



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

WRITING AND PUBLISHING SECTION

Travel Grants for Professional Writers

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 amount, application assessment process and criteria, 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 website or contact the Writing and Publishing Section Officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part C 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 these grants (only one application per fiscal year can be made from 1 April to 31 March), but applications must be submitted prior to the applicant's date of departure. Retroactive funding is not available. Applicants are advised to submit their request at least three months ahead of time if they wish to have the results before their departure date.

The Canada Council for the Arts does not accept incomplete applications or those sent after the date of departure. Application forms are not accepted by fax or email.

The Travel Grants for Professional writers application form can be filled out and submitted online. Consult the Go! Grants Online site, which links to the Canada Council for the Arts' web page for this program.

Further Information

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STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>Travel Grants enable writers, translators, spoken word artists and storytellers (individuals) to respond to invitations that are important to their artistic development and career, such as:</p> <ul style="list-style-type: none"> • being a keynote speaker at an international conference or convention • participating in a large international festival • being the guest of honour at an important book fair • receiving official international honours or prizes • attending a book launch by a foreign publisher • attending a residency in an artist colony. <p>This program covers international travel only. At the national level, only the participation in residencies is eligible.</p> <p>Promotional tours and literary readings abroad are eligible only if they are tied to a book launch. For promotional tours or book launches in Canada, eligible publishers can receive support from the publishing support programs of the Canada Council for the Arts.</p> <p>For literary readings and participation in festivals in Canada, eligible organizations can receive support from the Literary Readings, Literary Festivals and Author Residencies program of the Canada Council.</p> <p>Screenwriters need to refer to the Travel Grants to Media Arts Professionals program.</p> <p>Playwrights may need to apply to the Travel Grants to Theatre Artists program if the event is not tied to a book launch or the type of event listed above.</p> <p>International literary festivals may request financial support from the Audience and Market Development Travel Assistance program to assist Canadian authors to participate in their activities.</p>
<p>Eligibility</p>	<p>Applicant Eligibility</p> <p>Applicants must be Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada. Canadian citizens need not be living in Canada when they apply.</p> <p>Applicants must be recognized professional writers who have had:</p> <ul style="list-style-type: none"> • at least one book published by a professional publishing house OR • for fiction, a minimum of four texts of creative writing (e.g., short stories, excerpts from a novel) published on two separate occasions in literary magazines, recognized periodicals (including general interest magazines) or anthologies published by professional publishing houses OR • for poetry, a minimum of 10 published poems OR • for literary non-fiction, a minimum of 40 pages (10,000 words) of articles published in literary magazines, recognized periodicals or anthologies that are published by professional publishing houses.

