</p> <p>_____</p> <p>Name of mentor, advisor or resource person who will supervise guest artists</p> <p>_____</p> <p>Title of person who will supervise guest artists</p> <p>_____</p> <p>Type of organization (for example, research facility, educational institution or science museum)</p>
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### INFORMATION ABOUT GUEST ARTISTS

The host organization may offer a residency to an individual eligible artist or a group of up to three artists working collaboratively. Organizations that wish to invite artists who are not collaborating on the same project must submit separate applications, one for each guest artist or group of guest artists.

### IDENTIFICATION OF GUEST ARTIST NO. 1

**Name of guest artist (full legal name):**

Mrs.  Miss  Ms.  Mr. \_\_\_\_\_

Last name                              First and middle name

**Adresse permanente :**

\_\_\_\_\_

Street address and apartment number

\_\_\_\_\_

City                              Province or territory                              Postal code

\_\_\_\_\_

Telephone                              Email                              Website (if this applies)

Personal information collected on this form will be stored in the Personal Information Bank for the appropriate program.

PROTECTED WHEN COMPLETED

MAFO15bE 07-10

**IDENTIFICATION OF GUEST ARTIST NO. 2** (if this applies)

Name of guest artist (full legal name):

 Mrs.  Miss  Ms.  Mr. \_\_\_\_\_  
Last name

 \_\_\_\_\_  
 First and middle name
**Adresse permanente :**

Street address and apartment number

 \_\_\_\_\_  
 City

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

 \_\_\_\_\_  
 Postal code

 \_\_\_\_\_  
 Telephone

 \_\_\_\_\_  
 Email

 \_\_\_\_\_  
 Website (if this applies)
**IDENTIFICATION OF GUEST ARTIST NO. 3** (if this applies)

Name of guest artist (full legal name):

 Mrs.  Miss  Ms.  Mr. \_\_\_\_\_  
Last name

 \_\_\_\_\_  
 First and middle name
**Adresse permanente :**

Street address and apartment number

 \_\_\_\_\_  
 City

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

 \_\_\_\_\_  
 Postal code

 \_\_\_\_\_  
 Telephone

 \_\_\_\_\_  
 Email

 \_\_\_\_\_  
 Website (if this applies)
**CATEGORY OF EACH GUEST ARTIST**

Please indicate the category to which each guest artist belongs. Check only one box for each artist (see the application guidelines for eligibility criteria for guest artists).

**GUEST ARTIST NO. 1**

- |   |  |
|---|--|
| <input type="checkbox"/> Mid-career artist in new media                         | <input type="checkbox"/> Established artist in new media                         |
| <input type="checkbox"/> Mid-career artist from a different artistic discipline | <input type="checkbox"/> Established artist from a different artistic discipline |

**GUEST ARTIST NO. 2 (if this applies)**

- |   |  |
|---|--|
| <input type="checkbox"/> Mid-career artist in new media                         | <input type="checkbox"/> Established artist in new media                         |
| <input type="checkbox"/> Mid-career artist from a different artistic discipline | <input type="checkbox"/> Established artist from a different artistic discipline |

**GUEST ARTIST NO. 3 (if this applies)**

- |   |  |
|---|--|
| <input type="checkbox"/> Mid-career artist in new media                         | <input type="checkbox"/> Established artist in new media                         |
| <input type="checkbox"/> Mid-career artist from a different artistic discipline | <input type="checkbox"/> Established artist from a different artistic discipline |

## DECLARATION

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

For the host organization: we prefer to communicate with the Canada Council in:  English  French

- The guest artists are Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada.
- We have carefully read the eligibility criteria for this program, which are described in the application guidelines, and we meet these criteria.
- We understand that our application will not be eligible if any of the host organization's final reports that are due for Canada Council grants have not been submitted to and approved by the Canada Council before we submit this application.
- We accept the conditions of this program, as described in the application guidelines, and we agree to accept the Canada Council for the Arts' decision.
- We are aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.
- We understand that we are responsible for submitting a complete application. Applications with insufficient information to determine whether our organization or the guest artists are eligible, or to assess our project, will be considered ineligible for the program.

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

\_\_\_\_\_  
Signature of contact person for host organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of guest artist no. 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of guest artist no. 2 (if this applies)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of guest artist no. 3 (if this applies)

\_\_\_\_\_  
Date

**(ORIGINAL SIGNATURES ARE REQUIRED.)**



## New Media Residencies

- Read carefully the application guidelines, including the Additional Information for Completing the Application Form section.
- The information that you provide from this point onward will be submitted to a peer assessment committee for review.
- The Canada Council for the Arts requires only one copy of the application form. Type or print in black ink to make your submission easier to photocopy.

