



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

VISUAL ARTS SECTION

Assistance to Major International Exhibitions

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, the 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 indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part F) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadline

15 December 2011

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

Michel Gaboury

Program Officer

Visual Arts Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

michel.gaboury@canadacouncil.ca

Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, ext. 5265

TTY: 1-866-585-5559

Fax: 613-566-4332

VAG42E 11-10



PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program offers financial support to Canadian visual arts organizations whose primary mandate is to organize, on a recurring basis, major visual arts exhibitions of national and international importance in Canada. The project grant may be annual or multi-year depending on the nature of the project, the date when the application is submitted and the organization's activity cycle. Multi-year project grants may be awarded for a maximum of three years. They are renewable.</p> <p>This program is open to Aboriginal arts organizations and arts organizations of diverse cultural and regional communities of Canada.</p>
<p>Program Objectives</p>	<p>The objectives of this program are:</p> <ul style="list-style-type: none"> • to promote the development of innovative ideas and practices in visual arts in Canada with respect to arts practice, interpretation and dissemination • to promote relationships among visual arts professionals such as artists, curators exhibition commissioners, benefactors and critics, in Canada and internationally • to make Canadian and international artists and curators better known to the public, and • to situate Canadian practices in an international context.
<p>Eligibility</p>	<p>Applicant Eligibility</p> <p>This program serves Canadian non-profit organizations that have held at least three recurring international exhibitions.</p> <p>Non-profit museums and art galleries as well as artist-run centres are not eligible for this program since their primary mandate is different.</p> <p>Project Eligibility</p> <p>Eligible projects must contain a minimum of 20% foreign representation. Organizations not meeting this condition may be eligible to seek support through Project Grants for Organizations in the Visual Arts.</p>
<p>Grant Amount</p>	<p>The value of the grant varies according to the nature and quality of the submitted applications and available resources. The grant is paid for a period of one to three years. As the grants cannot cover all the costs associated with these events, applicants are encouraged to seek funding from other partners.</p> <p>Note: The Canada Council reserves the right to reduce, withdraw, delay or suspend a grant in the second or third year of the multi-year cycle if it has concerns about the viability of the organization.</p>

Assessment of Applications

Assessment Process

Applications will be evaluated by a peer assessment committee, composed of experienced professionals in the field of Canadian visual arts. Committee members are also 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.

For this program, the decisions made by the peer assessment committee are final recommendations.

For further information on this subject, please see the document entitled “Peer Assessment: How the Council Makes Its Grant Decisions”, posted on the Canada Council’s website.

Assessment Criteria

The peer assessment committee will base its review of applications on the program’s objectives and the assessment criteria listed below. The committee’s decisions will be based on the general merit of your proposal compared with that of all other eligible applications in this national competition and on the availability of funds. The relative weight of each of these criteria is indicated in brackets.

- The artistic merit of the project and its contribution to the advancement of the visual arts in Canada; skill of the professionals involved (50%).
- Potential public impact (25%).
- Administrative merit (includes the ability to carry out the project satisfactorily, commitment to pay the artists’ fees; and realistic cost estimates) (25%).

IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

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

How will I be informed that my application has been received at the Canada Council?

The Canada Council for the Arts 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.

Is my personal information protected?

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 *Info Source*, a government publication that is available on the Internet. All other information may be accessible to others 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 evaluation.

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

You will receive the results, by letter, approximately **four 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.

What are the terms and conditions of receiving a grant from this program?

The terms and conditions will be outlined in the grant notification letter that you will receive if your application is successful. These are four of the terms and conditions:

Payment of Grant

The Canada Council will release payment upon receipt of a letter accepting the grant with acknowledgement of its conditions.

If necessary, the second-year and third-year grants will be paid upon receipt and approval of an interim report from the organization that includes:

- a financial statement prepared by a professional firm
- a budget
- a program of activities both accomplished and planned.

Any significant changes in the mandate, objectives, structure, program of activities and/or operating budget of the organization must be reported immediately to the Visual Arts Section.

