



**Canada Council  
for the Arts**      **Conseil des Arts  
du Canada**

## VISUAL ARTS SECTION

### Assistance to Art Museums and Public Galleries for 2010-13

Follow these <b>three steps</b> to apply for a Canada Council for the Arts grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc. Be sure to read the <b>Frequently Asked Questions About This Program</b> page, too.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions about the program or the application process, contact the appropriate Visual Arts Section officer indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>Checklist</b> (Part F of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

### Deadline

**1 November 2009**

This is for the support of activities for the period of 1 April 2010 to 31 March 2013.

If the deadline 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. You will not be contacted if your application is incomplete.

### Further Information

Visual Arts 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, and enter the appropriate extension number

T\*TY: 1-866-585-5559

Fax: 613-566-4332

**Applicants east of the Manitoba/Ontario  
border (except those in Toronto), contact:**

**José Niaison**, ext. 5269  
Email: jose.niaison@canadacouncil.ca

**Applicants west of the Ontario/Manitoba  
border and those in Toronto, contact:**

**Melinda Mollineaux**, ext. 4122  
Email: melinda.mollineaux@canadacouncil.ca

July 2009 / VAG11E 7-09



## STEP 1 – PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>This program offers financial assistance to art museums and public galleries in support of work that advances knowledge and enjoyment of contemporary visual art. For this program, visual art includes architecture, fine craft and photography.</p> <p>The Canada Council for the Arts recognizes art museums and public galleries as institutions that collect, preserve, present and interpret works of art from the past and present. In doing so, these institutions give shape to the meaning and value of works in the visual arts, locating these works within a critical and historical context. The Canada Council regards public art galleries and art museums as a fundamental link between artworks and Canadian audiences.</p> <p>This program provides financial assistance for the following activities in contemporary visual art:</p> <ul style="list-style-type: none"> <li>• collections management</li> <li>• curatorial research</li> <li>• presentation of exhibitions</li> <li>• publication</li> <li>• public programming activities</li> <li>• audience development</li> <li>• administration, and</li> <li>• promotion.</li> </ul>
<p><b>Applicant Eligibility</b></p>	<p>Note that meeting the eligibility requirements allows your institution to apply to the program. It does not, however, guarantee that it will receive a grant.</p> <p>Incorporated, non-profit Canadian art museums and public galleries with a mandate to serve the public may apply to this program. Applicant institutions must have a history of at least three years of ongoing programming in contemporary visual art and must employ professional staff, including a full-time director and full- or part-time curators responsible for contemporary programming. (A full-time director may also serve as the institution’s curator.)</p> <p>Applicants must maintain a permanent, dedicated gallery facility that is open to the general public on a regular and ongoing basis. They must show evidence of support from other sources (public and [or] private).</p> <p>Applicants that currently do not receive support through this program must have been awarded, in the last three years, at least two project grants from the Canada Council for the Arts towards contemporary art activities.</p> <p>Both collecting and non-collecting public art galleries and art museums are eligible to apply to this program, as are galleries attached to a larger administrative entity, such as a university, a public library or a cultural centre. University art galleries must serve a public function in the non-academic community.</p> <p>For this program, a <b>collecting institution</b> is considered to be one that is actively involved in research on, and the acquisition and preservation of, contemporary artworks as an ongoing institutional function. These activities are in addition to the institution’s public presentation and interpretation activities. The Canada Council recognizes collections of contemporary visual art as those that include all media usually defined as “fine art,” such as painting, drawing, print-making, sculpture and installation; the documentation of conceptual art and performance art; architectural maquettes and drawings; fine craft; and photography, film and video.</p>

