



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MEDIA ARTS SECTION

Aboriginal Media Arts Program

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines section for details about the purpose of the program, who and what is eligible, grant amount, assessment process and criteria, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Program Officer indicated below.
Step 3	Complete all sections of the attached application form , and be sure to use the checklist (Part E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadline

1 April

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

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

Further Information

Ian Reid, Program Officer

Media Arts Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

ian.reid@canadacouncil.ca

Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, ext. 5203

TTY 1-866-585-5559

Fax: 613-566-4409

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PROGRAM GUIDELINES

Program Description	<p>The Aboriginal Media Arts Program offers grants to Aboriginal media artists to help them:</p> <ul style="list-style-type: none">• develop their careers• produce independent media artworks. <p>This program reduces the historical barriers to media arts production by Aboriginal artists and encourages the use of media arts as a tool for artistic expression.</p> <p>Decisions on which artists receive grants are made by a peer assessment committee of Aboriginal artists.</p> <p>Aboriginal peoples include First Nations, Métis and Inuit people of Canada.</p> <p>Media artworks are works in film, video, audio or new media. Film and video productions in all styles, including documentary, experimental, drama and animation, are accepted.</p> <p>“Audio” refers to sound recording to create sound-scapes, sound installations and sound sculptures. Audio also refers to documentary, narrative, conceptual and live works for radio. (Please note that audio works do not include music. Artists interested in music projects should contact the Music Section of the Canada Council for the Arts.)</p> <p>“New media” refers to works that use multimedia, computers, or communications or information technologies for creative expression.</p> <p>This program supports only independent productions and projects, which are defined as those over which the artists/directors maintain complete creative and editorial control.</p> <p>You may apply for funding to cover the costs of:</p> <ul style="list-style-type: none">• research, scriptwriting and concept development for an independent film, video, audio or new media artwork• experimentation with media arts techniques• professional development in the media arts, including training, workshops, residencies, mentorships and internships, etc.• production and completion of an independent media artwork.
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<p>Eligibility</p>	<p>Eligible Applicants</p> <ul style="list-style-type: none"> • You must be an Aboriginal person of Canada (First Nations, Métis or Inuit) and be a Canadian citizen or have permanent resident status as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply. • Individuals or groups of up to three artists working collaboratively on a project may apply. • If you are a graduate student, you are eligible to apply only if you meet the Canada Council’s definition of a professional artist, and the proposed production is not related to your program of study. A letter from your program director is required to verify this information, and it must be included with the application. • You may apply for funding to take training courses in media arts (but not to get a degree). • You must maintain complete creative and editorial control over the project you are proposing. Other funding sources must not compromise your creative and editorial control. • You must be the director of the production. Producers may not apply. <p>Emerging Artists</p> <p>To apply as an emerging artist, you must either have completed basic training in media arts production or have an experienced mentor or creative team who has agreed to work with you on your project. Basic training can be formal (university or college studies) or informal (production courses, workshops, hands-on experience in media arts production, etc.).</p> <p>Mid-Career Artists</p> <p>To apply as a mid-career artist, you must have been practicing for at least three years and have created and released more than one independent media art work in a professional context.</p> <p>Professional established and/or mid-career artists in other disciplines who meet the Canada Council’s eligibility criteria for their discipline are also considered as mid-career artists. To be eligible, you must demonstrate that you have basic training in film/video, new media or audio, or have an experienced mentor who has agreed to work with you on your project.</p> <p>Film and video directors and new media or audio arts professionals with at least five years experience in the industry may apply as mid-career artists.</p> <p>Established Artists</p> <p>To apply as an established artist, you must have been working as an independent media artist for at least seven years and have created and released a body of independent media art work in a professional context.</p> <p>Note: If you are an undergraduate student at a school, college or university, you are not eligible to apply.</p>
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<p>Eligibility (continued)</p>	<p>Please note: Although the Aboriginal Media Arts Program is open only to Aboriginal peoples of Canada, other Canada Council for the Arts programs are accessible to Aboriginal artists, who may apply to any of the Canada Council media arts programs for which they are eligible.</p> <p>Eligible Activities</p> <p>Your project may involve only one activity (such as writing a film script or creating a media artwork) or it may involve a combination of activities (such as writing a film script, plus creating a production, plus taking media arts training).</p> <p>The Canada Council supports work that is driven by a desire to use media as a means of artistic expression. Priority is given to projects that involve personal, cultural or community expression.</p> <p>The Canada Council favours projects that are innovative in their use of the media arts. Innovation may be found in the content of the project, in the artist’s point of view, or in experimentation with form, technology or style.</p> <p>Your work need not deal with Aboriginal themes or topics.</p> <p>You are encouraged to seek distribution, broadcast and sales of your completed works. However, projects that are pursued only for profit or financial gain are not supported.</p> <p>Ineligible Activities</p> <p>The following types of activities are not eligible for support:</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 creative control, such as festival or curatorial commission); • industrial projects; • instructional projects; • promotional projects; • student projects; • projects using film/video, new media or audio simply as a tool to record or document existing artworks; • projects that transfer a film/video, new media or audio project finished in one format to another, without modification of the original; • artists’ personal promotional Web pages and CD-ROMs; • “calling card” films; • pilots for television; • commercial television projects; • music videos; • public-service announcements; • development of financing for a project. <p>If you have any doubts about the eligibility of your project, please contact the Media Arts Section Officer well before the program deadline.</p> <p>Note that meeting the eligibility criteria allows you to apply but it does not guarantee that you will receive a grant.</p>
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<p>Grant Amount</p>	<p>Amount Available</p> <p>Emerging Artists</p> <p>Grant amounts range from \$3,000 to \$20,000, in increments of \$1,000.</p> <p>Mid-Career Artists</p> <p>Grant amounts range from \$3,000 to \$60,000, in increments of \$1,000. If your application involves only research and/or scriptwriting activities, the maximum grant amount is \$20,000.</p> <p>Established Artists</p> <p>Grant amounts range from \$3,000 to \$60,000, in increments of \$1,000. If your application involves only research and/or scriptwriting activities, the maximum grant amount is \$20,000.</p> <p>If you receive a grant for research on a project, you may apply later for the production of the same project.</p> <p>Grants for production projects are a one-time-only contribution towards the total cost of production and post-production.</p> <p>Remote Community Allowance</p> <p>If costs are high because the community where you live is extremely remote (fly-in, “north of 60”, etc.), you may apply for up to 15 percent more than the grant amounts listed above.</p>
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<p>Grant Amount (continued)</p>	<p>Eligible Expenses</p> <p>You may use grant funds for:</p> <ul style="list-style-type: none"> • subsistence costs for the time you spend working on your project (up to \$2,000 per month per applicant) • research equipment, space rental, travel/transportation costs • tuition, professional fees and honoraria (for mentors, script editors, consultants, elders, etc.). <p>If you are applying for production activities:</p> <ul style="list-style-type: none"> • pre-production costs (for example, story rights acquisition and location scouting) • salaries and fees for cast, performers, production crew or post-production personnel • rental costs for equipment, studios and other facilities • travel and transportation costs • payment for technical services, materials and processing • contingency funds to a maximum of 10 percent of the total budget, and • costs of promoting, launching, reproducing and copying a work, to a maximum of 10 percent of the grant amount. <p>Productions that you have already begun are eligible for completion funding. However, a grant covers only the costs that you incur after the application deadline.</p> <p>Ineligible Expenses</p> <p>You may not use grant funds to:</p> <ul style="list-style-type: none"> • buy equipment or pay capital costs, and • develop financing for a project.
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Assessment of Applications	<p>Assessment Process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, composed of Aboriginal media artists or other Aboriginal media arts specialists. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages and regional diversity of Canada. New committees are formed for each competition.</p> <p>Grants are awarded through a competition of all eligible applicants. Because the amount of funds available for each competition is limited, not all qualified applicants will receive a grant. In recent years, approximately one in six eligible applicants has received a grant (this has varied from competition to competition).</p> <p>For this program, the decisions made by the Peer Assessment Committee are final recommendation.</p> <p>For further information on this subject, please see the document entitled Peer Assessment: How the Council Makes Its Grant Decisions, posted on the Canada Council’s website.</p> <p>Assessment Criteria</p> <p>The peer assessment committee will base its review of applications on the program’s objectives and the assessment criteria listed below. The committee’s decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p>Projects are selected based on the following factors:</p> <ul style="list-style-type: none">• the artistic and creative merit of your project• the professional development benefits you will receive from your project• your technical and production skills, and• the clarity of your project budget and production budget (if applicable), and how reasonable they are.
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IMPORTANT INFORMATION FOR APPLICANTS