### PART A1 – IDENTIFICATION OF HOST ORGANIZATION AND GUEST ARTISTS

_____	_____	_____
Full name of host organization	City	Province or territory
_____	_____	_____
Full legal name of guest artist no. 1	City	Province or territory
_____	_____	_____
Full legal name of guest artist no. 2 (if this applies)	City	Province or territory
_____	_____	_____
Full legal name of guest artist no. 3 (if this applies)	City	Province or territory

### PART A2 – COMPONENT AND AMOUNT OF GRANT REQUESTED

Please indicate the component to which you are applying (check one box only) and the amount you are requesting, rounded to the nearest thousand dollars:

<input type="checkbox"/> Research Residencies	<input type="checkbox"/> Production Residencies
Amount requested: \$ _____ (max. of \$30,000)	Amount requested: \$ _____ (max. of \$60,000)

### PART B – BRIEF DESCRIPTION OF PROJECT

Title of residency project: \_\_\_\_\_

Period to be covered by this grant: From \_\_\_\_\_ to \_\_\_\_\_  
(day, month and year) (day, month and year)

Summarize, in two or three lines, the residency project for which you are requesting support:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART C – PROFILE OF HOST ORGANIZATION**

Please attach a profile of the host organization (maximum of one page of text). Be sure to include the organization's mandate and mission, and the date that the organization was established.

**PART D – DETAILED DESCRIPTION OF RESIDENCY PROJECT**

Please attach a detailed description of the residency project (maximum of five pages).

**Please read the Detailed Description of Residency Project** text in the Additional Information for Completing the Application Form section of the application guidelines.

**PART E – DESCRIPTION OF WORKSPACE AND FACILITIES**

Please provide a description of the proposed workspace for the guest artists (maximum of two pages). Include a list of the technological and administrative facilities, services or resources that will be made available to the guest artists.

**PART F – AGREEMENT SIGNED BY HOST ORGANIZATION AND GUEST ARTISTS**

Please attach a statement, which must be signed by the guest artists and the host organization, outlining the obligations of each party during the tenure of the residency. The statement must address ownership (copyright) of any intellectual property that will be developed during the residency.

The agreement must clearly demonstrate that the details of the residency are mutually agreeable to the guest artists and the host organization, and that all parties are committed to the project.



**PART H – FINANCIAL INFORMATION**

Please complete the budget below. If you do not have enough room to provide all necessary budget details, attach in addition your own detailed budget document. For a list of eligible expenses, please see the application guidelines.

Note that the financial information pages are also available in Excel format on the Canada Council’s website.

<b>REVENUES</b>	<b>Amount Confirmed</b>	<b>Amount Unconfirmed</b>
<b>Grant requested from this Canada Council program:</b>		\$
<b>Contribution from host organization</b> (provide details):		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Other federal funding</b> (provide details):		
	\$	\$
	\$	\$
<b>Provincial or territorial funding</b> (provide details):		
	\$	\$
	\$	\$
<b>Municipal or regional funding</b> (provide details):		
	\$	\$
	\$	\$
<b>In-kind contributions</b> (provide details):		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Fundraising</b> (from companies, individuals, foundations, etc.—provide details):		
	\$	\$
	\$	\$
	\$	\$
<b>Other revenues</b> (provide details):		
	\$	\$
	\$	\$
<b>SUBTOTAL REVENUES</b>	\$	\$
<b>TOTAL REVENUES</b>		
Total revenues must equal total expenses.	\$	

<b>PART H (continued)– FINANCIAL INFORMATION</b>			
<b>EXPENSES</b>	<b>Amount Requested From Canada Council</b>	<b>Amount From Other Sources</b>	<b>Total</b>
<b>A) Subsistence costs:</b>			
Guest artist no. 1: _____ X \$ _____ = number of months (CCA max. of \$2,000/month)	\$	\$	\$
Guest artist no. 2: _____ X \$ _____ = (if this applies) number of months (CCA max. of \$2,000/month)	\$	\$	\$
Guest artist no. 3: _____ X \$ _____ = (if this applies) number of months (CCA max. of \$2,000/month)	\$	\$	\$
<b>Subtotal A</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>B) Conference and workshop registration fees for professional development (provide details):</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal B</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>C) Rental costs of equipment, studios and other facilities (provide details):</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal C</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>D) Professional and other fees and honorariums (for programmers, technicians, consultants, etc. - provide details):</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal D</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>E) Travel costs (provide details):</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal E</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>PART H (continued) – FINANCIAL INFORMATION</b>			
<b>EXPENSES (continued)</b>	<b>Amount Requested From Canada Council</b>	<b>Amount From Other Sources</b>	<b>Total</b>
<b>F) Costs of materials and supplies (provide details):</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal F</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>G) Specialized software licence costs (provide details):</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal G</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>H) Other costs related to research or creative development (provide details):</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal H</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>I) Direct costs related to production (provide details):</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal I</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Subtotal: A+B+C+D+E+F+G+H+I</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Host organization's administrative costs</b> (maximum of 5 percent of amount requested from the Canada Council for the Arts)	\$	\$	\$
<b>Contingency funds</b> (for Production Residencies only - maximum of 10 percent of amount requested from CCA)	\$	\$	\$
<b>Costs of promoting, launching, reproducing and documenting the artwork</b> (for Production Residencies only - maximum of 5 percent of amount requested from CCA)	\$	\$	\$
<b>TOTAL EXPENSES</b> Total expenses must equal total revenues	<b>\$</b>		

