



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

VISUAL ARTS SECTION

Long-Term Grants to Contemporary Fine Craft Artists and Curators

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant 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 listed below.
Step 3	Complete all sections of the attached application form . Be sure to use the checklist (Part F of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

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

Deadline

1 March

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 date, incomplete applications, or those submitted by fax or email.

Further Information

José Niaison

Program Officer

Visual Arts Section

Canada Council for the Arts

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TTY: 1-866-585-5559

VAG37E 12-11



PROGRAM GUIDELINES

<p>Mandate of the Visual Arts Section</p>	<p>To contribute to the advancement of ideas and practices in the visual arts and architecture, and to encourage their presentation and public enjoyment.</p>
<p>Program Description</p>	<p>Long-Term Grants provide support over a two-year period to Canadian, established professional fine craft artists or curators (for research only) who have made a significant contribution to contemporary fine craft.</p> <p>Programs of work must be designed to advance the long-term artistic and career development of artists at a key moment in their career. A key moment is defined as a time when there is a shift or progress in an artist’s practice or level of career activities.</p> <p>Artists must include at least two of the following types of activities in their program of work:</p> <ul style="list-style-type: none"> • research/professional development • production of a new work • production for a public presentation • career development.
<p>Eligible Applicants</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>General Eligibility Criteria</p> <p>To apply to this program, you must 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.</p> <p>You must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> • has specialized training in the field (not necessarily in academic institutions) • is recognized as a professional by his or her peers (artists working in the same artistic traditions) • is committed to devoting more time to artistic activity, if possible financially. <p>To meet the definition of a professional contemporary fine craft artist or curator, you must also have:</p> <ul style="list-style-type: none"> • produced an independent body of work • maintained an independent professional practice for at least three years • had at least three public exhibitions of work in a professional context over a three year period (for artists) • at least three publications to your credit (for critics) • produced at least three exhibitions or publications (for curators).

<p>Eligible Applicants (continued)</p>	<p>Specific Eligibility Criteria</p> <p>In addition to meeting the general eligibility criteria above, you must:</p> <ul style="list-style-type: none"> • show evidence of outstanding artistic achievement with at least three exhibitions of international, national, provincial or territorial importance in contemporary fine craft • have at least one exhibition, public presentation, publication or other professional engagement confirmed for the grant period (if you are applying for support of production for public presentation or career development activities) • have received critical recognition through three published reviews or catalogue texts • have received at least one creation or one production or similar grant from the Canada Council for the Arts or other arts funding agency or foundation (you must indicate this in your curriculum vitae or résumé). <p>Students are not eligible.</p> <p>Professional Context</p> <p>Artists' public presentations and exhibitions, both in Canada and abroad, must be in a professional organization or context where the artists' work is recognized by a professional curator, gallery owner or art dealer, or collective of professional artists.</p> <p>In Canada, to be considered professional, an organization must be a public art gallery, a museum or an artist-run centre that pays a professional fee to participating artists. The condition of paying fees does not apply to commercial galleries or to professional venues outside Canada.</p> <p>Note: Exhibitions and public presentations in venues that do not have a mandate in the visual arts (coffee shops, restaurants, libraries and so on) are not considered to be in professional visual arts venues.</p> <p>The Canada Council recognizes that a professional context may be different for artists from Aboriginal as well as culturally diverse communities and, in some cases, for fine craft artists and artists living in remote areas. For these artists, the network for peer recognition and exhibition venues may exist in alternative professional contexts.</p> <p>The Canada Council will make decisions about accepting alternative professional contexts by consulting with Aboriginal and culturally diverse communities in the Visual Arts Section and, if necessary, by consulting with peers in the milieu.</p>
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<p>Eligible Programs of Work</p>	<p>Programs of work supported by this grant must include a series of opportunities in the areas of research, production, career and (or) networking development.</p> <p>Your program of work must include at least two of the following activities:</p> <ul style="list-style-type: none"> • Research/professional development: A period of independent research at a key period in your artistic practice. For example, this could be defined as time away to research, explore or open oneself up to new concepts, techniques, materials, processes, or ways of working. This may include participation in artist residencies and other professional development activities. The grants also support critics and curators in the research of editorial or curatorial work leading to the production of articles, books and exhibitions in the field of contemporary Canadian fine craft. • Production of new work: The production of one or more new bodies of work. The project(s) must demonstrate the capacity to advance your practice. • Production for public presentation: The production of one or more works for which you have at least one confirmed public exhibition. The presentation of your work must be in a professional context that marks an expansion or advancement in the level of recognition or critical reception and dissemination of your work. • Career Development: A period of activities that advances your career. An example is travel and research to expand a professional network with partners such as critics, curators, art dealers or publishers. Career development activities can include the development of promotional tools such as a website, portfolio or small monographs. You must demonstrate that the project occurs in a key period that affects the progression of your career. For example, this could be defined as a time when focusing on the career aspects of your practice can fully take advantage of recent increased interest in your work. <p>Activities in the field of commercial, industrial and fashion design are not supported by this program.</p>
<p>Grant Amount</p>	<p>Amount Available</p> <p>The grant amount is \$40,000 per year for two years in a row, for a total of \$80,000.</p> <p>These grants cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline.</p> <p>Ineligible Expenses</p> <p>Grants cannot be used for:</p> <ul style="list-style-type: none"> • studio and (or) business set-up • capital and large equipment costs • ongoing studio and (or) business maintenance • manufacturing a line of production items • commissioned projects • industrial projects • student projects • educational projects and (or) "how-to" books • costs incurred for the production, presentation and circulation of an exhibition.

