



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

ABORIGINAL ARTS OFFICE

Aboriginal Peoples Collaborative Exchange: National and International Project Grants

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines section for details about the purpose of the program, who and what is eligible, grant amounts, 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 E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

15 May and 15 November

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

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

Further Information

Noël Habel

Program Officer
Aboriginal Arts Office
Canada Council for the Arts
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Ottawa ON K1P 5V8

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TTY: 1-866-585-5559

Fax: 613-566-4386

ABG1E 03-11



PROGRAM GUIDELINES

<p>Program Description</p>	<p>The Aboriginal Peoples Collaborative Exchange (APCE) program provides support for Aboriginal artists to travel to other Aboriginal communities to collaborate in a traditional or contemporary artistic practice. This is a multidisciplinary program that is open to individual Aboriginal artists, arts groups, artists’ collectives and arts organizations.</p> <p>The program encourages social and community environments that support the development of Aboriginal arts and artistic practices. It aims to foster unique artistic relationships and networks through inter-nation collaborative exchanges among Aboriginal artists, across all disciplines.</p> <p>In general terms, the APCE program supports collaborations that are:</p> <ul style="list-style-type: none"> • Creative – Two artists or groups of artists creating a work together. • Developmental – The development of artistic skills and techniques among participants, the advancement of traditional or contemporary artistic knowledge, and the formalized exploration of artistic themes. • Exploratory and Research – Artistic research with Aboriginal communities to recover, examine, and authenticate traditional histories and artistic practices (while respecting each Aboriginal nation’s affirmed protocol.) <p>Note: For this program, the Canada Council encourages submissions in any chosen Aboriginal language, which will be translated into English or French for the assessment committee.</p> <p>Artists and Community Collaboration Program (ACCP)</p> <p>Applicants may find that their project falls within the objectives of the Artists and Community Collaboration Program (ACCP). The fund offers financial support to collaborations in an arts process that actively involves the work of professional artists and non-arts community members in creative relationships, including projects that involve youth and elders.</p> <p>Applicants may apply to the ACCP through this program.</p>
<p>Program Objectives</p>	<p>The objectives of the APCE program are to:</p> <ul style="list-style-type: none"> • ensure the transmission of artistic knowledge and expertise to cultivate the vitality of Aboriginal arts • foster the development and ongoing skills enrichment of Aboriginal arts professionals • encourage interaction and expertise-sharing between Canadian Aboriginal artists of various communities and also with international Indigenous communities, and • support the inter-nation and intergenerational transmission of Aboriginal artistic knowledge and expertise.

<p>Applicant Eligibility</p>	<p>We strongly recommend that potential applicants speak to the Program Officer in the Aboriginal Arts Office to confirm their eligibility before submitting their request.</p> <p>Canadian Aboriginal individual artists, arts groups, artists’ collectives and arts organizations are eligible to apply to this program. Foreign Indigenous artists must have a Canadian Aboriginal arts group, collective or organization apply on their behalf.</p> <p>The Canada Council defines Aboriginal people as First Nations, Métis and Inuit people. For this program, Aboriginal people also include Indigenous and First Peoples from outside Canada.</p> <p>Applicants should note that meeting the eligibility criteria allows them to apply, but it does not guarantee that they will receive a grant.</p> <p>Individual Applicants</p> <p>Individual applicants must be Canadian citizens or permanent residents of Canada, as defined by Citizenship and Immigration Canada. They do not need to be living in Canada when they apply.</p> <p>They must also be Aboriginal artists who have:</p> <ul style="list-style-type: none"> • completed their basic training (not necessarily in a formal educational institution, but perhaps through a mentorship process) • produced an independent body of work, and • received the recognition of their peers through the public presentation of their work, or have been recommended by an established Aboriginal artist or an Aboriginal arts organization. <p>Arts Groups, Artists’ Collectives and Arts Organizations</p> <p>Arts groups, artists’ collectives and arts organizations must have Aboriginal artists as a majority of their members, and their artistic direction must be provided by Aboriginal artists of Canada. Arts organizations must show an ongoing commitment to Aboriginal arts, and must be operated by Aboriginal people. If they are governed by a board of directors, at least 51 percent of the directors must be Aboriginal people, and one of them must sign the application.</p> <p>Ineligible Applicants</p> <ul style="list-style-type: none"> • First Nations band councils • Educational institutions (schools, universities, colleges, school boards, etc.)
<p>Project Eligibility</p>	<p>Project grants from this program may be used for:</p> <ul style="list-style-type: none"> • national projects, where Aboriginal artists travel within Canada to collaborate with other prominent Aboriginal artists or arts groups, or • international projects, where Canadian Aboriginal artists travel to other countries to collaborate with prominent Indigenous artists from outside Canada. International projects may include bringing foreign Indigenous artists to Canada as part of the collaborative project. <p>Projects for professional artistic development, proposed by individual artists or arts groups, will be considered. However, projects that include public presentation may be given priority.</p>

