



Canada Council
for the Arts Conseil des arts
du Canada

VISUAL ARTS SECTION

Artists and Community Collaboration Program in the Visual Arts

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, application 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 E 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

15 April

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

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

Further Information

François Dion, Program Officer
Visual Arts Section
Canada Council for the Arts
350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8

1-800-263-5588 (toll-free) or 613-566-4414, and ext. 5268

TTY: 1-866-585-5559

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VAG40E 01-12



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>The Artists and Community Collaboration Program (ACCP) awards project assistance grants to Canadian, non-profit organizations and collectives with a primary mandate in the contemporary visual arts.</p> <p>Artists and community collaboration is an arts process that actively involves the work of professional artists and non-arts community members in creative and collaborative relationships for the purpose of giving the visual arts a stronger presence in everyday life.</p>
<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Eligible applicants</p> <p>These grants are available to Canadian arts organizations and professional artists' collectives or curatorial collectives. This program is not open to individual artists.</p> <p>Canadian arts organizations</p> <p>Organizations must be incorporated, non-profit with a primary mandate in the visual arts. Included are fine craft organizations, museums, public art galleries, exhibition centres, artist-run centres, university art departments, art colleges, fine craft colleges, service organizations and professional associations.</p> <p>Professional artists' collectives or curatorial collectives</p> <p>Artists' collectives must be composed of three or more artists who are professionally active in one of the fields supported by the Visual Arts Section. Curatorial collectives must be composed of three or more curators who are professionally engaged in the contemporary visual arts.</p> <p>Each member of a collective must have a minimum of three years of professional practice in their field, following basic training. Each member must also be a Canadian citizen or permanent resident of Canada, as defined by Citizenship and Immigration Canada.</p> <p>Note that collectives must submit their application in the name of their collective or project, and must be able to receive a grant payable to that name.</p>

<p>Eligibility (continued)</p>	<p>Participating artists</p> <p>Artists who participate in projects, including artists from outside Canada, must meet the Canada Council’s definition of a professional artist.</p> <p>The Canada Council defines a professional artist as someone who:</p> <ul style="list-style-type: none"> • has specialized training in the field (not necessarily in academic institutions) • is recognized as such by his or her peers (artists working in the same artistic tradition) • is committed to devoting more time to the artistic activity (if his or her financial situation allows that) • has a history of public presentation in a professional context. <p>Eligible projects</p> <p>Grants contribute to the direct costs of the collaborative production of artworks or similar activities whereby members of the non-arts community are given direct access to artists’ working processes.</p> <p>All projects supported by the Visual Arts Section of the Canada Council must pay professional fees to participating artists, including exhibition rights, public presentation rights and reproduction rights for the use of works. These fees must be the same as, or higher than, the national standard.</p> <p>Ineligible projects</p> <p>The following types of projects are not eligible for funding from this program:</p> <ul style="list-style-type: none"> • capital projects (such as the renovation of a building) • collaborative projects involving only professional artists • fundraising events • programs that are part of a grade school, college or university program • activities that appear in any other current grant request to the Canada Council. <p>Restrictions</p> <ul style="list-style-type: none"> • If an applicant has submitted a grant request to this program already, and the request was unsuccessful, the same request may be resubmitted to only one further program deadline. • The Canada Council will accept up to two separate requests from an applicant per deadline.
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<p>Grant Amount</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>Grants awarded through this program will be a maximum of 75 percent of the total cost of a project. Successful applicants may receive less than the amount that they request.</p> <p>Note that recent grants for project assistance have rarely been greater than \$15,000.</p>
<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible applications will be evaluated by a peer assessment committee, composed of experienced professionals, chosen for their specialized knowledge of the contemporary visual arts. Committee members may be drawn from public art galleries, artist-run centres, artists’ collectives and other professional organizations, or they may be independent practitioners, visual and fine craft artists, curators or critics.</p> <p>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 cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>Peer assessment committee recommendations are final.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Decisions,” posted on the Canada Council’s website.</p> <p>Assessment criteria</p> <p>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 assessment criteria are listed below. The relative weight given to each of these criteria is indicated in parentheses.</p> <ul style="list-style-type: none"> • The artistic merit of the project, including the merit of the proposed collaborative process (25 percent). • The artistic merit of the artists and organizations involved, as demonstrated by their past activities and expertise (25 percent). • The relevance of the project for participating community members and the artists involved; in particular, the relevance for Aboriginal and culturally diverse communities, if this applies (20 percent). • The public impact of the project, including the project’s relevance in creating a stronger presence of the arts in everyday life (20 percent). • The administrative merit of the applicant, including its capacity to carry out the project successfully, its commitment to paying suitable artists’ fees, and the appropriateness of the budget (10 percent).

IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application

Acknowledgement of receipt

The Canada Council will send you 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 the receipt indicates that the application has been received; it does not confirm that your application is eligible.

Response time

You will be 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.

You can access the Searchable Grants Listing, a database of successful grant applicants at www.canadacouncil.ca/grants/recipients.

Application preparation

- 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.

Format and layout

Where this applies, 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 only one side
- with a font size of 11 points or larger
- with paper clips (documents cannot be bound, placed under plastic or stapled).

Colour printing on coloured sheets and (or) in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.

<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 condition:</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. <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>Grant payment</p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form and after you have satisfied any conditions that are provided with your grant notification letter.</p> <p>Final report</p> <p>You will be required to submit a final report and financial accounting on how you used the grant by the date identified in your grant notification letter. Your report should consist of a brief evaluation of your project. You may also include an analysis of participants and audience responses, as well as copies of media coverage. You are also required to submit two copies of catalogues, books or printed material related to the project.</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 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>



Artists and Community Collaboration Program in the Visual Arts

- 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, and so on).
- If you are completing the form on a computer, use the following format.

PART A1 – IDENTIFICATION OF APPLICANT

Name of applicant organization or collective (registered name, if incorporated):

Mailing address:

Street and apartment or suite number

City Province or territory Postal code

Telephone Fax

Email Website

Name of person responsible for the application:

Position

Telephone Fax

Email

PART A2 – DECLARATION

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:

As a representative of a collective or an organization,

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines. I confirm that the collective or organization that I represent meets these criteria.
- I accept the conditions of this program as outlined in the program guidelines and agree to abide by the Canada Council's decision.
- I will act as sole representative of the collective or organization, and I will keep the other participants informed of the contents and outcome of this grant application.
- I understand that the collective/organization is not eligible to apply to this program until all its overdue final reports for Canada Council grants have been submitted and approved.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the program guidelines.

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

Signature (**AN ORIGINAL SIGNATURE IS REQUIRED**)

Date

PART A3 – INFORMATION ON THE GRANT REQUESTED

Title of project:

Brief project description (maximum of 30 words):

Project's duration: From _____ to _____
(day/month/year) (day/month/year)

Amount requested in this application: \$ _____

Amount of previous Canada Council assistance for this project (if this applies): \$ _____

PART A4 – PROFILE OF APPLICANT**Incorporated applicants**

Please describe your organization, in point form (maximum of 200 words). Address each of the points below:

- mandate of your organization
- main goals and artistic objectives
- brief history (include date established, and principal events or main accomplishments)
- structure (give type of incorporation, names and titles of key personnel, number of employees, collaborators and partners)
- geographic location and community served
- role of your organization within the arts community
- policy regarding artists' fees.

If you are a **first-time applicant**, attach a copy of your constitution or letters patent, and provide your charitable status number (if this applies).**Artists' or curatorial collectives**

Please provide the following information on your collective and its members (maximum of 200 words):

- nature of the collective (include date formed and purpose),
- list of members
- statement on the collective's planned payment of artists' fees.

If you are a **first-time applicant**, provide a c.v. (maximum of 3 pages) of each member of the collective.