<p>Processing the application</p>	<p>Acknowledgement of Receipt</p> <p>The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of receipt indicates that the application was received; it does not confirm the eligibility of your application.</p> <p>Response Time</p> <p>Applicants are informed of the competition results by mail, approximately four months after the application deadline. The Canada Council does not release results by telephone or email.</p> <p>Application Preparation</p> <p>You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.</p> <p>It is important to inform the Canada Council for the Arts of any change of address.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>Format and Layout</p> <p>Where applicable, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format 8½ x 11 inches) printed on one side. These documents must not be bound, placed under plastic or stapled. Paperclips are acceptable, however.</p> <p>Colour printing on coloured sheets and/or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<p>Personal Information</p>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note all the following conditions:</p> <ul style="list-style-type: none"> • All your overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant. • You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period. • You may apply for only one Canada Council grant to professional artists and one travel grant in any Canada Council fiscal year (1 April to 31 March). • You are eligible to receive only one grant from the Canada Council for the production component of a project. • You may submit the same project to the Aboriginal Media Arts Program only twice. If your second request for funding is turned down, you must submit a new project the next time you apply. <p>Note: There is an exception to the condition that you can apply for only one grant to professional artists in any fiscal year. If you are an established professional artist who works in more than one discipline (for example, in both visual arts and music) and you meet the eligibility criteria as an established artist in both disciplines, you may apply to two different Canada Council grants to professional artists programs in one fiscal year. You must, however, accept or refuse the first grant that the Canada Council offers you (within two weeks of the date of the grant notification). If you accept the first grant offered, your other application will be withdrawn from competition.</p> <p>Each arts disciplines section has its own criteria regarding who is considered to be an established artist.</p> <p>If your application is successful, the terms and conditions will be outlined in the grant notification letter.</p> <p>Grant Payment</p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form, which will be provided with your grant notification letter.</p> <p>Because grants and awards are taxable income, you may wish to receive the funds in the same year or years that you will have grant expenses. If your project or program of work will be carried out over two or more calendar years, you may request that your grant be paid in more than one installment.</p> <p>Tax Status</p> <p>Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. . If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p>
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<p>Grant Terms and Conditions (continued)</p>	<p>Changes to Proposed Projects or Programs of Work</p> <p>If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the Canada Council immediately. Any changes to funded projects or programs of work (for example, changes in the activity budget, to key creative personnel, or to the start or end date) must be approved by the appropriate Program Officer before you carry them out.</p> <p>Expiry Date of the Grant</p> <p>The grant funds will be available for your use for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your grant.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council Program Officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p>Acknowledgement of Canada Council for the Arts Support</p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p>Final Report</p> <p>You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p>
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Canada Council
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Conseil des Arts
du Canada