<p><b>Applicant Eligibility (continued)</b></p>	<p>A <b>non-collecting institution</b> is one that is chiefly involved in the presentation and interpretation of artworks. While it may own artworks, it is not involved in ongoing acquisition activities.</p> <p>This program is accessible to Aboriginal arts organizations and arts organizations from diverse cultural and regional communities of Canada.</p> <p><b>Restrictions</b></p> <p>Ethnology museums, history museums and museums of natural history and culture are not eligible to apply to this program.</p> <p><b>Note:</b> Visual arts institutions that do not meet the eligibility criteria for this program may be eligible for support through other programs of the Visual Arts Section. Please consult the Visual Arts Section program information on the Canada Council’s website at <a href="http://www.canadacouncil.ca/visualarts">www.canadacouncil.ca/visualarts</a> or contact the program officer as indicated on the cover page of these guidelines (see Further Information).</p> <p>Your institution is eligible to apply only if all its final reports from previous Canada Council grants have been submitted and approved.</p>
<p><b>Grant Amount</b></p>	<p>Grants awarded through this program start at \$10,000, with no upper restriction on amount requested. Grants will not exceed 25 percent of an institution’s total annual revenue.</p>
<p><b>CADAC Financial Reporting</b></p>	<p><b>NEW THIS YEAR: CADAC</b></p> <p>The Canada Council for the Arts is collecting financial information through a new national online database called CADAC (Canadian Arts Data/Données sur les arts au Canada). This system will enable arts institutions applying for operating funding from public funders who are members of CADAC to submit their financial information in the same format.</p> <p>The following are member partners: the Alberta Foundation for the Arts; the British Columbia Arts Council; the Canada Council for the Arts; the City of Vancouver; the New Brunswick Department of Wellness, Culture and Sport; the Manitoba Arts Council; the Ontario Arts Council; the Saskatchewan Arts Board and the Toronto Arts Council.</p> <p>Previously, applicants to these funders were required to provide the same information in multiple formats on multiple occasions. Discussions are ongoing with other provincial, territorial and municipal arts funders to encourage them to join the CADAC partnership.</p> <p>You must use the “CADAC Financial Form for Arts Organizations” to submit your financial information requested in Part D1 of the attached application form. We recommend that you register your institution with CADAC as early as possible to ensure that you have enough time to assemble the required financial information.</p> <p>As part of the collection of financial and statistical data, we are asking applicants to submit financial information to CADAC for the previous two years (2007-08 and 2008-09). This information will enable funding agencies to report sooner on the health of the field and the impact of the arts in their communities, individually and collectively.</p> <p>Please go to the CADAC website at <a href="http://www.thecadac.ca">www.thecadac.ca</a> to download the form. For step-by-step instructions, please see Part D1 of the application form.</p>

## Assessment of Applications

### Assessment Process

The Canada Council for the Arts makes its funding decisions through the peer assessment process. Requests for assistance are assessed by a committee of peers composed of experienced professionals from the public gallery and art museum community. The committee may also include professionals from the broader visual arts community. Committee members are selected to reflect a broad range of professional experience and thought, and to provide balanced representation of gender, generations, regional and cultural diversity, Aboriginal peoples and Canada's two official languages.

For this program, the decisions made by the peer assessment committee are final recommendations that are reviewed and approved by the Canada Council.

### Assessment Criteria

To decide whether to award a grant, the peer assessment committee will compare the merit of your proposal with that of all other eligible applications in this national competition and will consider the funds available.

General merit is measured against the following assessment criteria. (The relative weight given to each of these criteria is indicated in brackets.) **Be sure to address each of these points in a thorough manner in the application form.**

#### ***The quality and coherence of institutional objectives and planning, and its administrative merit (30 percent)***

This criterion measures:

- the clarity and coherence of your institution's stated objectives in relation to its vision and mandate, as evidenced by your planning and organizational activities, and
- administrative merit articulated through the strategies your institution employs to manage its organizational, human, financial and physical resources (please see "Frequently Asked Questions About this Program," below).

#### ***The artistic quality of activities in contemporary visual art (50 percent)***

This criterion measures:

- your institution's contribution to the advancement of knowledge and understanding of contemporary art within broad and (or) specialized audiences through the quality and significance of your institution's exhibitions and curatorial research
- the strength of your institution's commitment to the maintenance and active functioning of its collection of contemporary art (if pertinent), including selection and documentation of acquisitions through purchase and donations, the use of works from its collection in permanent and temporary exhibitions, loans to other institutions, and availability of its collection for research purposes, and
- the quality of your institution's publications within the scope and context of the institution's publications plan. Publications include exhibition catalogues, anthologies, monographs and educational materials, both in print and electronic formats.