<p>Project Eligibility (continued)</p>	<p>Projects must clearly be collaborative in nature and contribute to the development of the applicant’s artistic practice. The collaboration must be formalized between the applicant and the collaborator. The project description must identify the artistic practice at the core of the collaboration and include a written acknowledgement from the artist who is identified as the collaborator.</p> <p>Strong applications will demonstrate a clear link between the participants, the collaborative project and the expenses to be covered by the grant.</p> <p>Examples of Successful National Projects</p> <ul style="list-style-type: none"> • A Haida dance company from British Columbia was invited to share their traditional dance styles, particular dance techniques and movement interpretations in a workshop environment with an established First Nations dance troupe from Ontario. The overarching goal of the collaboration was to provide a framework for using traditional dance in a more contemporary presentation setting. • An individual Aboriginal visual artist from Manitoba received a grant to collaborate with a prominent senior Aboriginal visual artist, in a workshop studio in Alberta, for two weeks. The grant covered travel, accommodation and per diem expenses in addition to all materials (paint, canvases, brushes, etc.) and an honorarium for the collaborating artists. The goal of this collaboration was the exchange of skills and techniques in painting, as well as a coaching of work habits. <p>Examples of Successful International Projects</p> <ul style="list-style-type: none"> • A Toronto-based Aboriginal theatre company travelled to Panama to collaborate with the Kuna people of Central America in the exploration of their traditional stories and weaving techniques. These stories were then developed into a theatrical production, and the traditional weaving techniques and designs were used in the creation of the performers’ costumes. • An accomplished flute player from Alberta travelled to the Midwestern United States to work with a master flute carver and player, to learn new and traditional forms of flute making. The goal of the collaboration was the transfer of expert knowledge and the eventual dissemination of that knowledge. <p>Ineligible Projects</p> <p>For the purpose of this program, a performance is not considered to be a collaboration.</p> <p>Scholarly research projects or training projects on which the applicant will be graded are also not eligible.</p>
<p>Grant Amounts</p>	<p>Note: Applicants travelling to or from northern Canada may request a higher amount. The circumstances creating the higher costs must be clearly described in the application.</p> <p>Individual Applicants</p> <p>Individuals travelling within Canada may request a maximum of \$5,000.</p> <p>If they are travelling to and from a destination outside Canada, they may request a maximum of \$10,000. Individual applicants may also invite international indigenous artists to Canada.</p>

