



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Aboriginal Peoples Music Program

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

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, incomplete applications, or those submitted by fax or email. You will not be contacted if your application is incomplete.

Further Information

Gerri Trimble

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

Telephone: 1-800-263-5588 (toll-free) or (613) 566-4414, **extension 4103**

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

Email: gerri.trimble@canadacouncil.ca

Fax: (613) 566-4409

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STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>The Aboriginal Peoples Music Program supports activities that contribute to the career and artistic development of Aboriginal musicians, and to the continued vitality of Aboriginal music.</p> <p>Activities funded through this program develop professional skills of Aboriginal music artists; strengthen organizations dedicated to Aboriginal music; and support other activities that restore, preserve, invigorate and raise the profile of Aboriginal music and musicians.</p> <p>This program has three components:</p> <ul style="list-style-type: none"> • Professional Development Project Grants; • Community Presence and Preservation Project Grants; • Single-Event Performance Travel Grants.
<p>Eligibility</p>	<p>Eligible Applicants</p> <p>This program accepts applications from:</p> <ul style="list-style-type: none"> • Individual music artists: are professional Canadian Aboriginal musicians. This includes Métis, Inuit, Status and Non-status First Nations people. Applicants must have completed their basic music training and be recognized as professionals by other artists working in the same tradition. They should demonstrate a commitment to the development of their musical craft and career (as shown by their ongoing career activity), and have a history of public performance of at least two years. Basic training may include academic training in post-secondary institutions, mentorships, private instruction, workshops and periods of independent study. • Music groups, bands or ensembles: They must be made up of professional artists, and they should have a professional performance history of at least two years. • Music or arts organizations or ad hoc groups dedicated to Aboriginal music: Organizations must be led by Aboriginal people and have a music or arts focus, or have a significant history of activity in the arts, particularly music. Ad hoc groups that have come together for the purpose of a project focusing on Aboriginal music are also eligible. <p>Eligible Projects</p> <p>Professional Development Project Grants support:</p> <ul style="list-style-type: none"> • activities for the professional career and artistic development of Aboriginal musicians and music groups, bands or ensembles, such as workshops or one-on-one mentorships that increase an artist’s ability to manage and direct his or her career, develop marketing skills or improve performance skills; • activities that contribute to the health and vitality of Aboriginal music organizations, such as strategic planning and other short-term projects that increase the organization’s capacity to meet its mandate, or workshops and courses that ensure that key staff and volunteers have the necessary administrative and management skills.

<p>Eligibility (continued)</p>	<p>Community Presence and Preservation Project Grants support activities that ensure the presence of Aboriginal music in communities, such as workshops to transfer music knowledge, or individual or community-based research projects that increase learning, appreciation and understanding of Aboriginal music.</p> <p>Single-Event Performance Travel Grants support travel by Aboriginal musicians and music groups to give a performance at an important engagement that will have a significant impact on the artist’s career or raise the profile of the artist or music group, or where key industry personnel are in attendance. This event must be at least 800 kilometres away from the artist’s place of residence, and the artist must receive a professional fee for performing.</p> <p>This program is broad in nature. Therefore, activities that have not been specifically mentioned may be eligible. Potential applicants should contact the Program Officer if they have questions about the eligibility of their project.</p> <p>Eligible expenses</p> <p>To be eligible for support, the expenses must relate directly to the project. Eligible expenses may include:</p> <ul style="list-style-type: none"> • travel, accommodation and per diem expenses • Web site development costs • project promotion costs • honoraria for workshop leaders, mentors, resource people and elders • venue rental • translation and transcription, and • administration costs (to a maximum of 15 percent of eligible project costs). <p>Other reasonable project expenses directly related to the project will also be considered.</p> <p>Ineligible Projects and Expenses</p> <p>The following activities and expenses are ineligible for support from this program:</p> <ul style="list-style-type: none"> • the production and recording of CDs, CD-ROMs or DVDs for commercial release (for funding for this, please see the Music Section’s Grants for Specialized Music Sound Recording Program or the programs of the Media Arts Section) • the production of films and documentaries (please see the Media Arts Section programs) • music touring expenses (please see the Music Touring program) • concert or performance fees for artists • the production of concerts • basic or pre-professional musical training
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<p>Eligibility (continued)</p>	<ul style="list-style-type: none"> • travel to board meetings and general assemblies • post-secondary studies • fundraising projects • capital projects, such as the construction of buildings or studios • the purchase of equipment or musical instruments • business start-up expenses • operating expenses of organizations, including salaries, and • subsistence or living expenses.
<p>Grant Amount</p>	<p>The maximum amount of grants offered under all components of this program is \$20,000. To be eligible for support, the expenses must relate directly to the project proposed.</p> <p>For Single-Event Performance Travel Grants requests submitted at a time other than the 1 March deadline date, the maximum amount of grants is \$2,500.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications to this program are evaluated by a national Aboriginal peer assessment committee.</p> <p>Committee members are selected from the Aboriginal community across Canada, and are chosen for their experience and expertise in music as well as their significant knowledge of cultural protocol. They are also chosen to ensure fair representation of the breadth of Aboriginal music nationally, gender, genres, geographic regions and Canada’s two official languages. There are three to five members on each committee, and new committees are selected for each competition.</p> <p>Committees are asked to make fair, impartial and informed decisions. Prior to a committee meeting, the Canada Council sends photocopies of all the eligible applications to the committee members. At the meeting, members study the applications, view and listen to the videotapes, DVDs, CDs and other support material, and discuss the applications.</p> <p>On the final day of the meeting, the committee places the applications in priority order, reviews the results to assess the national impact of their recommendations, and discuss the results until they reach their final funding recommendations.</p> <p>Peer assessment committee decisions for this program are final recommendations for approval by the Canada Council for the Arts.</p> <p>Assessment Criteria</p> <p>The peer assessment committee evaluates all applications against the following criteria:</p>