Aboriginal Media Arts Program

The information you provide on the next two pages will not be submitted to the peer assessment committee.

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

In the case of collaborations, the Canada Council will consider the person whose name is listed first as the individual responsible for the project.

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

Last name

First and middle names

Permanent address in Canada:

If you will not be at your permanent address during the competition period, please provide a mailing address, telephone number and/or e-mail address where we can contact you during the next six months:

Street and apartment number

Street and apartment number

City

City

Province or territory

Postal code

Province or territory

Postal code

Telephone (residence)

Telephone (business)

Telephone (residence)

Telephone (business)

Fax

Email

Fax

Email

For collaborations, second co-applicant (if applicable)

Miss Mrs. Ms. Mr.

Last name

First and middle names

Street and apartment number

City

Province or territory

Postal code

Telephone (residence)

Telephone (business)

For collaborations, third co-applicant (if applicable)

Miss Mrs. Ms. Mr.

Last name

First and middle names

Street and apartment number

City

Province or territory

Postal code

Telephone (residence)

Telephone (business)

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

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DECLARATION

Will you permit the Canada Council for the Arts to include your name, address and email on its mailing list?
(**This information will be used for Canada Council business only, including surveys.**) Yes No

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

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

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Canada Council grant to professional artists (and one travel grant) in any fiscal year (1 April to 31 March).
- I understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's decision.
- 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.

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

Signature of applicant

Date

Signature of second co-applicant (if applicable)

Date

Signature of third co-applicant (if applicable)

Date

ORIGINAL SIGNATURES ARE REQUIRED



Aboriginal Media Arts Program

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

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

PART A – NAME AND LOCATION OF APPLICANT

Name of applicant (please provide your **full** legal name):

Last Name

First and middle names

City (permanent residence)

Province or territory

PART B1 – APPLICATION SUMMARY

Fill out this page **after** you have completed all of the other sections in your application.

Activities

Please check all the boxes below that apply to your project.

- Research
- Scriptwriting / concept development
- Training / professional development (workshops, mentorships, classes, residencies, etc.)
- Experimentation
- Production (including post-production)

Title of work: _____

- Completion (post-production only)

Title of work: _____

Format

- Film Length: _____
- Video Length: _____
- New Media
- Audio Length (if applicable): _____
- Installation
- Web site

PART B1 – APPLICATION SUMMARY (cont'd)

Style or Genre

- Documentary
- Drama
- Experimental
- Animation
- Other

Please describe: _____

Time period to be covered by this grant

From: _____ To: _____
(day/month/year) (day/month/year)

Amount Requested (Please insert from Part C1 – Budget)

\$_____ (Please round this amount to the nearest thousand dollars.)