<p>Grant Amounts (continued)</p>	<p><i>Arts Groups, Artists' Collectives and Arts Organizations</i></p> <p>Arts groups, artists' collectives and arts organizations travelling within Canada may request a maximum of \$20,000.</p> <p>If they are travelling to and from a destination outside Canada, these applicants may request a maximum of \$30,000. Arts groups, artists' collectives and arts organizations may also apply for assistance to bring international Indigenous individuals or groups to Canada for their collaborative project.</p> <p><i>Established Aboriginal Artists</i></p> <p>An additional cost-of-living allowance (to a maximum of \$2,000 per month, for the duration of the project) may also be requested by, or on behalf of, an established Aboriginal artist. This allowance is in addition to the maximum grant amount and must be included in the budget submission. This amount is also in addition to the artists' fees and is meant to assist with the costs of living in two residences during the project.</p> <p>For this program, established Aboriginal artists are defined as those at a mature stage in their artistic careers. They must have created an extensive body of work and made a national and (or) international contribution to their discipline through public presentation of their work. A résumé and letter of support must be provided for the established artist.</p> <p>Eligible Expenses</p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> • Travel (excursion fare only), accommodation and per diem costs for the duration of the project (up to one year) • artists' fees or honorariums for collaborating artists or groups • artists' fees for the applicant (using CARFAC rates of up to \$2,000 per month) • administration costs to a maximum of 10 percent of the total grant request (not the total budget) • the cost of materials, supplies and various other items directly related to the project • rental fees for equipment and rehearsal, presentation or workshop space • translation costs for projects that involve an Aboriginal language • freight, shipping and insurance charges associated with the project, and • costs for promotional and marketing material (organizations only.) <p>Ineligible Expenses</p> <p>These grants cannot be used for projects that have already been completed or for expenses that occur before the program deadline. In addition, the following costs are not eligible:</p> <ul style="list-style-type: none"> • production costs related to film, music, dance, theatre, festivals, conferences or concerts • publishing-related costs • the cost of purchasing computers, electronic equipment or power tools
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Grant Amounts (continued)	<ul style="list-style-type: none"> • registration or entrance fees for a conference, museum, exhibition event or competition • costs related to a powwow competition • costs associated with fundraising events, galas, film openings and award ceremonies, and • costs related to university research projects or studies.
Assessment of Applications	<p>Assessment Process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists by their peers.</p> <p>Committee members will be selected from the Aboriginal arts community in Canada and will include representatives from the disciplines most frequently represented in the applications to each competition. Committee members will also be selected with consideration to fair representation of gender, generations, Canada’s two official languages and the regional diversity of Canada. New committees are formed for each competition.</p> <p>For this program, the decisions made by the peer assessment committee are final recommendations.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grant Decisions,” posted on the Canada Council’s website.</p> <p>Assessment Criteria</p> <p>The peer assessment committee will base its review of applications on the program’s objectives and the assessment criteria listed below. The committee’s decision will be based on the general merit of each 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 as follows:</p> <ul style="list-style-type: none"> • The main assessment criterion is the nature of the collaboration between the applicant and the collaborator, as identified in the project description. The compatibility of the work and experience of the applicant and collaborator is also part of this criterion. • The long-term impact of the collaboration is also important. The project must provide a unique opportunity for developing and (or) furthering the applicant’s or collaborator’s knowledge of Aboriginal artistic practices (contemporary or traditional). • The artistic quality of the bodies of work previously produced by all the collaborating artists will be evaluated. The artistic quality of the proposed project will be evaluated, based on the support material provided. • Arts groups, artists’ collectives and arts organizations must show their commitment to the development of Aboriginal arts.

IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application	<p>Acknowledgement of Receipt</p> <p>The Canada Council will send applicants, by mail, a notice acknowledging that their application has been received. This notice will be sent out shortly after the application has arrived. It should be noted that the acknowledgement of receipt indicates that the application has been received; it does not confirm that the application is eligible.</p> <p>Response Time</p> <p>Applicants will be informed of the competition results, by mail, approximately three or four months after the application deadline. The Canada Council does not release results by telephone or email.</p> <p>Application Preparation and Submission</p> <p>Applicants are responsible for providing all the information and support material requested to confirm their eligibility to apply to this program. The Canada Council will make eligibility decisions based on the information provided in the application.</p> <p>It is important to inform the Canada Council for the Arts of any change of address.</p> <p>Originals should not be submitted. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Applicants should submit only the material requested, and should carefully choose the material to be included. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>Format and Layout</p> <p>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 one side. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable, however.</p> <p>Colour printing on coloured sheets and (or) in an unusual format makes photocopying difficult; it is therefore preferable for applicants to avoid using them.</p>
Personal Information	<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>

Grant Terms and Conditions

Applicants must note all of the following conditions **before applying** for a grant:

- All overdue final reports for Canada Council grants must be submitted and approved before applicants are eligible to apply for another Canada Council grant.
- Individuals may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period.
- For this program, applicants may receive only one Canada Council grant to individuals and one travel grant in any Canada Council fiscal year (1 April to 31 March).

For applications that are successful, the terms and conditions of the grant will be outlined in the grant notification letter. These are some of the conditions:

Grant Payment

The Canada Council will send the grant money to successful applicants after it has received the grant acknowledgement form, which will be provided with the grant notification letter.

