



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

VISUAL ARTS SECTION, MEDIA ARTS SECTION AND INTER-ARTS OFFICE

The Flying Squad: An Organizational Development Program in Visual Arts, Media Arts and Inter-Arts

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

Please contact a Flying Squad Coordinator to discuss your project before applying to this program.

Application Deadlines

15 April or 15 October

Applications and all required support material must be postmarked no later than the deadline date. If either date falls on a weekend or statutory holiday, the deadline moves to the next business day.

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

Applicants will be notified of the results by mail approximately two to three months after the deadline date. Note that for privacy reasons, the Canada Council does not release results of competitions by telephone or email.

Confidentiality of Information

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

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

If you wish your application to remain confidential, you must specifically request confidentiality on the application form. When requested, the Canada Council will keep application files, project outcomes and final reports confidential. In addition, conversations with the Flying Squad coordinators, consultants' reports and details about unsuccessful applications are always kept confidential.

But since the Canada Council is a publicly accountable agency, these elements are never kept confidential: name of applicant, component applied for, amount of request, amount of grant, and grant notification letters indicating a successful application.





Further Information

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

Telephone: Toll-free at 1-866-359-7782, or 613-566-4443. Leave a message for the Flying Squad Co-ordinators, as instructed on the voice message system. Calls are usually returned within 48 hours. (The Co-ordinators are external to the Canada Council and cannot be reached at the Canada Council's toll-free number.)

Flying Squad Coordinators:

Su Ditta, for Anglophone artist-run centres and other organizations,

Visual Arts

Media Arts

Inter-Arts

Annie Gauthier, for Francophone artist-run centres,

Visual Arts

Media Arts

Inter-Arts

Francine d'Entremont, for other Francophone organizations,

Visual Arts

Media Arts

Inter-Arts

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

February 2008

FQG5E 2-08





The Flying Squad: Organizational Assistance Program in Visual Arts, Media Arts and Inter-Arts

Please check off your artistic discipline:

Visual Arts Media Arts Inter-Arts

If you are completing the application on a computer, please use the following format. Type or print in black ink.
The Canada Council for the Arts will not accept applications submitted after the competition closing dates, incomplete applications, or applications submitted by fax or email.

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

PART A1 – APPLICANT INFORMATION

Name of applicant (organization or association/group):

Name of contact person: _____ Telephone: (____) _____

Name and title of person(s) who will benefit from the consultation, mentorship or professional development project:

Address of applicant:

Street and suite number

City _____ Province or territory _____ Postal code _____

(____) _____ (____) _____

Telephone _____ Fax _____ Email _____

PART A2 – TYPE OF GRANT

Brief description of project (maximum of 25 words):

Amount requested: \$ _____

Name of specialist/mentor: _____

Component:

- I – Organizational Research and Planning
- II – Mentorship
- III – Collaborative Initiatives
- IV – Professional Development

(You may apply to Component III or IV if you are applying to Component I or II. No other combinations are possible. See the program information sheet for details.)

Project start date _____ and end date _____
(day/month/year) (day/month/year)

PART A3 – DECLARATION

Please check the boxes below to confirm the following:

- I am the **Artistic Director**, **Administrator/General Manager** or **Board President/Chairperson** of an organization that has received operating or project support from the Canada Council for the Arts during the past three years.
- I am a **representative** of an association or grouping of visual arts, media arts or inter-arts organizations, of which a majority has received operating or project support from the Canada Council for the Arts during the past three years.
- I have read carefully the eligibility criteria for this program, which are described in the program information sheet, and I confirm that my organization meets these criteria.
- I accept the conditions of this program and I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described on the cover page.
- 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 received and approved.
- I agree to abide by the Canada Council for the Arts' decision.
- I want this application to remain confidential. (**Applicants that wish to have their application remain confidential must specifically request confidentiality.**)

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

Name: _____

Signature: _____

Date: _____

AN ORIGINAL SIGNATURE IS REQUIRED.

PART B – FINANCIAL INFORMATION**Guidelines for Fees for Specialists**

The Canada Council recognizes that there is a significant range in the fees charged by specialists who may act as full- and part-time professional consultants. Many specialists bill only for the time spent working directly with a client, either in person or over the phone. Specialists who bill in this way often have higher daily fees to make up for the time they spend on research, planning and report writing.