Brief Project Description

In two or three sentences, give a brief summary of your proposed project in the most general terms possible. If there is a production component, please indicate the type and length of the production (for example, “To attend a new media workshop at the Community College of Canada and to produce a one-hour experimental video documentary on the buzzing of bees.”). To reduce copying and paper costs, please use only the space provided below for your project description.

PART B1 – APPLICATION SUMMARY (cont'd)**Level of Experience**

Please read the “Eligibility” section in the program guidelines, then check the appropriate box below.

 Emerging Artist:

- Select this category if you have not yet directed your first non-student professional media artwork.

OR

- If you have completed basic training in media arts production and have less than three years of practice and have created only one non-student independent media artwork presented in a professional context.

 Mid-Career Artist:

- To apply as a **mid-career** artist, you must have been practicing for at least three years and have created and released more than one independent media art work in a professional context.
- Professional established and/or mid-career artists in other disciplines who meet the Canada Council’s eligibility criteria for their discipline are also considered as mid-career artists. To be eligible, you must demonstrate that you have basic training in film/video, new media or audio, or have an experienced mentor who has agreed to work with you on your project.
- Film and video directors and new media or audio arts professionals with at least five year’s experience in the industry as directors may apply as mid-career artists.

 Established Artist:

- To apply as an **established** artist, you must have been working as an **independent** media artist for at least seven years and have created and released a body of **independent** media art work in a professional context.

PART B2 – PROFILE OF APPLICANT

Please complete this section using only **one sheet** of white 8½ x 11 inch paper, printed on one side only.

Please describe yourself and your interest and goals in the media arts. For example:

- How did you become interested in the media arts?
- What is your level of experience in the media arts?
- What are your past experiences in the media arts? (If you have an artist's résumé, please attach it. See details below.)
- What are you doing currently in the media arts?
- What are your long-term plans, goals and aspirations in the media arts? (Please note: This is not the place to describe the project for which you are requesting funds.)
- What other artistic or life experiences have you had that contribute to your work in the media arts?

If you are sending an artist's résumé, it should describe the following:

For **emerging** artists:

- your media arts training in film/video, new media or audio, and
- student or other non-professional productions of film/video, new media or audio artworks you have created.

You may also describe your community service and volunteer activities, education, previous work experience, and other arts/cultural activities and experience.

For **mid-career and established** artists:

- your media arts training in film/video, new media or audio
- film/video, new media or audio artworks you have created, and
- major exhibitions or presentations of your professional artistic work (festivals, gallery or museum exhibitions, radio, television or Web broadcasts, special presentations, etc.).

You may also describe your community service and volunteer activities, education, previous work experience, and other arts/cultural activities and experience.

For **collaborations**, each co-applicant should submit a one-page profile and attach, if available, an artist's résumé.

PART B3 – DETAILED DESCRIPTION OF PROJECT

This is the most important part of your application. For more details, please see “Assessment of Applications” in the application guidelines.

Please complete this section on separate sheets of paper, white, 8½ x 11 inch, printed on one side only, portrait orientation. Please type or print in black ink. Please use paper clips to secure material; do not use binders, plastic covers or staples.

Please provide a clear and detailed description of your project, answering the questions below as appropriate.

What do you want to do?

- Describe the activities you will carry out as part of your project.
- Describe what you will have created by the end of the grant period.

Why do you want to do this project?

- Describe your artistic concerns and your approach to artistic creation.
- Describe how this project fits in with your goals as a media artist.
- Describe the effect this project would have on your career as a media artist.

How will you do it?

- Describe the methods you will use and the goals of your program of work.
- Describe the technologies, processes and/or techniques with which you will work.

Where and when will this project take place?

- Describe any travel involved with this project.
- Provide a work schedule that identifies when the major stages in your project would be carried out.

Who will you be working with?

- Provide information about the mentor(s) who have agreed to work with you. Describe how they will assist or guide you through the various stages of your project. Include letters from these individuals confirming their offer to participate, along with their résumés.
- Provide information about the creative team who has agreed to work with you. Include letters from these individuals confirming their offer to participate, along with their résumés.
- If elders or other cultural authorities will be involved in your project, please describe their participation.
- If you intend to use technologies with which you are unfamiliar, name the consultants or specialists who will work with you, and provide letters that confirm their availability.