<p>Grant Amount (continued)</p>	<p>Research/professional development</p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> • subsistence to a maximum of \$2,000 per month • small equipment and material costs • research-related costs • travel related to activities in your work plan • costs related to your participation in an artist residency • professional development costs, including training • studio rental and technical services costs. <p>Production of a New Body of Work</p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> • subsistence to a maximum of \$2,000 per month • studio rental and small equipment costs • material costs • technical services and other related costs • salaries and fees paid to professionals • costs for transportation of materials related to the program of work • travel costs related to production of works. <p>Production for Public Presentation</p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> • subsistence to a maximum of \$2,000 per month • studio and small equipment costs • materials • technical services and other related costs • salaries and fees to professionals • transportation of materials related to the project • shipping costs for exhibitions outside of Canada or at Canadian venues that do not receive operating support from the Canada Council for the Arts, and • travel costs related to production of works. <p>Costs normally assumed by the exhibiting organization are not eligible.</p> <p>Career Development</p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> • subsistence to a maximum of \$2,000 per month • travel costs related to activities in the work plan • documentation costs and production of small monographs • promotion activities, such as websites • technical and career development services.
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<p>Access Support</p>	<p>Applicants who are Deaf or have disabilities can apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible travel activities. The Canada Council may make a contribution toward the access-related expenses.</p> <p>Eligible expenses</p> <p>Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> • sign language interpretation • a personal attendant • a guide • rental of specialized equipment. <p>Ineligible expenses</p> <ul style="list-style-type: none"> • Major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.) • Services and supports for which an individual is already receiving funding • Services and supports which are not directly tied to the activities supported by the grant. <p>Requests are reviewed on a case-by-case basis. Please contact the Program Officer if you have any questions about your request.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, composed of experienced professional artists who are recognized as such by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Aboriginal peoples, and the regional and cultural diversity of Canada. New committees will be formed for each competition.</p> <p>For further information on this subject, please see the document entitled Peer Assessment: How the Council Makes Its 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 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>The principal assessment criterion is the artistic merit of your previous work, taking into consideration the specific and national context. The grant’s potential impact on your artistic and career development will also be evaluated.</p> <p>The specific weighted criteria are as follows:</p> <ul style="list-style-type: none"> • artistic merit of your work (60 percent) • merit, relevance and capacity of the program of work, as outlined in the comprehensive work plan, to advance your artistic practice (20 percent) • merit, relevance and capacity of the program of work, as outlined in the comprehensive work plan, to advance your career (20 percent).

IMPORTANT INFORMATION FOR APPLICANTS

Processing the application	<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>You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. You can also contact the Canada Council, in writing, to request the list of peer assessors.</p> <p>Application Preparation</p> <ul style="list-style-type: none">• You are responsible for providing all the information and support material requested.• The Canada Council will make decisions about your eligibility based on the information you provide in your application.• Submit only the material requested. Extra material will not be shown to the peer assessment committee.• Carefully choose the material you submit in support of your application as committee members have limited time in which to study each grant application.• Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted. <p>Format and Layout</p> <p>Where this applies, all the documents requested and the application form must be submitted:</p> <ul style="list-style-type: none">• on separate sheets of white paper (letter format, 8½ x 11 inches)• printed on only one side• with a font size of 11 points or larger• with paper clips (documents cannot be bound, placed under plastic or stapled). <p>Keep in mind that a black and white copy of your application will be presented to the peer assessment committee.</p>
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<p>Personal Information</p>	<p>The <i>Privacy Act</i> 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>For this program, the Canada Council for the Arts requests that you indicate your year of birth on the application form. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the peer assessors.</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 not hold a Social Sciences and Humanities Research Council (SSHRC) grant and a Canada Council for the Arts Long-Term Grant at the same time. • You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period. You may receive a maximum of three Canada Council Long-Term Grants in your lifetime. • 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). <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>For the Visual Arts Section, established artists are those at a mature stage in their careers who have created an extensive independent body of work and have made a nationally and/or internationally recognized contribution to their discipline through public presentation of their work. Established artists must have at least 15 years of exhibition history in a professional context.</p>