**PART I1 – RESUMÉS OF GUEST ARTISTS**

Attach a resumé for each guest artist. Please read the Resumés of Guest Artists text in the Additional Information for Completing the Application Form section of the application guidelines.

You may include, on an optional basis, a media kit (maximum of five pages for each artist).

If this applies, attach a letter from the graduate student Program Director confirming that the project submitted is not related to the artist’s program of study.

If this applies, attach a letter from the Program Director confirming that an independent work, produced as course work, was not part of the program in which the artist was enrolled.

**PART I2 –RESUMÉ OF MENTOR, ADVISOR OR RESOURCE PERSON FOR GUEST ARTISTS**

Attach the resumé of the mentor, advisor or resource person who will be assigned to the guest artists.

**PART J – OTHER ATTACHED DOCUMENTS**

**List the consultants or specialists who will work with the guest artists** (if this applies). Provide the resumés of the consultants or specialists and letters confirming their availability.

Name of Individual:	Role:

**List the name of other confirmed funders** (if this applies). Attach the letters or other agreements for financial participation from these funders.


**PART K1 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL**  
(GUEST ARTIST NO. 1)

Please read the instructions for submitting audiovisual support material text in the application guidelines. The text provides details on the type of material you may submit, and the number of items and formats allowed.

**ITEM 1**

If a computer must be used to access the material, please indicate which platform should be used:

Mac  PC

N°	Title of Artwork (max. of 10 digital images, if this applies)	Type of Artwork	Guest Artist's Role or Share in the Creation	Date of Completion (month/year)
01°				
02°				
03°				
04°				
05°				
06°				
07°				
08°				
09°				
10°				

Please provide the context of the artwork or artworks you are submitting. Explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

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If you are submitting a website as support material, please indicate the full URL:

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

Total running time: \_\_\_\_\_ (maximum of **five minutes**)

If necessary, mark the time: from \_\_\_\_\_ to \_\_\_\_\_

Provide instructions or technical notes on accessing the material (for example, if you submit a website, please provide clear instructions about what should be consulted on the site):

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**PART K1 (continued) – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL**  
(GUEST ARTIST NO. 1)

**ITEM 2**

If a computer must be used to access the material, please indicate which platform should be used:

Mac  PC

N°	Title of Artwork (max. of 10 digital images, if this applies)	Type of Artwork	Guest Artist's Role or Share in the Creation	Date of Completion (month/year)
01°				
02°				
03°				
04°				
05°				
06°				
07°				
08°				
09°				
10°				

Please provide the context of the artwork or artworks you are submitting. Explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

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If you are submitting a website as support material, please indicate the full URL:

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

Total running time: \_\_\_\_\_ (maximum of **five minutes**)

If necessary, mark the time: from \_\_\_\_\_ to \_\_\_\_\_

Provide instructions or technical notes on accessing the material (for example, if you submit a website, please provide clear instructions about what should be consulted on the site):

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**PART K1 (continued) – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL**  
(GUEST ARTIST NO. 2 – if this applies)

**ITEM 1**

If a computer must be used to access the material, please indicate which platform should be used:

Mac  PC

N°	Title of Artwork (max. of 10 digital images, if this applies)	Type of Artwork	Guest Artist's Role or Share in the Creation	Date of Completion (month/year)
01°				
02°				
03°				
04°				
05°				
06°				
07°				
08°				
09°				
10°				

Please provide the context of the artwork or artworks you are submitting. Explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

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If you are submitting a website as support material, please indicate the full URL:

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

Total running time: \_\_\_\_\_ (maximum of **five minutes**)

If necessary, mark the time: from \_\_\_\_\_ to \_\_\_\_\_

Provide instructions or technical notes on accessing the material (for example, if you submit a website, please provide clear instructions about what should be consulted on the site):

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**PART K1 (continued) – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL**  
(GUEST ARTIST NO. 2 – if this applies)

**ITEM 2**

If a computer must be used to access the material, please indicate which platform should be used:

Mac  PC

N°	Title of Artwork (max. of 10 digital images, if this applies)	Type of Artwork	Guest Artist's Role or Share in the Creation	Date of Completion (month/year)
01°				
02°				
03°				
04°				
05°				
06°				
07°				
08°				
09°				
10°				