<p>Assessment of Applications (continued)</p>	<p>Professional Development Project Grants and Community Presence and Preservation Project Grants</p> <ul style="list-style-type: none"> • The overall merit of the project, including its rationale and goals, and the effectiveness of the activities planned to meet those goals. • The impact of the project on the career or creative output of the artist or music group involved, or to the development and advancement of Aboriginal music. • Artistic quality, based on the audio or visual samples provided, including the quality of performers, guest teachers and workshop leaders. • The feasibility of the project in relation to the administrative or artistic experience of the key personnel involved. • Payment of reasonable fees to artists, elders and resource people, where required by the project. • Realistic budget and confirmation of other funding for costs that are ineligible for funding through this program, if required. <p>Single-Event Performance Travel Grants</p> <ul style="list-style-type: none"> • Artistic quality of the applicant, based on the audio or visual support material. • The impact of the proposed activity on the career or creative output of the applicant artist or group, or to the development and advancement of Aboriginal music.
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STEP 2 — IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

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

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

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

Is my personal information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council maintains your personal information in Personal Information Bank CAC PPU 115 or 130. All other information may be accessible to others under the Access to Information Act.

For this program, you are asked to indicate your year of birth and gender (voluntarily) on the application form. The Canada Council requires statistics in these areas for program planning, evaluation and studies.

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

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

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

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

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. You can also contact the Canada Council, in writing, to request the list of peer assessors.



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THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION PROVIDED ON THIS PAGE, WHEN COMPLETED
Your personal information will be maintained in Personal Information Bank CAC PPU 115 (artists) or 130 (organizations).
Please note that the information you provide on these cover pages will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT

Name of applicant (artist, group or organization undertaking the project):

Last name First and middle names

Ms. Mrs. Miss Mr.

Name of Group or Organization

Mailing address (please notify the Canada Council for the Arts of any changes):

Street and apartment/suite number

City Province or territory Postal code

(_____) (_____) (_____) _____

Telephone (residence) Telephone (business) Fax

Email Website

- The Canada Council is committed to supporting culturally diverse and Aboriginal arts in Canada. We are, therefore, gathering information that will be used to measure the extent Council funding supports culturally diverse and Aboriginal artists in Canada.
- The information will not be used to assess your application and will not be passed on to the assessors.
- Your response to the questions in this section is voluntary.

PERSONAL INFORMATION (To be completed by individual artists only)

Gender: Male Female

Year of Birth: _____

Are you an Aboriginal person of Canada?

Yes. Please indicate which group: _____ No

Which community, province or territory do you consider to be home? _____

(This may be different from your current place of residence.)

LANGUAGE INFORMATION (Only the lead applicant should respond)

What is your preferred language of communication? English French

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

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

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

English: Speak Read Understand

French: Speak Read Understand

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

_____ Speak Read Understand



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Please note:

- Read the program guidelines carefully before completing the form.
- The Canada Council for the Arts requires only the original application form, completed in black ink to make duplication easier, and one copy of your support material.
- The Canada Council will not accept applications submitted by fax or email.
- Your application form must be complete or your request will be considered ineligible.
- The information that you provide from this point onward will be submitted to the peer assessment committee for review.

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

PART A1 – NAME AND LOCATION OF APPLICANT

Name of applicant (artist, group or entity undertaking the project):

Last name (individual or lead applicant)

First and middle names

Position

Name of group or entity

City (permanent residence)

Province or territory

PART A2 – DECLARATION

Please respond to the following questions and sign below to confirm your agreement with the following statements.

Will you permit the Canada Council for the Arts to include your name and address on its mailing list?

(This information will be used for Canada Council business only.) Yes No

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 all of the following statements:

- I am a Canadian citizen or have Permanent Resident status, as defined by Citizenship and Immigration Canada.
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I have already sent all overdue final reports for previous Canada Council grants. I understand that my application will be considered ineligible if any of my final reports have not been submitted or approved by the Canada Council for the Arts.
- I accept the conditions of this program.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines. I agree to abide by the Canada Council for the Arts' decision.