<p>Grant Terms and Conditions (continued)</p>	<p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Proof of Unpaid Leave</p> <p>If you work full time and are successful in obtaining a grant that includes subsistence costs, you must submit proof of unpaid sabbatical or other professional leave without pay. The Canada Council will not release the grant payment until it has received this document.</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. The grant notification letter you will receive may also contain additional terms and conditions that you must fulfill before the grant is paid.</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 instalment.</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> <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 to complete your project/ activity/ work 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>
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<p>Grant Terms and Conditions (continued)</p>	<p>Interim Report</p> <p>You will be required to submit an interim report at the end of the first year. This report must include an interim budget listing your actual expenses for the first year and your projected expenses for the second year. The template for this report can be found at www.canadacouncil.ca/visualarts.</p> <p>Visual Arts Section staff will assess this report. If needed, they will consult with a committee of peers. Program Officers may also contact professionals in the milieu to confirm activities proposed in your interim report.</p> <p>If your interim report is not approved, the Canada Council will not release the second year's payment.</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. If you do not submit a final report, you will be ineligible to apply for any future Canada Council grant.</p>
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Long-Term Grants to Contemporary Fine Craft Artists and Curators

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

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

Name of applicant (please provide your full legal name): _____ Year of birth: _____

Mrs. Miss Ms. Mr

Last name

First and middle names

Permanent address:

Mailing address, if different from permanent address:

Street address and apartment or suite number

Street address and apartment or suite number

City Province or territory Postal code

City Province or territory Postal code

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

Fax Email

Fax Email

Check the box that indicates your years of professional practice: 3 to 7 8 to 14 Over 15

DECLARATION

Will you permit the Canada Council for the Arts to include your name, email and address 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? 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 true and complete, to the best of my knowledge.

Signature (an original signature is required)

Date

ACCESS SUPPORT (if this applies)

Applicants who have disabilities may apply for additional funds to cover expenses for specific services and support required to carry out the proposed eligible activities. **Please see the access support section in the program guidelines for details.**

Are you requesting funds to cover expenses for access support?

No Yes, Total amount requested: \$ _____

Please describe the services and support required and indicate the cost:

1. **Services or support required** (provide details):

Cost: \$ _____

2. **Services or support required** (provide details):

Cost: \$ _____

3. **Services or support required** (provide details):

Cost: \$ _____

4. **Services or support required** (provide details):

Cost: \$ _____



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Long-Term Grants to Contemporary Fine Craft Artists and Curators

The information that you provide from this point onward will be submitted
to an assessment committee for review.

- If you are completing the application on a computer, use the same format as this form.
- The Canada Council for the Arts requires only one copy of the 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 or so on).

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 B– DESCRIPTION OF GRANT REQUEST AND FIELD OF SPECIALIZATION

Amount requested from this program: \$40,000 each year for two years

You are applying as: an artist or a critic/curator

Period to be covered by this grant:

From _____ to _____
(day/month/year) (day/month/year)

Type of activities covered by this grant (you must select at least two)

Research/Professional Development

Production of New Work

Production for Public Presentation

Career Development

Brief description of program of work (summarize in 15 words or less):

Your field of specialization or medium (e.g. ceramics, textile, glass, etc.) :

PART C – DESCRIPTION OF PROGRAM OF WORK

On separate sheets of paper, describe your proposed program of work in **1,000 or fewer words**. Use 8½ x 11 inch white paper, one side only, and single space your description. Any text that goes beyond the 1,000-word limit will not be presented to the peer assessment committee.

Your program of work description must include **at least two** of the following activities. If you wish, you may also provide information on the aesthetic or cultural tradition that relates to your work.

For research/ professional development, write at least one paragraph on each of the following:

- your practice (previous and current work)
- the program of work you intend to undertake if you receive a grant
- the significance of your proposed program of work to the advancement of your career and artistic practice.

For production of new work, write at least one paragraph on each of the following:

- your practice (previous and current work)
- the program of work you intend to undertake if you receive a grant
- the significance of the new work to the advancement of your career and artistic practice.