<p><b>Assessment of Applications (continued)</b></p>	<p><i><b>The quality of institutional engagement (20 percent)</b></i></p> <p>Institutional engagement refers to the capacity to situate your institution within the fabric of the Canadian society, and to locate contemporary art in the public imagination.</p> <p>This criterion measures:</p> <ul style="list-style-type: none"> <li>• the development of your institution’s civic role through its public profile and broad engagement with local and regional communities, including engagements that reflect and advance the diverse nature of contemporary Canadian culture, such as its Aboriginal and culturally diverse communities, and</li> <li>• the quality, scope and effectiveness of your institution’s public programming and audience development activities in advancing interest, knowledge and understanding of contemporary art within broad Canadian audiences including youth, and</li> <li>• your institution’s demonstrated capacity to form collaborations, partnerships and similar productive relationships with other institutions in Canada or abroad.</li> </ul>
<p><b>Fair Notice to Organizations</b></p>	<p>When the peer assessment committee has concerns about the viability of an organization, it may advise the organization that it is on “concerned” status. This may occur if the organization shows one or more of the following signs:</p> <ul style="list-style-type: none"> <li>• having a major deficit (10 percent or more of its annual operating budget) or showing evidence of not being financially viable</li> <li>• having a significantly reduced audience or sales base (where this differs from the organization’s stated intentions)</li> <li>• not demonstrating the ability to plan for the future</li> <li>• not addressing major artistic concerns, such as artistic/editorial direction, declining quality of activity, or failure to achieve its activity plan</li> <li>• not meeting contractual obligations or minimum requirements outlined in the application guidelines, and (or)</li> <li>• demonstrating management practices that do not conform to generally accepted practices in the discipline.</li> </ul> <p>In such cases, the peer assessment committee will issue a warning and can recommend a reduction in the grant amount (generally up to 10 percent).</p> <p>If the organization receives a second unsatisfactory evaluation, the peer assessment committee can recommend a further grant reduction (generally 10 percent or more).</p> <p>If the organization receives a third unsatisfactory evaluation, removal from the program is possible. In this case, the candidate will be advised to apply for project assistance.</p> <p><b>Note:</b> 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, as determined using the criteria in the Fair Notice Policy.</p>

## FREQUENTLY ASKED QUESTIONS ABOUT THIS PROGRAM

### What does the Canada Council for the Arts include in its definition of the visual arts?

For this program, the visual arts include architecture, drawing, fine craft, installation, painting, performance art, photography, printmaking and sculpture.

### What is audience development?

Audience development refers to interpretation, education or marketing activities related to an exhibition or event and aimed at a non-specialized audience. Audience development may involve targeting, expanding and educating the audience, thereby increasing its access to the contemporary visual arts.

### How does the Canada Council for the Arts define administrative merit?

“Administrative merit” criteria are used in all of the Canada Council’s programs that provide multi-year support. Peer assessment committees measure the relative merits of an organization through its administration of organizational resources, human resources, financial resources and physical resources.

**Organizational resources** are those that organizations set in place to achieve their mandate and to structure and direct their operations. This is the level at which the mandate of the organization is made operational, where the major decisions are made that guide the organization and its future. This is also where legal and fiscal responsibilities lie, as well as the responsibility for the use of public funds.

Organizational resources encompass governance, orientation and strategic planning, and administrative structure.

**Human resources** in arts organizations include artists, curators, authors, etc., as well as administrative and support staff, technical staff, and volunteers. Human resources management covers staffing (mandate, renewal and succession); managing performance, training and development; staff relations; remuneration and benefits; and health and safety in the workplace.

**Financial health** entails the functions of budget planning, accounting, budgetary control, and internal and external audits.

**Physical resources** include buildings and land; specialized facilities; collections; archives; computer databases and software; and computer and office equipment.