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

Signature

Date

AN ORIGINAL SIGNATURE IS REQUIRED

NAME OF ORGANIZATION/APPLICANT:

PART B2 – PROJECT DESCRIPTION

The **Project Description** gives the assessors a clear understanding of your project, including its objectives and what specific activities will take place.

Using no more than **three** pages, please describe your project. Cover the following points as they relate to your project:

- the origins of the project and what need, if any, it is responding to;
- the goals of the project;
- who the participants in your project will be;
- the activities that you would undertake with the grant funds;
- the timeline or working schedule of the project;
- what you expect the benefits of the project to be;
- how you plan to publicize the project;
- other partners in the project and what they are contributing;
- the key personnel of the project and what their responsibilities will be;
- how you plan to share the results of your project with the participants and other interested parties;
- the rationale for your project – that is, how it relates to the goals of this program.

Please bear in mind that the peer assessment committee will consider your project against the following criteria:

Professional Development and Community Presence and Preservation Project Grants:

- The overall merit of the project, including its rationale and goals, and the effectiveness of the activities planned to meet those goals.
- The impact of the project on the career or creative output of the artist or group, or to the development and advancement of Aboriginal music.
- Artistic quality, based on the audio-visual samples provided, including the quality of performers, guest teachers and workshop leaders.
- The feasibility of the project in relation to the administrative or artistic experience of the key personnel involved.
- Payment of reasonable fees to artists, elders and resource people, where required by the project.
- Realistic budget and confirmation of other funding for costs that are ineligible for funding through this program, if necessary.

Single-Event Performance Travel Grants:

- Artistic quality of the applicant, based on the audio and visual support material submitted.
- The impact of the engagement on the career or creative output of the applicant artist or group, or to the development and advancement of Aboriginal music.

NAME OF ORGANIZATION/APPLICANT:

PART C – PROJECT FINANCIAL INFORMATION

Please use the budget form attached to list the expenses and sources of revenue for your project and their amount. If you are including expenses that will not be covered by this grant, please indicate the source of revenue for these items. Use the spaces below the general headings to provide details. If you wish, you may attach your budget separately (that is, not on this form) or attach additional details about your budget.

EXPENSES	
Artistic expenses, honoraria or fees (professional musicians, elders, teachers, resource people)	\$
Travel, per diem and accommodation costs	\$
Promotional costs (advertising, publicity, promotional materials, etc.)	\$
Direct project costs (please specify):	\$
Administrative costs (maximum 15% of project costs)	\$
TOTAL EXPENSES	
REVENUES	
Fundraising	\$
Other grants, donations or sponsorships (please specify):	\$
Amount Requested from the Canada Council for the Arts	\$
TOTAL REVENUES	\$

NAME OF ORGANIZATION/APPLICANT:

PART D – AUDIO AND VISUAL SUPPORT MATERIAL

Audio and visual support material is an extremely important part of the assessment of your application; it forms the basis of the assessors’ decision. Applicants **must** provide audio samples in the form of three works for the peer assessment committee to review.

The Music Section prefers to receive audio support material on one CD or CD-R. Other acceptable media are audio cassettes, with one work per cassette (cued), or one indexed DAT. Video support should be supplied on standard VHS cassette.

Due to time limitations, the peer assessment committee may not listen to or watch the entire sample. Therefore, your work sample must be relevant to your project and cued to the portion that you would like the peer assessment committee to focus on.

Clearly label your support material and complete the boxes below. Under “Description of support material,” explain how the audio material relates to your proposed project, contextualize the conditions under which the work was recorded (for example, recorded in concert or in rehearsal), or guide the peer assessment committee by identifying key points in the running time.

Item 1

Title: _____ Composer: _____

Running Time: _____ Completion or Recording Date: _____

Accompanying lyrics, score or lead sheet: Yes No

Description of support material:

Track # _____

Item 2

Title: _____ Composer: _____

Running Time: _____ Completion or Recording Date: _____

Accompanying lyrics, score or lead sheet: Yes No

Description of support material:

Track # _____

Item 3

Title: _____ Composer: _____

Running Time: _____ Completion or Recording Date: _____

Accompanying lyrics, score or lead sheet: Yes No

Description of support material:

Track # _____

NAME OF ORGANIZATION/APPLICANT:

PART E – CHECKLIST

Please ensure your application includes all of the following:

- A completed application form
- An applicant profile (Part B1)
- A project description, outlining the purpose and details of the project (no more than three pages) (Part B2)
- Résumés or biographies for all key personnel in the project, including invited artists, elders and resource people (no more than two pages per individual) (Part B2)
- Project financial information (Part C)
- Audio and visual support material (Part D)

Please remember:

- Keep a copy of your completed form.
- Submit your application by the deadline date.