For production for public presentation, write at least one paragraph on each of the following:

- your practice (previous and current work)
- the program of work you intend to undertake if you receive a grant
- the significance of the exhibition to the dissemination of your work, and
- the significance of the new work to the advancement of your career and artistic practice.

For career development, write at least one paragraph on each of the following:

- your practice (previous and current work)
- the program of work you intend to undertake if you receive a grant, and
- the significance of the proposed activities to the advancement of your career.

You must also include a two-year detailed work plan (maximum of **two pages**) that lists the chronological schedule of activities planned during this period. For career development activities, be sure to include your scheduled activities, meetings, key contacts, etc. The work plan is not counted in the 1,000-word limit for your project description.

PART D1 – FINANCIAL INFORMATION: GENERAL GUIDELINES

Complete the budget pages in Part D2 for your proposed program of work. Indicate the types of expenses for which you will use this grant and the total amount you are requesting for two years. You must round your total expenses to the nearest thousand dollars. The completed budget must include all revenue sources and expenses for the project. Ensure that the budget accurately reflects the program of work you intend to follow.

Leave blank any lines that are not relevant to your program of work. Fill in only the column marked “**Original Budget**.” If your application is successful, you may be asked to complete the “**Interim Report**” column before receiving your first payment. You will need to complete the “**Final Report**” column and return the budget pages to the Canada Council, along with your final report, after you have completed your program of work. Therefore, you need to keep a copy of these financial information pages.

Do not submit separate detailed budgets; they will not be presented to the peer assessment committee. For additional budget notes please use the space provided at the end of the budget pages.

PART D2 – FINANCIAL INFORMATION: BUDGET			
	Original Budget (estimate)	Revised Budget (if successful)	Final Budget (for final report)
Expenses			
Subsistence for ____ months at \$_____ per month (maximum of \$2,000 per month)	\$	\$	\$
Travel costs related to activities in work plan	\$	\$	\$
Subtotal	\$	\$	\$
Research/professional development costs			
Costs related to artist residency	\$	\$	\$
Professional development costs, training (provide details)	\$	\$	\$
Studio rental and small equipment costs (related to your program of work)	\$	\$	\$
Technical services and other related costs			
Material costs	\$	\$	\$
Other (provide details)	\$	\$	\$
	\$	\$	\$
Subtotal	\$	\$	\$
Costs for production of new work or production for confirmed public presentation			
Studio rental and small equipment costs (related to your program of work)	\$	\$	\$
Material costs	\$	\$	\$
Technical services and other related costs (provide details)	\$	\$	\$
Costs for shipping works or transportation of materials (related to your program of work)	\$	\$	\$
Salaries and fees to professionals (provide details)	\$	\$	\$
Other (provide details)	\$	\$	\$
	\$	\$	\$
Subtotal	\$	\$	\$

Expenses continue on the next page.

NAME OF APPLICANT:

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PART D2 – FINANCIAL INFORMATION: BUDGET (continued)					
			Original Budget (estimate)	Revised Budget (if successful)	Final Budget (for final report)
Expenses					
Career development costs					
Portfolio and documentation costs (provide details)			\$	\$	\$
Costs of promotional activities/website(provide details)			\$	\$	\$
Technical and career development services (provide details)			\$	\$	\$
Costs for shipping works or transportation of materials (related to your program of work)					
Salaries and fees to professionals (provide details)					
Other (provide details)			\$	\$	\$
Subtotal			\$	\$	\$
Total expenses Rounded to the nearest thousand			\$	\$	\$
			Original Budget (estimate)	Revised Budget (if successful)	Final Budget (for final report)
Revenues	Confirmed	Pending			
Provincial or territorial grants (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$
Municipal or regional grants (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$
In-kind (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$
Fundraising (corporations, individuals, foundations) (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$
Other (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$
Grant requested from the Canada Council for the Arts			\$80,000		
Total revenues			\$	\$	\$
Budget notes					
Please ensure that your total expenses equal your total revenues.					

PART E1 – SUPPORT MATERIAL

Submit only the material requested. For all support documents, use separate sheets of 8½ x 11 inch white paper. Print on one side only and single space the text.

All support material of successful applicants will be kept, and visual support material of unsuccessful applicants will be returned to them.

Curriculum vitae or resumé (maximum of three pages)

Submit an up-to-date curriculum vitae or resumé that provides the following information in chronological order:

- Professional training (educational background, mentors, workshops etc.).
- Exhibition or public presentation history (including the dates, titles, names and locations of galleries or places of presentation, and whether solo or group shows). At least three of these exhibitions must be of provincial or territorial, national or international significance.
- Collections that include your work, including public, corporate and private.
- Bibliography of critical reviews of your work.
- Grants, prizes and (or) awards.
- Other activities related to your practice.