### How are peer assessment committees formed?

For this program, peer assessment committee members may be drawn from art museums and public art galleries, artist-run centres, artists’ collectives and other professional organizations, or they may be independent practitioners. Committee members may be visual and fine craft artists, curators or critics.

New committees are formed for each competition. You are invited to submit your name or the names of your peers to serve on assessment committees.

### How do these committees work?

Before a peer assessment committee meeting, the Canada Council sends photocopies of all eligible applications, bound in book format, to the committee members. At the committee meeting, members function as a team. They study applications, review support material, discuss the quality of each submission compared with the other submissions in the competition, and arrive at decisions on funding priorities.

Note that the peer assessment committee does not provide applicants with a critical analysis of their applications or support material.

## 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 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. This notice does not confirm the completeness or eligibility of your request, which will be determined at a later date.

### Is my 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 130 (for organizations). 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 application evaluation.

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

You will receive the results, by letter, approximately **five 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. A list of successful grant recipients is posted at the end of each fiscal year on the Searchable Grants Listing, a database of successful grant applicants, at [www.canadacouncil.ca/grants/recipients](http://www.canadacouncil.ca/grants/recipients). You can also contact the Canada Council in writing to request the list of successful grant recipients and peer assessors. This information will be available three months after you have been informed of the competition results.

### 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 two of the conditions:

#### **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.

Please note that, in accordance with our policy on final reports, any organization that does not submit a final report on or before the due date specified in the terms and conditions of their grant notification letter will be judged ineligible to apply to all other programs of the Canada Council for the Arts. Eligibility will be re-instated only upon receipt and acceptance of these final reports.

It is the applicant's responsibility to verify if any of their final reports are outstanding.

## **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. Details about the acknowledgement policy will be included with the grant notification.



### Assistance to Art Museums and Public Galleries for 2010-13

Please read the application guidelines carefully before completing the application form. If you are completing the application on a computer, please use the following format. Do not exceed the limits indicated in each section. To make your application easy to photocopy, please type or print in black ink, in a typeface of at least 11 points, on one side only of white 8½ x 11 inch paper. Do not bind your completed application form (in other words, do not use spiral binding, mount it in plastic, staple it, etc.).

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

#### PART A1 – IDENTIFICATION OF APPLICANT AND AMOUNT REQUESTED

Registered name of institution:

Permanent address:

Street address and suite number

City

Province/territory

Postal code

Telephone

Fax

Email

Website

Collecting institution     Non-collecting institution     Autonomous     Non-autonomous

Period to be covered by this grant: 1 April 2010 to 31 March 2013

Amount requested per year (one amount only): \$ \_\_\_\_\_

#### PART A2 – CADAC ID

You must provide your CADAC ID below.

CADAC ID: \_\_\_\_\_

**Note:** Go to the CADAC (Canadian Arts Data/Données sur les arts au Canada) website at [www.thecadac.ca](http://www.thecadac.ca) to register your organization. You will receive your CADAC ID through an email confirmation from CADAC.

**PART A3 – DECLARATION**

Please check the boxes and sign below to indicate your agreement with the following statements.

As the director of this institution,

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I confirm that the institution I represent meets these criteria.
- I will act as sole representative of the institution, and I will keep the other officials of this institution informed of the content and outcome of this grant application.
- I accept the conditions of the program as outlined in the application guidelines.
- I confirm that the statements in this application are accurate and complete, to the best of my knowledge, and that the chairperson of the board of this institution has been informed of the contents of this application.
- I have already sent all overdue final reports for previous Canada Council grants. I understand that my application will not be eligible if any of my final reports have not been submitted and approved.
- I agree to abide by the Canada Council for the Arts' decision.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AN ORIGINAL SIGNATURE IS REQUIRED.**

**PART B1 – BASIS OF ASSESSMENT**

The assessment criteria are set out below (see “Assessment of Applications” in the application guidelines for details). The decision to award a grant will be based on the relative merit of your proposal compared with all others received in this national competition, and on the funds available.