Final Report and Financial Accounting

The Canada Council cannot close your grant file until it has received a satisfactory final report and financial accounting from you. These reports are due no later than **three months** after the end of the grant period.

You must return any unused funds to the Canada Council.

Expiry Date of the Grant

The grant will be available to you for three years following the competition deadline date to which you applied. This is the expiry date of the grant.

If you require an extension to the expiry date of your grant, please contact the Canada Council in writing to request approval. If you do not obtain approval:

- Any part of the grant that has not been paid to you by the expiry date of the grant will be cancelled.
- You may be required to return any portion of the grant already received. Should the Canada Council request repayment, you will be ineligible to apply for any other Canada Council funding until this payment has been received.

Acknowledgement of Canada Council for the Arts Support

You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant-supported activities. Details about the acknowledgement policy will be included with the grant notification.



Assistance to Major International Exhibitions

- Complete all parts of the application form and submit all required support material.
- If you are completing the application on a computer, use the following format.
- 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).

ART A1 – APPLICANT INFORMATION

Name of organization _____

Address of organization _____

Street address and suite number	Name and title of person responsible for the application
_____	_____

City	Province/territory	Postal code
_____	_____	_____

Telephone	Fax
_____	_____

Email	Website
_____	_____

PART A2 – AMOUNT OF GRANT REQUESTED

Requests must be specifically for a single exhibition project. Indicate the amount requested for each year based on your activity cycle. The amount must be **the same for each year**. The grant will be awarded for a maximum of three years.

Annual amount for 2012 – 2013: \$ _____

2013 – 2014: \$ _____ (if applicable)

2014– 2015: \$ _____ (if applicable)

PART A3 – DECLARATION

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

For your organization to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.

As a representative of the applicant organization:

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets these criteria.
- I accept the conditions of this program and agree to accept the Canada Council’s decision.
- I understand that my organization is not eligible to apply to this program until all overdue final reports for Canada Council grants have been received and approved.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and the Privacy Act, as described in the application guidelines.

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

Name _____	Position/title _____
------------	----------------------

Signature (AN ORIGINAL SIGNATURE IS REQUIRED) _____	Date _____
---	------------

PART B1 – PROFILE OF APPLICANT

Please describe the following aspects of your organization. Use a maximum of **750 words**, and print on one side only on white **8½ x 11 inch** paper, in a font larger than 10 points:

- main goals and artistic objectives
- structure (state type of incorporation, names and titles of key personnel, number of employees)
- brief history of the organization (include date of establishment and principal events or accomplishments), and
- geographic location and community served.

PART B2 – PROJECT DESCRIPTION

Please provide a clear, short and focused description of the project including dates (maximum **5 pages**). Describe the context of the project and include the following information:

- objectives of the project and how the participants plan to achieve these objectives
- a list of participants, their roles and a description of their work
- artworks to be presented (where applicable)
- a schedule of activities, including research and planning (where applicable)
- promotional plan (where applicable), and
- expected impact of the project on the visual arts community and its audiences, indicating target audiences (where applicable).

The description of this project should take into consideration the assessment criteria listed in the application guidelines. Use **8½ x 11 inch** white paper, with the description on one side of the paper.

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 4) must equal total revenues (see below). Clearly indicate on page 4, for each expense category, the amount requested from the Canada Council.

REVENUES

Anticipated revenues for the proposed activity only: Indicate whether confirmed or pending. (confirmed (c) or to be confirmed (tbc))	Amount 2012-13	Amount 2013-14	Amount 2014-15
Canada Council grant requested in this application (the amount you enter here should be the same as the amount indicated in Part A2)	\$	\$	\$
Canada Council project grants from other sections (specify):	\$	\$	\$
Federal grants (other than Canada Council)	\$	\$	\$
Provincial or territorial grants	\$	\$	\$
Municipal grants	\$	\$	\$
Private or corporate donations	\$	\$	\$
Admissions to performances, lectures or related events	\$	\$	\$
Cost-sharing with other institutions (specify):	\$	\$	\$
Other (specify):	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Contribution of applicant	\$	\$	\$
Total revenues	\$	\$	\$