Critical Reviews or Catalogue Texts

- Submit single sided photocopies of three published critical reviews or catalogue texts on 8½ x 11 inch paper.

Letters of Confirmation and Other Support Material

- **Research/professional development:** (for residencies only) — Submit a letter of confirmation of the residency and a profile of the host organization.
- **Production for public presentation** — Submit a letter of confirmation of an exhibition.
- **Career development** — Submit a letter of confirmation of an exhibition, publication or other professional engagement or meeting related to your program of work.

Digital Still Images and (or) a Video

Submit digital still images of your previous work, on one CD-ROM or DVD and/or a video of your previous work on DVD.

You may wish to use one digital image to provide an installation or exhibition view, and to give an idea of the dimensions of the work relative to the space (if this applies).

Depending on the nature of your work, submit **one of the following combinations:**

- **a maximum of 20 digital images**, for works that lend themselves to still documentation **OR**
- **one 10-minute compilation of videos**, for works that do not lend themselves to still documentation **OR**
- **10 digital images and one 5-minute video**, for works that require documentation in both formats.

Complete Part E2 of this application form, which requests details about the digital images and (or) video you are submitting. Note that your digital support material must conform to the Guidelines for Submitting Visual Support Material, which is Part E3 of this form.

You must send all required support material in one package along with your completed application form. An application that does not include all required support material will be considered incomplete, and therefore withdrawn from the competition.

PART E2 – GUIDELINES FOR SUBMITTING DIGITAL SUPPORT MATERIAL

IMPORTANT NOTICE: If the digital support material submitted with your application does not follow the guidelines below, your application may be considered incomplete and may be withdrawn from the competition.

Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

Digital images must be submitted on a CD-ROM or DVD, without folders. Image files must be:

- PC-compatible
- in jpg file format
- a maximum of 1 MB file size
- a maximum resolution of 1024 x 768 pixels, and
- RGB or greyscale colour mode only (no CMYK).

File names must be in the following format: **01initialsyeartitle.jpg** (image number, applicant's initials, year of the work, title of the work). Do not put any special characters, symbols, periods, quotation marks (such as # / - " &) or spaces in any file name. The image numbers must correspond to the ones in the Detailed Description of Digital Images and Video, which is Part E3 of this form.

Videos must be submitted on one DVD.

Video files must be:

- PC-compatible
- in .avi, .mov, .mpg, .mpeg format
- viewable with QuickTime, RealPlayer, Windows Media Player or VLC
- a maximum of 1 GB file size, and
- a maximum resolution of 1024 x 768 pixels.

Please note, **HD Video** must be submitted on a DVD in .mp4 or .mkv format.

PART E3 – DESCRIPTION OF DIGITAL IMAGES AND VIDEO

Complete the following table (*see example*). If further descriptive information is necessary, include the details on a separate page (maximum of **one page**).

Present the images in date order, from the oldest to the most recent works.

DIGITAL IMAGES

No.	Title	Date	Medium	Dimensions
<i>e.g.</i>	<i>Title of my first digital image</i>	<i>2005</i>	<i>acrylic on canvas</i>	<i>60" x 90"</i>
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

VIDEO (if this applies)

No.	Title	Year	Running Time	Format

PART F – CHECKLIST

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

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

- Identification of applicant
- Declaration (an **original signature** is required)
- Access support (if applicable)
- Part A – Name and location of applicant
- Part B – Description of grant request and field of specialization
- Part C – Description of program of work (**1,000 or fewer words**)
 - Two-year detailed work plan (maximum of two pages)
- Part D2 – Financial information: budget
- Part E1 – Support material
 - Curriculum vitae or résumé
 - Photocopies of three published critical reviews or catalogue texts
 - Digital still images and (or) a video (maximum 20 digital images OR **one 10-minute** video OR a combination of 10 digital still images and **one 5-minute** video)

Additional support material for Research/professional development activities (for residencies only)

- A letter of confirmation from the residency
- A profile of the host institution / residency

Additional support material for Production for public presentation

- A letter of confirmation of an exhibition

Additional support material for Career development activities

- A letter of confirmation of an exhibition, publication or other professional engagement or meeting related to your program of work

- Part E3 – Description of Digital images and/or video

New this year

- Voluntary Self-Identification Form (included with the program 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 the merit of your application.

NOTE: An application that does not include all required material or which includes material that does not correspond to the documentation listed in the application form will be considered incomplete and therefore withdrawn from the competition.

Submit your application to:

Visual 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: _____