<p>Eligibility (continued)</p>	<p>Only literary publications for which the author has received financial compensation and that have gone through an independent editorial selection process will be considered when determining eligibility.</p> <p>Canadian professional writers working in all languages and literary artists working in oral traditions are also eligible. They must be recognized as professionals by their peers (artists who work in the same artistic tradition), have specialized training in the field (not necessarily in academic institutions) and have been paid for their work.</p> <p>Translators are eligible if they have completed a degree in translation or have had at least one literary translation published by a recognized publisher.</p> <p>Professional spoken word artists or professional storytellers are eligible to apply to this program. Professional spoken word artists or professional storytellers are those who have been paid in the past for their public literary performances or are recognized, in writing, by two established spoken word artists or storytellers.</p> <p>Rap poetry, spoken word and storytelling artists (individuals) are eligible to apply for travel assistance for a showcase or one-off performance at a key international festival and/or event. Artists must submit confirmation of their performance from their host, along with confirmation of the performance fee. Artists must receive a fee to be eligible for assistance.</p> <p>All eligible activities must be literary in nature.</p> <p>Applicants must have all overdue final reports submitted and approved for previous Canada Council grants before their application will be considered.</p> <p>Ineligible Activities or Expenses</p> <p>Privately printed publications, as well as writing published in community newspapers, free or student magazines, or newsletters of associations or other organizations are not eligible. Similarly, cookbooks, bibliographies, guides, manuals, indexes, catalogues, books on personal growth or practical works, reference or technical works, and commissioned works or books written for a private printing are not eligible.</p> <ul style="list-style-type: none"> • Attendance at book fairs are not covered (unless the artist is a guest of honour at an important book fair). • Promotional tours, readings or performance tours are not covered (unless the event is tied to a foreign book launch or is with a large festival). • Research for a writing project is not covered (but related expenses are eligible under the Creative Writing Grants component of the Grants for Professional Writers program). • Upgrading in arts administration, academic work or work towards a graduate degree are not covered. • Promotional tours or book launches in Canada are not covered. (Eligible publishers can receive support from the publishing support programs of the Canada Council.) • Literary readings and participation in festivals in Canada are not covered. (Eligible organizations can receive support from the Literary Readings, Literary Festivals and Author Residencies program of the Canada Council.) • Purely academic events are not covered, nor are residencies or workshops whose primary purpose is training.
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<p>Grant Amount</p>	<p>Fixed amounts of \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500 are available to cover the applicant’s travel costs. The amounts of \$2,000 and \$2,500 are available only to applicants who are travelling to or from northern Canada or to international destinations other than the United States and Europe.</p> <p>The grant covers airplane, train or bus tickets, taxis and shuttle-bus fares to and from airports or train or bus stations. Inter-city transportation is not eligible. The grant also covers subsistence costs (meal and accommodation) where necessary (a detailed budget is required).</p> <p>Applications may include more than one destination as long as they are part of one trip (example travel from Toronto to the USA for one event and then to Europe for another, and return. Applicants must justify the amount requested.</p> <p>Travel allowances are based on the cheapest available fares from applicants’ place of residence to the location where their project is taking place.</p> <p>The Canada Council for the Arts will fund projects that are also receive funding from other public or private organizations, but not for the same expenses.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Applications are assessed internally by a group of Canada Council officers.</p> <p>Funding decisions are based on the availability of funds and the overall merit of the project in comparison with other eligible applications.</p> <p>Assessment Criteria</p> <p>Applications are evaluated against the assessment criteria listed below:</p> <ul style="list-style-type: none"> • the literary potential and accomplishments of the applicant • the importance and promotional value of the travel to the applicant’s career and to the dissemination of Canadian literature • the merit and relevance of the events, festivals, facilities or other host organizations to be visited.

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. Do not submit books—only material that is on 8 ½ x 11 inch white sheets of paper is accepted. Extra material will not be shown to the assessors as they 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 be informed that my application has been received at the Canada Council?

The Canada Council 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 been received.

Is my personal 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 115. All other information may be accessible to others under the Access to Information Act.

For this program, the Canada Council for the Arts requests that you indicate your year of birth, gender, cultural origin and language of communication on the application form. The Canada Council for the Arts requires statistics in these areas for program planning, evaluation and policy development. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the peer assessors.

Note that 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 **three months** after the submission 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 and who was on the 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 committee members.



Travel Grants for Professional Writers

Please note:

- Read the Program Guidelines carefully before completing the form.
- The Canada Council for the Arts requires only one form per applicant. Type or print in black ink to facilitate duplication.
- Your completed application form must not be bound, mounted into plastic sleeves or stapled.
- The Canada Council for the Arts will not accept applications submitted by fax or email.
- Your application form must be complete or your request will be considered ineligible.