PART C – FINANCIAL INFORMATION (continued)			
EXPENSES*			
	Amount 2012-13	Amount 2013-14	Amount 2014-15
Artists', writers' or speakers' fees and rights	\$	\$	\$
Honoraria for coordinators, curators, editors, designers and other professionals	\$	\$	\$
Travel	\$	\$	\$
Accommodation and per diem	\$	\$	\$
Transportation of artwork (attach estimates)	\$	\$	\$
Equipment rental	\$	\$	\$
Rental of space	\$	\$	\$
Installation/production	\$	\$	\$
Interpretation, including brochures and program notes	\$	\$	\$
Documentation	\$	\$	\$
Packing and crating specific to travelling exhibitions (attach estimates)	\$	\$	\$
Insurance (attach estimates)	\$	\$	\$
Exhibition borrowing fees	\$	\$	\$
Pre-printing of publications, including photography, design, layout and translation (attach estimates)	\$	\$	\$
Printing of publications, including composition, printing and binding (attach estimates)	\$	\$	\$
Distribution of publications	\$	\$	\$
Website production (attach estimates)	\$	\$	\$
Marketing, publicity and promotion (list below)	\$	\$	\$
Other expenses (specify):	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total expenses	\$	\$	\$

***Notes on eligible expenses:**

Artists' fees, honoraria, copyright 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 D – SUPPORT MATERIAL

The following support material must be sent with your application:

- a description of the organization's mandate and its corporate affiliations
- a list of the organization's board members and senior staff
- a list of participants, indicating their roles and, if appropriate, a description of their work
- the organization's most recent professionally prepared audited financial statement
- strategic plan or current business plan.

PART E1 – DESCRIPTION OF VISUAL SUPPORT MATERIAL

Include up to **20 digital images** with your application. Before submitting the digital images, be sure to read the Guidelines for submitting visual support material (Part E5). If further descriptive information is necessary, include the additional details on a separate single page.

You may attach documentation concerning a work or excerpts of works in **video** format no longer than 10 minutes. You may also include up to three catalogues or critical reviews (complete section E4)

Note that the Visual Arts Section **no longer accepts slides** as visual support material.

PART E2 – DETAILED DESCRIPTION OF DIGITAL IMAGES

Image No.	Artist or artists	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 E3 – DETAILED DESCRIPTION OF THE VIDEO					
Excerpt number	Artist or artists	Title	Format	Length	Date
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
PART E4 – SUPPORT MATERIAL: CATALOGUES OR CRITICAL REVIEWS (MAXIMUM OF 3)					
No.	Title of Document	Brief Description/Viewing Instructions			
1					
2					
3					

PART E5 – GUIDELINES FOR SUBMITTING VISUAL SUPPORT MATERIAL

Digital images must be submitted on CD-ROM or DVD. Image files must be:

- PC-compatible files
- in .jpg file format
- a maximum 1 MB file size
- a maximum resolution of 1024 x 768 pixels
- 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). The image number must match the ones in the "Detailed Description of Visual Support Material" (Parts D1 and D2).

Present images chronologically, from the oldest to the most recent.

Videos may be submitted either on DVD (NTSC standard) or as video files on CD-ROM or DVD. Video files must be:

- PC-compatible files
- viewable with QuickTime, RealPlayer or Windows Media Player
- a maximum of 1 GB file size, and
- a maximum resolution of 1024 x 768 pixels

IMPORTANT NOTICE: 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.

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 organization's name on all items.

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

- Part A1** – Identification of Applicant
- Part A2** – Amount of Grant Requested
- Part A3** – Declaration (an original signature is required)
- Part B1** – Profile of Applicant
- Part B2** – Project Description
- Part C** – Financial Information
- Part D** – Support Material
- Part E** – Description of Visual Support Material

Send your completed application and all required support material to:

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