- The quality and coherence of institutional objectives and planning, and its administrative merit (30 percent)
- The artistic quality of activities in contemporary visual art (50 percent)
- The quality of institutional engagement (20 percent)

Be sure to address each of these points in a thorough manner in Parts C1, C2 and C3 of this form.

**To make photocopying easier, please print in black ink, using a typeface of at least 11 points, on one side only of white 8 ½ x 11 inch paper.**

**PART B2 – PROFILE OF ORGANIZATION**

Using no more than two attached pages, please provide factual information on the following points:

- Mandate of your institution
- Brief history (include date established, and principal events or main accomplishments)
- Context of your organization (include geographic location and community served, facilities, and other relevant information)

<b>PART B3 – STRUCTURE OF ORGANIZATION</b>	
<p><input type="checkbox"/> <b>Autonomous Institution: Board of Directors</b></p> <p>Past president: _____</p> <p>President or chairperson: _____</p> <p>Vice-president: _____</p> <p>Treasurer: _____</p>	<p><b>Details of Incorporation</b></p> <p>The organization is incorporated under the following name: _____</p> <p>Type of charter: _____</p> <p>Date of charter: _____</p> <p>Charitable licence number: _____</p>
<p><input type="checkbox"/> <b>Non-Autonomous Institution: Advisory Committee</b></p> <p>Past chair: _____</p> <p>Chair: _____</p>	<p><b>Details of Parent Organization</b></p> <p>The organization is incorporated under the following name: _____</p> <p>Type of charter: _____</p> <p>Date of charter: _____</p> <p>Charitable licence number: _____</p>
<p><b>Key Permanent Artistic Staff</b> (names and titles)</p>          	<p><b>Key Permanent Administrative Staff</b> (names and titles)</p>          
<p><b>Number of full-time employees:</b> _____</p>	<p><b>Corporate Affiliations</b> (where applicable): _____</p>
<p><b>Number of part-time employees:</b> _____</p>	<p><b>Membership:</b> _____</p>
<p><b>Number of docents and other volunteers:</b> _____</p>	<p><b>Hours of operation:</b> _____</p>

**PART C – STATEMENTS**

Please submit the three written statements as outlined in parts C1, C2 and C3 in a **combined maximum of 10 pages**.

Note: Be sure to keep your combined statements within the length limitation. Any extra text will not be submitted to the peer assessment committee.

**PART C1 – STATEMENT OF INSTITUTIONAL DIRECTION**

**This part addresses the clarity and coherence of institutional objectives and strategies, organizational vision, planning and administrative merit.**

Describe your organization’s vision and the significant activities that reflect it. Outline the objectives you have set to achieve your vision and to structure and direct your operations. Identify the strategies you employ to manage your financial, organizational, human and physical resources.

**PART C2 – STATEMENT OF ARTISTIC DIRECTION**

**This part addresses the artistic merit of your organization through the quality of your activities in contemporary visual art in the following areas: research and exhibitions, collections, publications and dissemination activities.**

**Curatorial Statement**

Provide a statement of your institution’s curatorial direction, including objectives with regard to advancing the knowledge and enjoyment of contemporary art practices. Whenever possible, refer to significant activities in the areas listed above. Indicate any specialized audiences these activities may target.

**Collections (if applicable)**

Summarize the role of your institution’s permanent collection, and the main activities related to your institution’s collection of contemporary art. Address research on, selection, and documentation of purchased and donated acquisitions; use of works from the collection in permanent and temporary exhibitions; loans to other institutions; and availability of the collection for research purposes.

**Appendices**

To support the statement of artistic direction, list your institution’s activities in the attached appendices, as appropriate.

**PART C3 – STATEMENT OF INSTITUTIONAL ENGAGEMENT**

**This part addresses your institution’s public profile and civic engagement.**

Provide a statement regarding the role of your institution within the arts community and with respect to the general public that you serve. Identify your institution’s public programming, audience development and outreach activities. Discuss any significant collaborations and partnerships. Identify any specific strategies or programs for reaching diverse audiences and (or) re-enforcing civic engagement.