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

PART A1 – IDENTIFICATION AND PERSONAL INFORMATION					
Name of applicant (please provide your full legal name): <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.					
Last name			First and middle names		
Permanent address:			Mailing address, if different from permanent address:		
Street and apartment number			Street and apartment number		
City	Province or territory	Postal code	City	Province or territory	Postal code
()	()	()	()	()	()
Telephone (residence)		Telephone (business)		Telephone (residence)	
()		()		()	
Fax		Email		Fax	
				Email	
<p>The Canada Council is committed to supporting culturally diverse and Aboriginal arts in Canada. Therefore, it is gathering information to measure the extent to which Council funding supports these goals.</p> <p>The information will not be used to assess your application and will not be passed on to the assessors. It will be used for administrative and statistical purposes ONLY.</p> <p>Your response to the questions in this section is voluntary.</p>					
PERSONAL INFORMATION					
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			Year of Birth: _____		
Are you an Aboriginal person of Canada? <input type="checkbox"/> Yes. Please indicate which group: _____ <input type="checkbox"/> No					
Do you identify as a visible minority? <input type="checkbox"/> Yes. Please indicate which group: _____ <input type="checkbox"/> No					
Which community, province or territory do you consider to be home? _____					
(This may be different from your current place of residence.)					
LANGUAGE INFORMATION					
What is your preferred language of communication? <input type="checkbox"/> English <input type="checkbox"/> French					
If one of Canada's two official languages is your primary language, please indicate which one. <input type="checkbox"/> English <input type="checkbox"/> French					
Do you speak or understand an Aboriginal language? If so, please indicate which language: _____					
Please indicate if you speak, read and (or) understand the following languages:					
English:		<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Understand	
French:		<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Understand	
Do you speak or understand any other language? If so, please indicate which language:					
_____		<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Understand	

PART A2 – DECLARATION

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

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 all of the following statements:

- I am a Canadian citizen or have Permanent Resident status, as defined by Citizenship and Immigration Canada.
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Travel Grant per fiscal year (1 April to 31 March).
- I have already sent all overdue final reports for previous Canada Council grants. I understand that my application will be considered ineligible if any of my final reports have not been received and approved.
- I accept the conditions of this program and I agree to abide by the Canada Council for the Arts' decision.
- 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 statements in my application are true and complete, to the best of my knowledge.

Signature (AN ORIGINAL SIGNATURE IS REQUIRED.) Date

PART B – DESCRIPTION OF GRANT REQUEST AND FIELD OF SPECIALIZATION

Please complete all seven points listed below.

1) Describe your field of specialization, or the specific art form or artistic tradition in which you work
(summarize in 15 words or less):

2) Indicate the amount you are requesting from this program:

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

3) Describe the travel you wish to undertake (summarize in 15 words or less):

4) Event _____

5) Destination _____ Date _____

6) Attach a separate page describing the significance of your activities as they relate to the assessment criteria stated in the application guidelines. Please print in black ink on one side only of 8½ x 11 white paper.

7) Attach a curriculum vitae (maximum of three pages). Please print in black ink on one side only of 8½ x 11 white paper. Attach any other support material requested on the following page.

PART C – APPLICATION CHECKLIST

Your completed application form with original signature should include the items listed below.

- A copy of the letter of invitation.
- Details of the event the applicant will be attending, including a program of activities and a travel itinerary. This description must include information on the festivals or venues that will be visited, the mandate of the event he or she will be attending and an explanation of why it is important in the context of the applicant's artistic practice, and how the travel will increase presentation and circulation opportunities for the applicant's work.
- A curriculum vitae or resumé of no more than three pages, double-spaced. The resumé should be on separate 8½ x 11 inch white sheets of paper, printed on one side only. This document is a summary, in point form, of the applicant's professional experience. Biographies in paragraph form should not be submitted.
- A list of published books and/or magazine articles (the list should include the titles of the books or articles, the number of pages, the names of the publishers or magazines, and the dates and locations of publication). Only books must be listed in full; the list of articles in magazines may be selective.
- A sample of the applicant's work (15 to 20 pages, typed or word processed). Clear one-sided photocopies, not books or original manuscripts, are required on 8½ x 11 inch white sheets of paper. Literary artists working in the oral traditions may instead submit a sample of their current written work (with a maximum of 20 pages), or an audio/video cassette or CD-ROM of non-written material, published or unpublished.
- The applicant's projected travel costs.

Warning: Without all of the above information, the application will be considered incomplete and will not be assessed.

Originals should not be submitted. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material.

**Please do not bind or staple your application.
Be sure to make and keep a copy of your completed application form.**