Please provide the context of the artwork or artworks you are submitting. Explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

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If you are submitting a website as support material, please indicate the full URL:

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

Total running time: \_\_\_\_\_ (maximum of **five minutes**)

If necessary, mark the time: from \_\_\_\_\_ to \_\_\_\_\_

Provide instructions or technical notes on accessing the material (for example, if you submit a website, please provide clear instructions about what should be consulted on the site):

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**PART K1 (continued) – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL**  
(GUEST ARTIST NO. 3 – if this applies)

**ITEM 1**

If a computer must be used to access the material, please indicate which platform should be used:

Mac  PC

N°	Title of Artwork (max. of 10 digital images, if this applies)	Type of Artwork	Guest Artist's Role or Share in the Creation	Date of Completion (month/year)
01°				
02°				
03°				
04°				
05°				
06°				
07°				
08°				
09°				
10°				

Please provide the context of the artwork or artworks you are submitting. Explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

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If you are submitting a website as support material, please indicate the full URL:

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

Total running time: \_\_\_\_\_ (maximum of **five minutes**)

If necessary, mark the time: from \_\_\_\_\_ to \_\_\_\_\_

Provide instructions or technical notes on accessing the material (for example, if you submit a website, please provide clear instructions about what should be consulted on the site):

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**PART K1 (continued) – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL**  
(GUEST ARTIST NO. 3 – if this applies)

**ITEM 2**

If a computer must be used to access the material, please indicate which platform should be used:

Mac  PC

N°	Title of Artwork (max. of 10 digital images, if this applies)	Type of Artwork	Guest Artist's Role or Share in the Creation	Date of Completion (month/year)
01°				
02°				
03°				
04°				
05°				
06°				
07°				
08°				
09°				
10°				

Please provide the context of the artwork or artworks you are submitting. Explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

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If you are submitting a website as support material, please indicate the full URL:

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

Total running time: \_\_\_\_\_ (maximum of **five minutes**)

If necessary, mark the time: from \_\_\_\_\_ to \_\_\_\_\_

Provide instructions or technical notes on accessing the material (for example, if you submit a website, please provide clear instructions about what should be consulted on the site):

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**PART K2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL  
CONCERNING PROPOSED RESIDENCY PROJECT** (optional)

You may choose to submit one additional item of support material (a sketch, demo, etc.), but only if it is about the proposed residency project.

**ITEM 3**

If a computer must be used to access the material, please indicate which platform should be used:

Mac  PC

N°	Title of Artwork (max. of <b>10 digital images</b> , if this applies)
01°	
02°	
03°	
04°	
05°	
06°	
07°	
08°	
09°	
10°	

Please provide the context, explaining why the material is being submitted, what it illustrates and how it relates to the proposed project.

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If you are submitting a website as support material, please indicate the full URL:

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

Total running time: \_\_\_\_\_ (maximum of **five minutes**)

If necessary, mark the time: from \_\_\_\_\_ to \_\_\_\_\_

Provide instructions or technical notes on accessing the material (for example, if you submit a website, please provide clear instructions about what should be consulted on the site):

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**PART L – CHECKLIST**

Use the following checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Please submit the items in the order shown below:

- Identification of Host Organization/Information About Guest Artists/Category of Each Guest Artist
- Declaration (original signatures are required)
- Part A1 – Identification of Host Organization and Guest Artists
- Part A2 – Component and Amount of Grant Requested
- Part B – Brief Description of Project
- Part C – Profile of Host Organization (maximum of one page)
- Part D – Detailed Description of Residency Project (maximum of five pages)
- Part E – Description of Workspace and Facilities (maximum of two pages)
- Part F – Agreement Signed by Host Organization and Guest Artists
- Part G – Schedule for Residency Project
- Part H – Financial Information
- Part I1 – Resumés of Guest Artists
  - On an optional basis, a media kit (maximum of five pages)
  - If this applies, a letter from the graduate student Program Director confirming that the project submitted is not related to the artist's program of study
  - If this applies, a letter from the Program Director confirming that an independent work, produced as course work, was not part of the program in which the artist was enrolled
- Part I2 – Resumé of mentor, advisor or resource person who will be assigned to the guest artists
- Part J – Other attached documents
  - If this applies, resumés of and letters of confirmation from the consultants or specialists who will work with the guest artists
  - If this applies, letters or other agreements for financial participation from other funders
- Parts K1 and K2– Detailed Description of Audiovisual Support Material
  - Items of audiovisual support material (maximum of two items for each guest artist)
  - Optional item concerning the proposed residency project (maximum of one item)

**Send your application**, together with all required support material, postmarked on or before the deadline date, to the following address:

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