## PART D1 – FINANCIAL INFORMATION

### NEW THIS YEAR: CADAC (CANADIAN ARTS DATA/DONNÉES SUR LES ARTS AU CANADA)

To submit your financial information for this application, you must use the “CADAC Financial Form for Arts Organizations,” available at [www.thecadac.ca](http://www.thecadac.ca).

You will be required to submit financial information for fiscal years **2007-08, 2008-09, 2009-10, 2010-11 and 2011-12.**

**Follow these steps to download, complete, upload and submit the “CADAC Financial Form for Arts Organizations”:**

#### Step 1

Register your organization with CADAC at [www.thecadac.ca](http://www.thecadac.ca) as early as possible to ensure that you have enough time to assemble the required financial information.

#### Step 2

Consult the *CADAC Quick Start Guide* and the online video tutorial.

#### Step 3

Download, complete and upload the “CADAC Financial Form for Arts Organizations.” Repeat this step if you need to add and change your financial information or if you are filling out the form for another year.

#### OR

Enter your financial information directly in CADAC.

#### Step 4

In submitting financial information for previous years (2007-08 and 2008-09), upload your signed financial statements to CADAC if you have them in an electronic version. If not, mail your signed copies to CADAC at:

CADAC Financial Statements Submission  
350 Albert Street  
P.O. Box 1047  
Ottawa ON K1P 5V8

#### Step 5

Print your completed “CADAC Financial Form for Arts Organizations” in Excel format and attach it to this grant application.

#### Step 6

Attach a copy of your organization’s **audited and signed financial statements or independent financial review from the previous year.** You must also submit other audited financial statements for any holding companies, parent companies or foundations with which your organization is associated, and for any subsidiaries, related companies or special trust funds that your organization controls.

**PART D2 – FINANCIAL INFORMATION: CONTEMPORARY ART ALLOCATION**

Percentage of your overall budget that is allocated to contemporary art programming and activities: \_\_\_\_\_%

**PART D3 – FINANCIAL INFORMATION: ACQUISITIONS**

For purchased works, indicate the actual cost in Canadian dollars.

For donated works, indicate the estimated value in Canadian dollars.

2008-09 Actual	2009-10 Budgeted	EXPENSES	2010-11 Projected
<b>Purchases:</b>			
\$	\$	Contemporary works of art	\$
\$	\$	Other works of art	\$
\$	\$	<b>Subtotal</b>	\$
<b>Donations:</b>			
\$	\$	Contemporary works of art	\$
\$	\$	Other works of art	\$
\$	\$	<b>Subtotal</b>	\$
\$	\$	<b>Total for Purchases and Donations</b>	\$

**PART E – SUPPORT MATERIAL**

All of the following support material is **required**. Please submit only material pertaining to activities undertaken in contemporary visual art. Note that the Canada Council for the Arts will not return support material.

 **Publications**

Please submit one copy of all exhibition catalogues, major publications, CD-ROMs, compact discs, newsletters, bulletins and magazines **from the last two years only**. Do not include invitations, announcements, advertisements, press clippings, resumés or inventory cards. **Include only publications that your institution has produced or co-produced.**

 **Visual Documentation**

To provide further information on your institution, please submit five to 10 slides or digital images depicting your facilities (this may include installations of recent exhibitions). Do not include images of single artworks.

 **Latest Annual Report** **Latest Audited Financial Statement or Independent Financial Review (if audit is not available)**

Attach a copy of your institution's latest audited financial statement. If this is not available, attach an independent financial review. Please note this copy is **in addition** to the copy you sent with your submission of financial information to CADAC.

University art galleries, galleries attached to public libraries, and institutions attached to other organizations (such as cultural and municipal art centres) must clearly indicate the contributions of their parent organization.

 **Organizational Chart**

**APPENDIX 1 – GOVERNING OR ADVISORY BODY**

Provide a list of your Board or Advisory Committee members using the following format.