PART B3 – PROJECT DESCRIPTION (cont'd)

If you have already completed some work on your project, please include with your application a copy of the work done to date. Check off which material that you are submitting:

- For documentary productions, a description of the research you completed while developing your project.
- For documentary productions, letters of agreement from your subject(s) confirming their offer to participate in your project and confirming that you would have access to the relevant material.
(This is **required** for all documentary production applications.)
- For dramatic productions, and as appropriate for other kinds of productions, a complete draft of the script.
- For animation productions, and as appropriate for other kinds of productions, a storyboard.
- For experimental productions, and as appropriate for other kind of productions, a description of your working process.
- For all film and video productions, as appropriate, a detailed treatment (or description) of the proposed production, including your planned visual and sound treatment (camera movement, lighting, music or audio sources, etc.).
- For audio productions, a detailed description and treatment indicating audio sources.
- For new media productions, as appropriate, a flowchart.
- For new media productions, as appropriate, a description of the graphics and some samples of them.
- For new media productions, as appropriate, a description of the text.
- For new media productions, as appropriate, a description of your visual and sound approaches.
- For media-based installations, sketches and plans, including technical plans.
- If you are applying for post-production (completion) funding, a complete project description. (The peer assessment committee considers the project description as well as the work-in-progress itself in its evaluation.)
- For all projects, where appropriate, submit rights or option agreements, or letters of permission for the use of scripts, images, music, etc. for which you do not own or hold the copyright.

PART C1 – PROJECT BUDGET

Please fill out the following Project Budget summary, using the categories that are appropriate to your project.

Remember that an important factor in the assessment of your application is how clear and how reasonable your budgets are.

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING YOUR PROJECT BUDGET***EXPENSES***

Artist's or director's subsistence: You may request a subsistence allowance of up to \$2,000 per month for each applicant, for the time spent working on research, production and/or post-production.

Research equipment and space rental costs: List only the costs related to the research component of your project.

Remote community allowance: If you live in a remote community (fly-in, "north of 60", etc.), you may apply for up to 15 percent more than the maximum grant amounts described in the guidelines. Attach information about your community, explaining why costs are higher there than elsewhere.

REVENUES

Other sources of funding: If your project expenses are higher than the maximum grant available through this program, list your other sources of funding. Indicate which ones are confirmed and which are pending confirmation. Include copies of documentation from confirmed sources of funding for your project (contracts, letters of intent, letters of investment, grant announcements, etc.).

Donations: Put a value on all materials and services being donated to your project (for example, services donated by crew members; donations of materials or supplies).

Deferrals: Put a value on any deferrals you are receiving for this production. A deferral occurs when a cast or crew member agrees to have all or part of his or her fees paid if and when the production makes money.

PART C1 – PROJECT BUDGET (cont'd)

EXPENSES

Subsistence:

_____ month(s) x \$ _____ per month (maximum of \$2,000 a month)

x _____ (number of applicants requesting subsistence funds) \$ _____

Research equipment and space rental costs \$ _____

Tuition, professional fees and honoraria
(for mentors, script editors, elders, consultants, etc.) \$ _____

Story rights acquisition \$ _____

Research transportation/travel costs \$ _____

Production costs \$ _____
(If your project has a production and/or post-production (completion) component, fill out the Production Budget (Part C2). Insert the "Total Expenses" amount here.)

Other project costs (please list in this space or on an attached 8½ x 11 inch white page) \$ _____

Remote community allowance \$ _____
(if applicable; see "Value of Grant" in the guidelines)

Total Expenses \$ _____

REVENUES

Grant amount requested from the Canada Council for the Arts \$ _____
(Please round your total grant request to the nearest thousand dollars. This is the amount that you transfer to Part B1 – Application Summary.)

Other sources of funding \$ _____
(attach documents for confirmed funding)

Donations \$ _____
(provide details in this space or on an attached 8½ x 11 inch white page)

Deferrals \$ _____
(provide details in this space or on an attached 8½ x 11 inch white page)

Total Revenues \$ _____

PART C2 – DETAILED PRODUCTION BUDGET

Complete this only if your project has a production or post-production (completion) component.

After you have calculated the Total Expenses in this part, insert the amount on the “Production costs” line in the “Expenses” part of Part C1 – Project Budget.

You may fill out the following pages provided, using the categories appropriate to your project, **OR** you may provide your own budget document.

If you are applying for funding to complete a project that has already been started, clearly indicate which expenses have already occurred and which ones you wish to cover with the grant you are applying for.

The budgets you submit to the Canada Council for the Arts must be similar to those you submit to other sources of funding for this project.

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING YOUR DETAILED PRODUCTION BUDGET

EXPENSES

The Canada Council for the Arts encourages grant recipients to pay reasonable salaries to cast and crew.

Cast or performers: Provide names (if available), roles and rates of pay.

Production crew or staff: Provide names (if available), roles and rates of pay. If a crew member’s salary includes the cost of providing his or her own equipment, please indicate this.

Equipment rental: List the equipment being rented (camera, lighting, grip, sound, etc.) during the production phase of your project only. Enter the cost of renting equipment for the research component of your project under “Research equipment and space rental costs” in Part C1 – Project Budget.

Studio or facilities rental: Describe the production facilities being rented. Enter the cost of renting facilities for the research component of your project under “Research and space rental costs” in Part C1 – Project Budget.

