



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

THEATRE SECTION

Travel Grants for Theatre Artistic Directors, Administrators and Presenters

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 amounts, 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 one of the Theatre Section Officers indicated below.
Step 3	Complete all sections of the attached application form , and be sure to use the Checklist (Part B of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

There are no deadlines for this program. You must submit your application **a minimum of six week before your departure date.**

The Canada Council for the Arts will not accept incomplete applications, or those sent by fax or email.

Further Information

Robert Allen, Nancy Guertin, Kim Selody or Bruce Sinclair

Program Officers

Theatre 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 (Pascale Julien or Linda Nickolson, Program Assistants, ext. 4186 or 4483)

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

Email: pascale.julien@canadacouncil.ca or linda.nickolson@canadacouncil.ca

Fax: 613-566-4410

January 2009

THG13E 01-09



STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>The objective of this program is to enhance the production and dissemination of Canadian theatre artworks in Canada. It provides travel assistance to professional Canadian theatre artistic directors, administrators and presenters to see or to discuss future productions or presentations of Canadian plays.</p>
<p>Eligibility</p>	<p>Eligible applicants include Canadian theatre artistic directors, administrators, presenters and festival directors representing non-profit organizations. Applicants must be Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada.</p> <p>Applicants must be attending performances of a Canadian work or discussing possibilities of producing or presenting it in their ongoing programming. An eligible event is defined as an artistic performance of a Canadian play presented in Canada by professional Canadian artists or companies eligible for Canada Council for the Arts support.</p> <p>This Canada Council program is accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.</p> <p>Note that meeting the eligibility criteria allows you to apply to the program. However, it does not guarantee that you will receive a grant.</p> <p>In order to be eligible, your date of travel must occur after receipt of your application. The Canada Council does not provide retroactive funding.</p> <p>Eligible Expenses</p> <p>Applicants may request a kilometrage allowance for travel by automobile or a return economy fare for travel by air, train or bus. All other expenses are the responsibility of the applicant.</p> <p>Generally, grants cover interprovincial/territorial travel only. Travel within a province or territory may be covered on an exceptional basis when the distance is greater than 500 kilometres (one way).</p> <p>Applicants should not include GST or provincial taxes as part of their request amount if these expenses will be reimbursed to the company.</p>

<p>Grant Amount</p>	<p>These grants provide fixed amounts of \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500, depending on the needs of applicants. They should apply for the fixed amount that covers the costs to be incurred during travel. Note that the fixed amounts of \$1,500, \$2,000 and \$2,500 are available only to applicants who are travelling to or from northern Canada. Applications may include more than one destination and applicants must justify the amount requested.</p> <p>An applicant may receive a maximum of \$2,500 per year between 1 April to 31 March each year.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Applications to this program are reviewed for eligibility and assessed by Theatre Section Officers. Funding decisions are based on the overall merit of the project in comparison with other eligible applications and on the assessment criteria listed below. Decisions are also based on the availability of funds, and all decisions are final.</p> <p>Assessment Criteria</p> <p>The officers consider all elements of the application and pay particular attention to the artistic quality of the work to be previewed, cost-effectiveness of the proposal and potential effectiveness of the travel in increasing production and dissemination opportunities for Canadian theatre artworks.</p> <p>In situations where there are several applicants are assessed as having equal merit and limited funds, strategic priorities may be taken into consideration by the assessment committee. Please refer to the Canada Council's Strategic Plan 2008-11, available on the website.</p>

STEP 2 – 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 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 few days after your application has been received.

Is my information protected?

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

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

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

You will receive the results, by letter, within three weeks of receipt of the application. Note that, for privacy reasons, the Canada Council does not release results by telephone or email.

Can I find out who got a grant?

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



Travel Grants for Theatre Artistic Directors, Administrators and Presenters

- Read the program guidelines carefully before completing the form.
- If you are completing the application on a computer, please use the following format. Otherwise, type or print in block letters using black ink.
- Your completed application form must not be bound, mounted into plastic sleeves or stapled.

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

PART A1 – IDENTIFICATION OF APPLICANT

Name of Applicant (e.g. organization, company)

Permanent Address

Street and apartment/suite number

City

Province or territory Postal code
() ()

Telephone Fax

Email Website

PART A2 – AMOUNT OF GRANT AND DESCRIPTION OF THE PROPOSED PROJECT

In the space provided below, describe your field of specialization, or the specific art form or artistic tradition in which you work:

Indicate the dollar value of the grant you are requesting (according to the application guidelines):

- \$500
- \$750
- \$1,000
- \$1,500
- \$2,000
- \$2,500

In the space provided below, describe the travel you wish to undertake (in 15 words or less). Attach a separate page describing the significance of the activity as it relates to the assessment criteria stated in the application guidelines.

Event:

Destination: Dates:

NAME OF APPLICANT: _____

PART A3 – DECLARATION

Please respond to the following questions and you must sign below to confirm all of 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
- I prefer to communicate with the Canada Council for the Arts in English French.
- I have read carefully 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 the program as outlined in the application guidelines and agree to abide by the Canada Council's decision.
- I will act as sole representative of the group or company, and I will keep the other participants informed of the contents and outcome of this grant application where applicable.
- I have sent in, under separate cover, all due final reports for previous Canada Council grants. I understand that my application will not be eligible if any of my due final reports have not been submitted and approved by the Canada Council.
- 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 certify that the information contained in this application is complete and accurate, to the best of my knowledge.

Name of Artistic Director/Presenter/ Festival Director

Signature
(an original signature is required)

Date: _____

PART B – CHECKLIST

Applicants must submit the original application form, with the required support material.

Applications must include:

- all relevant details on the proposed travel
- a curriculum vitae or professional résumé (maximum of three pages), typed or printed in black ink, and double-spaced
- a budget for the proposed travel
- a quote from a travel agency or website confirming the cost of economy fare for the period you will be travelling.

Do not submit originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. The support material that you submit will not be returned to you.

Keep a copy of your completed form for reference.