Autonomous Institution: Board of Directors       Non-Autonomous Institution: Advisory Committee

Name	Position	Profession

**APPENDIX 2 – MAJOR ACTIVITIES (Exhibition Program)**

***Exhibition Calendar***

To support the curatorial statement, list your institution’s exhibition programs for 2009-10, 2010-11 and 2011-12. Use the following format, and code exhibitions as **Cat** (catalogue published), **S** (solo exhibition), **R** (retrospective), **T** (two-person exhibition), **G** (thematic group exhibition), **C** (contemporary), **H** (historic), **I** (produced in-house), **B** (borrowed exhibition) or **Cir** (circulating exhibition).

Do not include exhibition descriptions. If available, please attach your annual one-page diagrammatic calendars of exhibitions.

Dates	Title of Exhibition	Name of Curator	Names of Artists Exhibited	Code

**APPENDIX 3 – MAJOR ACTIVITIES (Permanent Collection)**

**List of Acquisitions**

Attach a list of acquisitions, indicating donations and purchases for 2008-09. Where available, list purchases and donations that you anticipate receiving over the coming two years (2009-10 and 2010-11).

**List of Loans**

Please submit a list of contemporary artworks that your institution loaned in 2008-09, and a list of those that it will loan in the following two years (2009-10 and 2010-11).

**APPENDIX 4 – MAJOR ACTIVITIES (Publications and Documentation)**

List your institution’s publications and other forms of documentation of activities (including CD-ROMs and compact discs for 2009-10, 2010-11 and 2011-12.

Use the following format, and code publications as **E** (exhibition catalogue), **M** (monograph), **A** (anthology), **CD** (compact disc), **ROM** (CD-ROM), **O** (other), **I** (in-house publication) or **CO** (co-published).

Date of Publication	Title of Publication	Target Audience	Names of Contributors	Names of Artists Documented	Code

**APPENDIX 5 – SUMMARY OF ACTIVITIES**

Please provide the following information on your institution's activities for the last completed year and projected numbers for the current year.

<b>Activities</b>	<b>Final number in 2008-09</b>	<b>Projected number in 2009-10</b>
Exhibitions		
a) Total number		
b) Contemporary art only		
Exhibitions circulated (contemporary art only)		
Exhibitions borrowed (contemporary art only)		
Catalogues published (contemporary art only)		
Other publications, such as anthologies and information brochures, published (contemporary art only)		
Guest curators (contemporary art only)		
Contemporary works acquired (attach list)		
Contemporary works purchased (indicated on list)		
Contemporary works loaned to other institutions (attach list)		
Curatorial studio visits		
In-house guided tours		
a) Number of groups		
b) Number of school groups only		
Visitors		
Workshops		
Conferences and (or) symposiums		
Visiting artists' presentations		
Artists' and (or) curatorial residencies		
Special events (provide details)		
Other (provide details)		

**PART F – CHECKLIST**

Please submit your completed application in the following order.

- Part A1 – Identification of Applicant and Amount Requested
- Part A2 – CADAC ID
- Part A3 – Declaration, with original signature
- Part B2 – Profile of Organization
- Part B3 – Structure of Organization
- Part C1 – Statement of Institutional Direction
- Part C2 – Statement of Artistic Direction
- Part C3 – Statement of Institutional Engagement
- Part D1 – Financial Information: “CADAC Financial Form for Arts Organizations” (Excel **paper** format)
- Part D2 – Financial Information: Contemporary Art Allocation
- Part D3 – Financial Information: Acquisitions (if applicable)
- Part E – Support Material
- Appendix 1 – Governing or Advisory Body
- Appendix 2 – Major Activities (Exhibition Program)
- Appendix 3 – Major Activities (Permanent Collection)
- Appendix 4 – Major Activities (Publications and Documentation)
- Appendix 5 – Summary of Activities

**Notes:**

Do not send original materials or documents. The Canada Council is not responsible for the loss or damage, whatever the cause, of material submitted in support of an application. The Canada Council will retain all support material.

Please remember:

- You should keep a copy of your completed form.
- Your application must be postmarked on or before the deadline date. The Canada Council for the Arts will not accept applications postmarked after the deadline date, incomplete applications, or those submitted by fax or email.
- Any overdue final reports for Canada Council grants must be submitted and approved before your organization can apply to this component.