Travel costs: Include only the direct costs of travel related to the production phase of your project (ground transportation and airfare at economy rates or less).

Transportation costs: Include the costs to transport equipment you need for the production phase of the project.

Materials or supplies: Include the costs of raw stock, video/audio tape, disks, computer software, art/construction supplies, costumes, etc.

Lab costs: For film, include the costs of processing the original, workprint, sound transfer, etc.

Post-production personnel: Provide names (if available), duties and rates of pay.

Editing costs: For film, include the costs of mixing/dubbing, optical transfer, titles, optical printing, the negative cut, the answer print, the release print, and all other costs. For video, include the costs of the off-line edit, materials, the final edit (on-line), special effects, computer graphics, and all other costs.

Post-production materials or supplies: Include the costs of videotape, audiotape and other supplies.

Sound: Include the costs of studio/equipment rental, recording (narration/voice-over, etc.), foley recording, the audio mix, mastering and all other costs.

Music: Include the rights and recording costs. Provide names (if available) of the soundtrack composer and other musicians.

Contingency: You are allowed to add a small percentage to your budget (up to 10 percent) as a contingency fund to cover possible unforeseen or emergency costs.

NAME OF APPLICANT:

PART C2 – DETAILED PRODUCTION BUDGET (cont'd)	
EXPENSES	
Pre-production	
Story rights acquisition	\$
Location scouting	\$
Equipment and space rental costs	\$
Travel costs	\$
Subtotal for pre-production and research	\$
Production	
Cast or performers (list names if available, roles and rates of pay)	\$
Production crew or staff (list names if available, roles and rates of pay)	\$
Equipment rental	\$
Studio or facilities rental	\$
Transportation costs	\$
Materials or supplies	\$
Lab costs	\$
Other (specify)	\$
Subtotal for production	\$

PART C2 – DETAILED PRODUCTION BUDGET (cont'd)	
EXPENSES	
Post-production (completion)	
Post-production personnel (list names if available, roles and rates of pay)	\$
Editing costs	\$
Post-production materials or supplies	\$
Sound	\$
Music	\$
Other (specify)	\$
Subtotal for post-production	\$
Contingency (_____ % of \$_____)	\$
TOTAL EXPENSES Insert this amount in the “Production costs” line of the Project Budget (PART C1)	\$

PART D1 – AUDIOVISUAL SUPPORT MATERIAL

If you have not yet completed basic training in the media arts, you need not submit audiovisual support material.

Mid-career and established artists **must** submit audiovisual support material. If possible, emerging artists should submit audiovisual support material. Audiovisual material should give the members of the peer assessment committee an idea of your particular approach to creating art using film/video, new media or audio technologies. This may include previous professional productions, student productions, work produced in workshops, work produced in collaboration with other artists, or samples of productions to which you have made a significant creative contribution. It is more important to give the peer assessors a sense of your approach to artistic creation than to demonstrate your technical ability.

If you are applying to complete a project, please send a copy of the work-in-progress.

Only your audiovisual support material will be returned to you after the competition. All other material you submit with your application (flowcharts, plans, project descriptions, etc.) will be kept by the Canada Council for the Arts.

Please complete the following page(s) and clearly label your support material with the same information. Please send a *maximum of two items*, in these media types:

- **films** (submitted on reels, head out)
- **videotapes** (one piece per cassette, on 1/2 in. or 3/4 in. cassettes, cued)
- **audiotapes** (one piece per cassette, tape cued to go)
- **CDs, DVDs, DATs or LPs**, track indicated
- **new media** (please see part Part D3), and
- **slides** (please use Part D4).

Due to time limitations, the peer assessment committee may be able to view or listen to only a portion of each item you submit

PART D2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL SUBMITTED

The peer assessment committee's time is very limited. To assist in the assessment process, please provide some descriptive and contextual information. Include a brief description of each piece of audiovisual support material. If necessary, add some notes or special instructions. Explain why you are sending a particular item, what it shows, and how it relates to what you are proposing. In all cases, you must clearly identify your creative contribution to the material.

Complete the following and clearly label your support material with the same information. Do not send originals.

Item 1

Title:

Name of applicant or co-applicant:

Applicant or co-applicant's credit/role (director, co-director, performer, etc.):

Production medium (film, video, audio or new media):

Format of support material (16mm, VHS, CD, DVD, etc.):

Running time (where applicable): Completion or recording date:

Indicate whether the support material is an example of your student, professional independent artist, or industry work. Briefly describe how the support material relates to your proposed project:

Special presentation instructions or notes:

Item 2

Title:

Name of applicant or co-applicant:

Applicant or co-applicant's credit/role (director, co-director, performer, etc.):

Production medium (film, video, audio or new media):

Format of support material (16mm, VHS, CD, DVD, etc.):

Running time (where applicable): Completion or recording date:

Indicate whether the support material is an example of your student, professional independent artist, or industry work. Briefly describe how the support material relates to your proposed project:

Special presentation instructions or notes:

PART D3 – AUDIOVISUAL SUPPORT MATERIAL: GUIDELINES FOR NEW MEDIA

These guidelines will assist you in the submission of computer-based electronic files to the Canada Council for the Arts.