The Flying Squad program supports the professional fees of specialists for the time they spend doing off-site research, planning and report writing (which may include time spent analyzing the project) as well as for the time they spend in on-site meetings and activities. The Canada Council no longer sets a maximum allowable fee, but expects you to be able to accomplish the project with the awarded grant amount. When you are negotiating fees with specialists, ask them to provide a breakdown of the time they will bill for off-site research, planning and/or report writing as well as for on-site meetings and activities.

The peer assessment committees will take into account the amount of time proposed for on- and off-site work by specialists in assessing **the suitability of the specialists chosen** and **the feasibility that the applicant will achieve the projected outcomes, goals and objectives**. If committee members are supportive of the project but find that a disproportionate amount of time is proposed for off-site work, they may elect to reduce the size of the grant to reflect a more appropriate amount of time.

Please contact a Flying Squad Coordinator if you have questions regarding fees and expenses eligible for support through this program.

PART B – FINANCIAL INFORMATION (continued)

Specify the costs of the project (according to the guidelines provided in the information sheet):

Component I - Organizational Research and Planning**A) Specialist's fees (see guidelines on previous page)**

- off-site research, planning and report writing (____ days x \$ ____ daily fee) \$ _____

- on-site and time spent working directly with the client (____ days x \$ ____ daily fee*) \$ _____

Total A (maximum of \$8,000) \$ _____

B) Travel costs for the specialist or the applicant:

- Travel (if from out of town, use the economy rate and specify)
_____ \$ _____

- Per diem (____ days x \$50, if from out of town) \$ _____

- Accommodation (if from out of town – specify)
_____ \$ _____

Total B (maximum of \$2,000) \$ _____

Total grant requested (A + B, maximum of \$10,000) \$ _____

Component II - Mentorship

- Salary for person being mentored (____ weeks x \$600) \$ _____

- Mentor's honorarium (____ weeks x \$200, to a maximum of \$1,000) \$ _____

Subtotal (maximum of \$8,000) \$ _____

- Travel for person being mentored (if going out of town, use the economy rate and specify)
_____ \$ _____

- Accommodation and per diem (maximum of \$100/day) for person being mentored (if going out of town - specify) _____ \$ _____

Subtotal (maximum of \$2,000) \$ _____

Total grant requested (maximum of \$10,000) \$ _____

PART B – FINANCIAL INFORMATION (continued)**Component III - Collaborative Initiatives**

(Identify the specific expenses involved for a group or an association.)

- Specialist's fees (*see guidelines on page 2 of this application form*)
 - off-site research, planning and report writing (_____ days x \$ _____ daily fee) \$ _____
 - on-site and time spent working directly with the client (_____ days x \$ _____ daily fee) \$ _____
- Specialist's per diem (_____ days x \$50, if from out of town) \$ _____
- Travel (if from out of town, use the economy rate and specify) _____ \$ _____
- Accommodation (if from out of town – specify) _____ \$ _____
- **Minus:** Your contribution and other sources of funding (specify) \$ _____
- Total grant requested** (maximum of \$10,000) \$ _____

Component IV - Professional Development

- Registration fees for workshop or seminar \$ _____
- Per diem (_____ days x \$50, if going out of town) \$ _____
- Travel (if going out of town, use the economy rate and specify) _____ \$ _____
- Accommodation (if going out of town – specify) _____ \$ _____
- **Minus:** Your contribution and other sources of funding (specify) \$ _____
- Total grant requested** (maximum of \$2,500) \$ _____

PART C – OTHER SOURCES OF FUNDING

Are you seeking other sources of funding for this project? Yes No

Are you seeking other sources of funding for a related project? Yes No

If you answered yes, where else are you seeking funding (for example, Department of Canadian Heritage, province or municipality, foundations)? _____

Name of the officer or contact person there: _____

His or her telephone number: _____

Amount of this other funding request: _____

Expected date of notification for this other funding request: _____

PART D – SUPPORT MATERIAL

Attach a brief outline of the proposed project. In the outline, identify the specific needs of your organization, how the consultation, mentorship or professional development project will address these needs, and what effect this project is expected to have on your organization.

Attach a one-page schedule for the project (including a work plan), background information on the specialist, a letter of intent from the chosen specialist/mentor confirming his or her agreement to participate in the project (if the grant is approved), and the profile and artistic mission statement of your organization.

If you are applying to Component II and are requesting a salary (up to \$600 per week), you must demonstrate your need for this support (for example, you are taking unpaid leave to undertake the mentorship).

If your project relates to financial management, fundraising, a capital project or a financial crisis, attach a budget summary for your organization.

Documents must be typed or word-processed. Please refer to the program information sheet for guidance on the program objectives and priorities, assessment criteria and assessment process.