PART B1 – PROJECT DESCRIPTION: GENERAL

Please provide a clear, short and focused description of the project (maximum of **1,000 words**). Describe the context of it, and include the following information:

- description of the collaborative project, its objectives and how the participants plan to achieve these objectives
- artists and (or) other principal participants in the project (provide further details in Part B2)
- artworks to be presented (if this applies)
- schedule of activities, including research and planning (if this applies)
- promotional plan (if this applies)
- intended impact of the project on the participating community
- description of the self-assessment and external evaluation processes that the applicant will use to determine how well the project has met its objectives.

The description of this project should take into account the assessment criteria listed in the application guidelines. **If you submit more than 1,000 words for your project description, the additional text will not be presented to the peer assessment committee for advance reading.**

PART B2 – PROJECT DESCRIPTION: CONTRIBUTORS

List the artists and other principal professionals who will contribute to the proposed activities. Contributors may include staff or guest curators, editors, writers, researchers and designers. Support your selection of contributors by providing a brief description of their previous work and a description of their role in the proposed activity.

Attach resumés for contributors (maximum of **three pages each**).

PART C – FINANCIAL INFORMATION			
Present the budget for your proposed activity, which must be a balanced budget. In other words, the total expenses (from the Total Project Expenses column on page 5) must equal total revenues (see below). Clearly indicate on page 5, for each expense category, the amount requested from the Canada Council.			
REVENUES (Anticipated revenues for the proposed activity only)			
	Confirmed	Pending	Amount
Grant requested in this application from the Canada Council for the Arts (the amount that you enter here should be the same as on pages 1 and 5).			\$
Canada Council project grants from other sections (provide details):	<input type="checkbox"/>	<input type="checkbox"/>	\$
Federal grants (other than Canada Council)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Provincial or territorial grants	<input type="checkbox"/>	<input type="checkbox"/>	\$
Municipal grants	<input type="checkbox"/>	<input type="checkbox"/>	\$
Private or corporate donations	<input type="checkbox"/>	<input type="checkbox"/>	\$
Admissions to performances, lectures or related events	<input type="checkbox"/>	<input type="checkbox"/>	\$
Cost-sharing with other institutions (provide details):	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other (provide details):	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	\$
Contribution of applicant			\$
Total Revenues			\$

PART C – FINANCIAL INFORMATION (continued)		
EXPENSES		
	Total Project Expenses	Request to Canada Council
Artists', writers' or speakers' fees and rights	\$	\$
Honoraria for coordinators, curators, editors, designers and other professionals	\$	\$
Travel	\$	\$
Accommodation and per diem	\$	\$
Packing, crating and transportation (attach estimates)	\$	\$
Equipment rental	\$	\$
Space rental	\$	\$
Production	\$	\$
Interpretation, including brochures and program notes	\$	\$
Documentation	\$	\$
Insurance (attach estimates)	\$	\$
Website production (attach estimates)	\$	\$
Marketing, publicity and promotion	\$	\$
Other (provide details)		
	\$	\$
	\$	\$
Total Expenses	\$	\$
The amount you are requesting from the Canada Council should not be more than 75 percent of the total cost of the project.		

Notes on eligible expenses:

- Budgets must not include federal and (or) provincial/territorial taxes if the applicant is registered for reimbursement of these taxes.
- The following types of expenses are not eligible: capital expenses, salaries for permanent staff, general administration and maintenance costs, and the costs of a permanent website.
- Artists' fees, honoraria, copyright fees and royalties must be paid to all living Canadian artists whose work is presented. The amounts paid must be agreed upon by the artists and the applicant, and fees must be the same as, or higher than, the current national standard.

PART D1 – SUPPORT MATERIAL

Provide **one copy only** of any item of support material.

If you are submitting digital support material, see the detailed instructions in Part D3 of the form.

It is important for you to identify your support material clearly so the peer assessment committee will understand how it relates to your request. Include the name of the applicant and title of the project.