Hardware/software

- Material must be self-supporting. Please do not assume that we have the required software and plug-ins to open your material. If your material requires plug-ins that are not listed below, you should include these plug-ins in your material.
- Make sure that you send us material that is compatible with the hardware/software listed in the specifications below.
- Indicate whether all or parts of the material must be installed on our hard drive for viewing. Send complete installation instructions.
- If submitting a URL as support material, indicate your preferred browser and version number.

Functionality

- Test your material before sending to ensure that it is functional and readable. It is your responsibility to ensure that all copies of new media artworks reach the Canada Council intact and in a readable format. The Council assumes no responsibility for unreadable material.
- The Canada Council is also not responsible if the URL you submit is not functional or your server is down at the moment your support material is reviewed by the peer assessors. Reasonable efforts will be made to return to your site during the adjudication process. You may wish to include a CD-ROM or DVD-ROM version of your web site as a back-up.

HARDWARE

MACINTOSH	PC
<ul style="list-style-type: none"> • Apple Mac Pro 2 x 2.8GHZ 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 • 2 speakers 	<ul style="list-style-type: none"> • HP DC7800 • Windows XP SP3 • 149 GB hard drive • 2 GB of RAM • 384 MB Intel Graphics Media Accelerator Q35 • CD-RW/DVD-RW drive • 2 speakers

MEDIA

MACINTOSH	PC
<ul style="list-style-type: none"> • CD-RW • DVD-RW/DVD-RAM 	<ul style="list-style-type: none"> • CD-RW • DVD-RW

SOFTWARE

MACINTOSH	PC
<ul style="list-style-type: none"> • Apple OS X V10.5 Leopard • Safari or Firefox with the following plug-ins: <ul style="list-style-type: none"> - Flash - Shockwave - Adobe Acrobat - RealAudio - RealVideo - QuickTime 	<ul style="list-style-type: none"> • Microsoft Office XP SP3 • Internet Explorer 6.X or 7.X with the following plug-ins: <ul style="list-style-type: none"> - Flash - Shockwave - Adobe Acrobat - Windows Media Player - RealPlayer - QuickTime

PART E – CHECKLIST

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Be sure to put your name and the title of the proposed project on all items.

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

- Identification of Applicant
- Declaration (an original signature is required)
- Part A – Name and Location of Applicant.
- Part B1– Application Summary.
- Part B2 – Profiles of Applicants.
- Part B3 – Detailed Description of Project.
 - If you are an emerging artist, information about your mentor(s) or creative team, including copies of their résumés and letters of agreement regarding their participation.
 - Letters of agreement from documentary subjects (if applicable).
 - Other letters of permission, or option agreements for the use of scripts, images, stories, music, etc. (if you do not own or hold the copyright).
 - Information concerning the participation of elders or other cultural authorities (if applicable).
- Part C1 – Project Budget.
 - Letters of confirmation regarding other sources of funding (if applicable).
- Part C2 – Detailed Production Budget (if applicable).
- Part D1 – Audiovisual support material (clearly labeled), and other support material (as applicable).
 - Detailed description of your audio visual support material, as well as of other support material you have submitted, Parts D2, D3, D4 and D5 (as applicable).

New this year

- Voluntary Self-Identification form (included after the Guidelines and Application Form). You are encouraged to fill out this voluntary self-identification information form to help the Canada Council identify whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The information that you provide will not be used to assess the eligibility or merit of your application.

Submit your application to:

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



Voluntary Self-identification Form

The Canada Council for the Arts is a federal Crown corporation created by an Act of Parliament, and it has certain legal obligations under the Canadian Charter of Rights and Freedoms.

The federal Privacy Act protects the personal information that you provide on this form.

The Canada Council for the Arts' mandate is to support the study, enjoyment and production of works in the arts. Moreover, the Canada Council would like to strengthen its positive impact on all professional Canadian artists. The Canada Council can better achieve these objectives if it knows more about who applies to its programs and who receives its funding.

The Canada Council is committed to equity, diversity and inclusion when providing grants and services to professional artists and arts organizations. Its policies reflect Canada's rich and complex reality, and the Canada Council uses its unique national perspective to identify and address issues related to access. The issues can be—but are not limited to—regional, cultural, racial, generational, language-based, Aboriginal-based, disability-based and (or) gender-based.