Because grants and awards paid to individuals are taxable income, individual applicants may wish to receive the funds in the same year or years that they will have grant expenses.

Tax Status

Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. For any tax-related questions, applicants should contact the Canada Revenue Agency or their provincial or territorial revenue department.

Changes to Proposed Projects

If successful applicants cannot use part or all of the grant during the period stated in the application, for any reason, or if they decide not to carry out the proposed project, they must notify the Canada Council immediately. Any changes to funded projects (for example, changes in the activity budget, to key creative personnel, or to the start or end date) must be approved by the Program Officer **before they are carried out**.

Expiry Date of the Grant

The grant funds will be available for use for **three years** following the competition deadline date for this program. The end of this three-year period is the expiry date of the grant.

If applicants require an extension to the expiry date, they must contact the Program Officer, in writing. If they do not request an extension, the Canada Council will cancel the part of the grant that has not been paid by the expiry date, or applicants may be required to return a portion of the grant that has already been received.

Acknowledgement of Canada Council for the Arts Support

Successful applicants 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.

Final Report

Successful applicants will be required to submit a final report on how they used the grant. This report must be submitted by the date identified in the grant notification letter.



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Conseil des Arts
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Aboriginal Peoples Collaborative Exchange: National and International Project Grants

The information you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT

Full Legal Name of Applicant (complete the appropriate box below):

Name of group, collective or organization:

OR

Name of individual:

Ms. Mrs. Miss Mr.

Permanent address (please notify the Canada Council for the Arts of any changes):

Street and apartment or suite number

City

Province or territory

Postal code

Telephone (residence)

Telephone (business)

Fax

Email

Website

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, including surveys.) Yes No

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

To be eligible, 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 carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- If I am representing a group, a collective or an organization, I will act as sole representative and I will keep the other participants informed of the contents and outcome of this grant application.
- I understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's 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 confirm that the statements in my application are complete and accurate, to the best of my knowledge.

Name of applicant or contact person

Position

Signature (**an original signature is required**)

Date



Canada Council
for the Arts

Conseil des Arts
du Canada

Aboriginal Peoples Collaborative Exchange: National and International Project Grants

The information that you provide from this point onward will be submitted to the peer assessment committee.

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

PART A1 – NAME AND LOCATION OF APPLICANT

Name of applicant (please provide your full legal name):

Name of group, collective or organization **OR**

Last name (for individual applicant)

First and middle names

City (permanent residence)

Province or territory

PART A2 – DESCRIPTION OF GRANT REQUEST

This application is for (check one only):

- National project – individual
- National project – group, collective or organization
- International project – individual
- International project – group, collective or organization

Artists and Community Collaboration Program (ACCP, check if this applies)

- This request is being submitted to the ACCP.

Indicate the amount you are requesting from this program: \$ _____

Give the title and a brief description of the collaborative project (10 to 15 words):

Identify the country and city or town where this project will take place:

Indicate the proposed start date: _____

(day/month/year)

Indicate the proposed end date: _____

(day/month/year)

NAME OF APPLICANT: _____

PART B – DETAILED PROJECT DESCRIPTION

On separate sheets of paper, provide a detailed description of the collaborative project (maximum of **two** pages). Use 8½ x 11 inch white paper, one side only, and single space your description.

Instead of a two-page description, note that you can choose to present the project description as a recording (**maximum of five minutes**) on an audio tape, CD, CD-ROM or DVD.

The project description must clearly outline the planned collaboration between the artists or groups as well as the disciplines and communities involved. Explain how this is a unique opportunity for all of the participants to collaborate and to develop and create new works of the highest artistic quality.

While your description must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, it should be as clear, brief and focused as possible.

The Aboriginal Peoples Collaborative Exchange program supports collaborations that are:

- **Creative**
- **Developmental and**
- **Exploratory and Research-oriented**

Be sure to also include the following:

- A profile of your group, collective or organization (maximum of **two** pages, if this applies), including its artistic mandate, structure, year formed, history and significant achievements.
- A detailed work plan, schedule and travel plan for the project, including specifics on the public presentation aspects of the project (for example, workshops, performances or exhibits).