1. Print Material

You must provide the following information with your application:

- Constitution or letters patent (required for first-time applicants only)
- Statements on planned payment of artists' fees, which may include exhibition, reproduction, public presentation, speakers', curators', writers' and residency fees (unless you included this statement in the Profile of Applicant section, in Part A4).
- Resumés of contributors, which may include guest curators, editors, writers, researchers and designers (maximum of **three pages** for each contributor).
- Letters or other proof of intent to participate from the artistic and non-artistic partners
- Written authorizations or assurances of copyright clearance, or assurance that cultural protocols will be followed, if this applies.
- Applicant's current exhibition program (if this applies).
- Quotations for packing, crating, transportation and insurance.
- Quotations for website development.
- Other.

2. Images (please identify individual images using Part D2 of the form)**3. Audiovisual Material**

If you are submitting time-based electronic material instead of digital images, please note that a running time of **five** minutes must not be exceeded. A combination of five digital images and a five-minute video is also acceptable.

No.	Artist(s)	Title	Running Time	Date
1.				
2.				
3.				

PART D2 – DETAILED DESCRIPTION OF DIGITAL IMAGES

You must include a maximum of **20 digital images** illustrating the work of the artists participating in the project. All images must be identified and formatted according to the Do's and Don'ts of Submitting Digital Support Material (see Part D3). Do not send original images, and do not submit more than 20.

Image No.	Artist's Name	Title	Medium	Dimensions of Artwork	Date
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

PART D3 – THE DO'S AND DON'TS OF SUBMITTING DIGITAL SUPPORT MATERIAL TO THE VISUAL ARTS SECTION

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

Do's

- Submit PC-compatible files only.
- Submit jpg files only.
- Submit files at a resolution of 72 dpi only.
- Submit files of a maximum of 1024 x 768 pixels (height must not exceed 768 pixels).
- Submit files of 1 MB maximum.
- Submit RGB, sRGB or grayscale colour mode files only (no CMYK).
- Use any of the following software to edit your images: Adobe® Photoshop®, Adobe® Illustrator®, Microsoft® Photo Editor, Microsoft® Paint, CorelDRAW™, Corel® PHOTO-PAINT™, and Jasc® Paint Shop Pro®.
- Label each file (image) with the number you used in Part D2, your initials, and the year and title of your work.
- Ensure that the numbers for the first nine images begin with a zero (for example: **01**initialsyeartitle.jpg, **02** initialsyeartitle.jpg ...**20** initialsyeartitle.jpg). This will ensure that they are presented in the correct order, following your image list.
- Save images directly on the CD-ROM or DVD, without creating folders.
- Mark each CD-ROM, video or DVD with your name.
- If you are submitting video files, ensure that they can be accessed with one of the following plug-ins: QuickTime, RealPlayer, Shockwave, Windows Media Player or Flash.

Don'ts

- Don't submit slides.
- Don't put any special characters, symbols, periods, quotation marks or spaces (such as #/-'&| ...) in any file name.
- Don't submit Mac files that are not fully PC compatible.
- Don't submit any type of presentation (such as PowerPoint).
- Don't submit compressed files (using WinZip®, Stuffit®, etc.).
- Don't include hyperlinks to Internet sites with your images.
- Don't submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
- Don't submit any files by email.
- Don't submit any other component of your application electronically on your CD-ROM or DVD.

Test your material before submission 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.

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 on all items.

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

- Part A1 - Identification of applicant
- Part A2 – Declaration (with original signature)
- Part A3 – Information on the grant requested
- Part A4 – Profile of applicant (maximum **200 words**)
- Part B1 –Project description: General (maximum **1,000 words**)
- Part B2 – Project description: Contributors (maximum **3 pages**)
- Part C – Financial information
- Part D1 – Support material
- Part D2 – Detailed description of digital images

Submit your application to:

Visual Arts Section

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