For this reason, you are encouraged to complete this voluntary self-identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. Individuals who are applying for a grant as members of a collective and (or) an ensemble are also encouraged to complete this form.

The form will be detached from program application forms. The information that you provide in this form will not be used to determine your eligibility.

How will the Canada Council use the information that you provide?

Your voluntary self-identification information may be used to:

- generate statistics that will measure the impact of, and identify gaps in, funding
- ensure there is diversity in the membership of peer assessment committees, advisory committees and focus groups
- gather information to help the Canada Council with the design, review and evaluation of its programs
- plan outreach activities and targets
- report to the Canada Council Board and committees
- share information with other government departments, organizations and contractors with whom the Canada Council has a data sharing agreement (please refer to the consent option on page 4), and
- Identify applications for priority funding after they have been assessed as having equal merit with other applications.

How will the Canada Council protect the information that you provide?

By submitting your personal information, you are consenting to its collection, use and disclosure in accordance with the Privacy Act. The Canada Council will use or disclose the information to others only for the purposes stated. If the Canada Council wishes to use your information for other purposes, it must first receive your written consent to do so.

**Personal information collected on this form will be stored in the personal information bank for the appropriate program.
PROTECTED WHEN COMPLETED**

NAME: _____

If you have any questions regarding the provision of this voluntary self-identification information, please contact H el ene Pollex, Information Officer, Arts Services Unit, at 1-800-263-5588 or 613-566-4414, ext. 4075, or by email at helene.pollex@canadacouncil.ca.

Please complete this revised form even if you have provided self-identification information in the past. The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*.

To access, correct or revise your personal information, please provide a precise description of your personal information to the Access to Information and Privacy (ATIP) Coordinator:

ATIP Coordinator

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

debbie.stenson@canadacouncil.ca

Telephone: 1-800-263-5588 or 613-566-4414, ext. 4696

TTY: 1-866-585-5559

Fax: 613-566-4390

It will take you approximately 10 minutes to complete this form.

Name:

Last name

First name

Year of birth: _____

Place of residence:

City, town, hamlet, reserve or other place: _____

Province or territory: _____ Postal code: _____

Region:

Where **in Canada** do you consider to be your home? (This may be different from your current place of residence.)

Home city, town, hamlet, reserve or other place: _____

Home province or territory: _____

Gender:

Female

Male

Transgender

Other, please specify: _____

Personal information collected on this form will be stored in the personal information bank for the appropriate program.

PROTECTED WHEN COMPLETED

NAME: _____

Citizenship:

Check a box if you identify as a:

- Canadian citizen
- Permanent resident (as defined by Citizenship and Immigration Canada)
- Other, please specify _____

Newcomer or immigrant:

Check the box below if you identify as a:

- Newcomer or immigrant to Canada

If you checked this box, please indicate the year you immigrated to Canada: _____

Official Languages:

What is your preferred official language?

- English
- French

First Language:

Check one or more of the boxes below indicating the language(s) you first learned and still understand:

- English
- French
- Inuktitut
- Other Aboriginal language (please specify): _____
- Sign language (please specify): _____
- Other languages (please specify): _____

Official-language minority communities:

These are groups of people that share a common language, English or French, distinct from the linguistic majority of the province or territory in which they live, as defined in Section 41 of the Official Languages Act.

Check one of the boxes below if you identify as a:

- Anglophone official-language minority
- Francophone official-language minority

Aboriginal/First Peoples of Canada:

Check one of the boxes below if you identify as:

- First Nations
- Métis
- Inuit

NAME: _____

Ethno-Cultural Origin:

Check only one of the boxes below if you identify as:

- Indigenous person from outside Canada (for example, Maori from New Zealand, Sami from Norway, Quechua from Peru) (please specify): _____
- Person of African, Asian, Middle Eastern, Latin American or mixed racial heritage—Mixed racial heritage means that your heritage includes at least one of the groups named here. (Note that the above corresponds to “**visible minority**,” as defined in the Employment Equity Act of Canada.) (Please specify): _____
- Other (please specify): _____

Disability:

Check the box below if you identify as a person with a disability.

- Please specify: _____

AGREEMENT TO PROVIDE PERSONAL INFORMATION

Consent to share information:

Please check one of the boxes below:

- I consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.
- I do not consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.

I have signed on the signature line below to confirm that I agree to the following:

- I have provided the personal information in this form with the understanding that it will be used only for the purposes stated in this form and that the Canada Council requires my written consent before it can use my personal information for any other purpose.
- The information I have provided is true and complete.

Name: _____

Signature: _____ Date: _____

If you complete this form by hand or on a typewriter, your original signature is required (not a photocopy). If you complete this form online, your email address will be accepted as your original signature.

CANADA COUNCIL USE ONLY—ATS contact: _____