NAME OF APPLICANT: _____

PART C – FINANCIAL INFORMATION

In addition to completing the table below, attach a detailed budget showing both expenses and revenues on separate sheets of paper (if this applies to your project). Show the total cost of the project, and mark clearly the expenses to be covered by the grant requested. You must include estimates for travel costs. Round your total budget request to the **nearest hundred dollars** (in other words, \$18,950 would become \$19,000).

Eligible costs include:

- travel (excursion fares only), accommodation and per diem costs for the duration of the project (up to one year)
- for established artists only, a living allowance to assist with the costs of living in two places at once (maximum of \$2,000 per month) during the project
- artists’ fees or honoraria for guest artists or groups
- artists’ fees for the applicant (using CARFAC rates of up to \$2,000 per month)
- administration costs (for example, fax or telephone costs), to a maximum of 10 percent of the total budget
- the cost of materials, supplies and various other items directly related to the work being created
- rental fees for equipment (for example, video, photographic and audio equipment)
- rental fees for rehearsal and presentation or workshop space
- freight, shipping and insurance charges (the declaration of contents must be submitted as part of the final report required from successful applicants)
- costs for promotional and marketing material (this applies to arts organizations only).

Ineligible costs include:

- production costs related to film, music, dance, theatre, festivals, conferences or concerts
- publishing-related costs
- the cost of purchasing computers, electronic equipment or power tools
- registration or entrance fees for a conference, museum, exhibition event or competition
- costs related to a powwow competition
- the costs associated with fundraising events, galas, film openings and award ceremonies
- costs related to university research projects or studies
- honoraria for applicants.

Expenses	Total Project Budget	Request to Canada Council
Travel	\$	\$
Accommodation	\$	\$
Per diem	\$	\$
Artists Fees	\$	\$
Administrative costs	\$	\$
Materials	\$	\$
Equipment rental	\$	\$
Other (specify)	\$	\$
	\$	\$
Total Expenses	\$	\$

NAME OF APPLICANT: _____

PART D1 – SUPPORT MATERIAL

In addition to the completed application form, and the documentation requested above, you must provide the support material indicated below. The audiovisual material will be returned to you.

Attach appropriate documentation to support the project you are proposing. Choose support material that responds to the assessment criteria for the program and that represents all artists involved. **You are welcome to submit material in any chosen Aboriginal language, which the Canada Council will translate into English or French for the peer assessment committee members.**

Please include the following:

- Resumés and/or biographical information for **all** artists involved in the project (maximum of **two** pages each).
- Letters of agreement describing the collaboration and showing the commitment of **all** participating artists. (See Appendix A).
- Letters of support (from the Aboriginal community or peers). (See Appendix B).
- Letters giving permission to use photographs, images, stories, songs, dances, traditional knowledge, etc. (if this applies).
- A maximum of **three** items of other support material that relates to the proposed project (for example, news clippings, articles or catalogues).

In addition, provide the following discipline-specific support material.

- Writing and publishing: Manuscripts (maximum of **20 pages**) and an excerpt of a maximum of **20 pages** of your most recent publications, audio recordings, or a DVD of readings or storytelling.
- Visual arts: a CD-ROM or DVD of your most recent work (minimum of **3** pieces and maximum of **10**).
- Media arts: Audio recordings or a DVD of your most recent work.
- Theatre: Scripts, photographs, and/or a DVD of your most recent work.
- Dance: A DVD of your most recent work.
- Music: Recent recordings, including audio tapes, a CD, a CD-ROM and/or a DVD.
- Other: Specify the discipline and describe the support material you are submitting.

NAME OF APPLICANT: _____

PART D2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL

Complete the following table. If further descriptive information is necessary, include the details on a separate page (maximum of **one page**).

DIGITAL STILL IMAGES

Please submit a maximum of **10** digital still images on **one** CD-ROM or DVD

No.	Title	Date	Medium	Dimensions of Artwork
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

AUDIO TAPES, CD CD-ROM OR DVD

No.	Title	Year	Running Time	Format
01				
02				

Briefly describe how the material shown in these digital images, audiotapes, CD, CD-ROM or DVD relates to the proposed program of work.

NAME OF APPLICANT: _____

PART D3 – GUIDELINES FOR SUBMITTING AUDIOVISUAL SUPPORT MATERIAL

Important notice: If the digital support material submitted with your application does not follow the guidelines below, your application may be considered incomplete and may be withdrawn from the competition.

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.

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

- PC-compatible
- in jpg file format
- a maximum of 1 MB file size
- a maximum resolution of 1024 x 768 pixels, and
- RGB or greyscale colour mode files 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 numbers must correspond to the ones in the Detailed Description of Audiovisual Support Material, which is Part D2 of this form.

Videos may be submitted either on DVD or as video files on a CD-ROM or DVD. Video files must be:

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

NAME OF APPLICANT: _____

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.

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

- Identification of Applicant
- Declaration (an original signature is required)
- Part A1 – Name and Location of Applicant
- Part A2 – Description of Grant Request
- Part B – Detailed Project Description
 - A profile of your group, collective or organization (maximum of **two pages**, if this applies).
 - A detailed work plan, schedule and travel plan for the project
- Part C – Financial Information
 - Detailed budget (if this applies)
- Part D1 – Support Material
 - Resumés and/or biographical information for all artists involved (maximum of **two pages** each).
 - Letters of permission (if this applies).
 - Letter(s) of agreement from all participating artists (Appendix A)
 - Letters of Support (Appendix B)
 - Other support material (such as news clippings, articles or catalogues, maximum of **three**).
 - Discipline-specific support material
- Part D2 – Detailed Description of Audiovisual Support Material

New this year

- Voluntary Self-Identification form (included after the Guidelines and Application Form)

Individual applicants are encouraged to fill out this voluntary self-identification information form to help the Canada Council identify whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The information that you provide will not be used to assess the eligibility or merit of your application

Submit your application to:

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

NAME OF APPLICANT: _____

APPENDIX A – LETTERS OF AGREEMENT

Date:

From (name and address):

To Whom It May Concern:

I am pleased to provide this letter in support of the grant application of _____ (name of applicant). I have known _____ for _____ (length of time) in the capacity of _____ and look forward to collaborating on the project described in this application.

Sincerely,

Signature of participant

Telephone

Send to:

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

NAME OF APPLICANT: _____

APPENDIX B – LETTERS OF SUPPORT

Date:

From (name and address):

To Whom It May Concern:

I am pleased to provide this letter in support of the grant application of _____ (name of applicant). I have known _____ for _____ (length of time) in the capacity of _____ and would like to comment on this artist's accomplishments as follows:

(Provide your opinion of the applicant's **artistic** accomplishments and quality of work. In your **judgment**, how will the applicant benefit should the Canada Council for the Arts award a grant?)

Based on the above, I recommend that the Canada Council for the Arts' peer assessment committee give this applicant its positive consideration.

Sincerely,

Signature of supporter

Telephone

Send to:

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



Voluntary Self-identification Form

The Canada Council for the Arts is a federal Crown corporation created by an Act of Parliament, and it has certain legal obligations under the Canadian Charter of Rights and Freedoms.

The federal Privacy Act protects the personal information that you provide on this form.

The Canada Council for the Arts' mandate is to support the study, enjoyment and production of works in the arts. Moreover, the Canada Council would like to strengthen its positive impact on all professional Canadian artists. The Canada Council can better achieve these objectives if it knows more about who applies to its programs and who receives its funding.

The Canada Council is committed to equity, diversity and inclusion when providing grants and services to professional artists and arts organizations. Its policies reflect Canada's rich and complex reality, and the Canada Council uses its unique national perspective to identify and address issues related to access. The issues can be—but are not limited to—regional, cultural, racial, generational, language-based, Aboriginal-based, disability-based and (or) gender-based.

For this reason, you are encouraged to complete this voluntary self-identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. Individuals who are applying for a grant as members of a collective and (or) an ensemble are also encouraged to complete this form.

The form will be detached from program application forms. The information that you provide in this form will not be used to determine your eligibility.

How will the Canada Council use the information that you provide?

Your voluntary self-identification information may be used to:

- generate statistics that will measure the impact of, and identify gaps in, funding
- ensure there is diversity in the membership of peer assessment committees, advisory committees and focus groups
- gather information to help the Canada Council with the design, review and evaluation of its programs
- plan outreach activities and targets
- report to the Canada Council Board and committees
- share information with other government departments, organizations and contractors with whom the Canada Council has a data sharing agreement (please refer to the consent option on page 4), and
- Identify applications for priority funding after they have been assessed as having equal merit with other applications.

How will the Canada Council protect the information that you provide?

By submitting your personal information, you are consenting to its collection, use and disclosure in accordance with the Privacy Act. The Canada Council will use or disclose the information to others only for the purposes stated. If the Canada Council wishes to use your information for other purposes, it must first receive your written consent to do so.

**Personal information collected on this form will be stored in the personal information bank for the appropriate program.
PROTECTED WHEN COMPLETED**

NAME: _____

If you have any questions regarding the provision of this voluntary self-identification information, please contact H el ene Pollex, Information Officer, Arts Services Unit, at 1-800-263-5588 or 613-566-4414, ext. 4075, or by email at helene.pollex@canadacouncil.ca.

Please complete this revised form even if you have provided self-identification information in the past. The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*.

To access, correct or revise your personal information, please provide a precise description of your personal information to the Access to Information and Privacy (ATIP) Coordinator:

ATIP Coordinator

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

debbie.stenson@canadacouncil.ca

Telephone: 1-800-263-5588 or 613-566-4414, ext. 4696

TTY: 1-866-585-5559

Fax: 613-566-4390

It will take you approximately 10 minutes to complete this form.

Name:

Last name First name

Year of birth: _____

Place of residence:

City, town, hamlet, reserve or other place: _____

Province or territory: _____ Postal code: _____

Region:

Where **in Canada** do you consider to be your home? (This may be different from your current place of residence.)

Home city, town, hamlet, reserve or other place: _____

Home province or territory: _____

Gender:

Female

Male

Transgender

Other, please specify: _____

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PROTECTED WHEN COMPLETED

NAME: _____

Citizenship:

Check a box if you identify as a:

- Canadian citizen
- Permanent resident (as defined by Citizenship and Immigration Canada)
- Other, please specify _____

Newcomer or immigrant:

Check the box below if you identify as a:

- Newcomer or immigrant to Canada

If you checked this box, please indicate the year you immigrated to Canada: _____

Official Languages:

What is your preferred official language?

- English
- French

First Language:

Check one or more of the boxes below indicating the language(s) you first learned and still understand:

- English
- French
- Inuktitut
- Other Aboriginal language (please specify): _____
- Sign language (please specify): _____
- Other languages (please specify): _____

Official-language minority communities:

These are groups of people that share a common language, English or French, distinct from the linguistic majority of the province or territory in which they live, as defined in Section 41 of the Official Languages Act.

Check one of the boxes below if you identify as a:

- Anglophone official-language minority
- Francophone official-language minority

Aboriginal/First Peoples of Canada:

Check one of the boxes below if you identify as:

- First Nations
- Métis
- Inuit

Personal information collected on this form will be stored in the personal information bank for the appropriate program.
PROTECTED WHEN COMPLETED

NAME: _____

Ethno-Cultural Origin:

Check only one of the boxes below if you identify as:

- Indigenous person from outside Canada (for example, Maori from New Zealand, Sami from Norway, Quechua from Peru) (please specify): _____
- Person of African, Asian, Middle Eastern, Latin American or mixed racial heritage—Mixed racial heritage means that your heritage includes at least one of the groups named here. (Note that the above corresponds to “**visible minority**,” as defined in the Employment Equity Act of Canada.) (Please specify): _____
- Other (please specify): _____

Disability:

Check the box below if you identify as a person with a disability.

- Please specify: _____

AGREEMENT TO PROVIDE PERSONAL INFORMATION

Consent to share information:

Please check one of the boxes below:

- I consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.
- I do not consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.

I have signed on the signature line below to confirm that I agree to the following:

- I have provided the personal information in this form with the understanding that it will be used only for the purposes stated in this form and that the Canada Council requires my written consent before it can use my personal information for any other purpose.
- The information I have provided is true and complete.

Name: _____

Signature: _____ Date: _____

If you complete this form by hand or on a typewriter, your original signature is required (not a photocopy). If you complete this form online, your email address will be accepted as your original signature.

CANADA COUNCIL USE ONLY—ATS contact: _____