



Canada Council
for the Arts

Conseil des Arts
du Canada

WRITING AND PUBLISHING SECTION

Co-operative Projects in Writing and Publishing, including Artists and Community Collaboration Program: Annual Project Assistance

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 process and assessment, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions or are confused about the program or the application assessment process and criteria, go to the Canada Council's website or contact one of the Writing and Publishing Section Officers indicated below.
Step 3	Complete all sections of the attached application form , and 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 March or **15 September**

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

The Canada Council will not accept applications postmarked after the deadline, incomplete applications, or those submitted by fax or email. **You will not be contacted if your application is incomplete.**

Further Information

Writing and Publishing Section
Canada Council for the Arts
350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8

For more information on **English-language submissions**, contact:
Catherine Montgomery, Writing and Publishing Section Officer
Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, ext. 5574
Email: catherine.montgomery@canadacouncil.ca

For **French-language submissions**, contact:
Carole Boucher, Writing and Publishing Section Officer
Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, ext. 5088
Email: carole.boucher@canadacouncil.ca

TTY (TDD) machine, for hearing-impaired callers: 613-565-5194
Fax: 613-566-4410

February 2008 / WRG6bE 2-08



STEP 1 – PROGRAM GUIDELINES FOR CO-OPERATIVE PROJECTS

<p>Program Description</p>	<p>This program provides assistance for co-operative marketing, promotional and research projects. Projects must increase public awareness of and access to Canadian literature, or directly enhance the ability of professional writers (including storytellers, spoken word artists and literary translators) or publishers to create, produce and disseminate Canadian literature.</p> <p>Multi-year operating assistance is also available to a limited number of national arts service organizations that play a central and essential role in promoting the interests of Canadian literary writers and publishers. Multi-year funding for projects is also available. The next multi-year funding competition is planned for 2009.</p> <p>This Canada Council for the Arts program is accessible to Aboriginal artists or arts organizations, and artists or arts organizations of diverse cultural and regional communities of Canada.</p>
<p>Eligibility</p>	<p>This program fosters collective approaches to the promotion of Canadian literature and is open to non-profit Canadian organizations or groups with a primary mandate in the literary arts. A group must include three or more people. Groups are not required to have an established administrative structure, but they must be represented by an individual who will take on the administrative responsibility for the project.</p> <p>Activities eligible for support include:</p> <ul style="list-style-type: none"> • co-operative promotional, dissemination or marketing projects that benefit a significant number of professional writers or publishers who are active in the development of Canadian literature • research projects directly related to the creation, promotion and dissemination of Canadian literature, and • special national conferences, professional development programs or mentorship programs for professional writers or publishers in areas directly related to the creation, production or dissemination of Canadian literature. <p>Activities ineligible for support include:</p> <ul style="list-style-type: none"> • projects undertaken by individual writers or publishers, or by private companies • projects that are already receiving support from the Canada Council • research projects of a scholarly nature • the creation of literary works and the publishing of books or magazines • expenses related to receptions and hospitality • courses or workshops offered by schools or post-secondary institutions, and • literary festivals, author residencies and public readings (potential applicants should instead refer to the Literary Readings, Literary Festivals and Author Residencies Program of the Writing and Publishing Section). <p>Unsuccessful applicants may not re-apply for support of a project that has already been assessed. However, subsequent versions of the project may be eligible for funding. For example, if an organization applies for funding for an annual event to take place in 2008 and the application is not successful, they may not re-apply for funding for the 2008 event. However, the organization may apply for the 2009 event.</p>

<p>Eligibility (continued)</p>	<p>Support for the same activity cannot be requested under two different grant applications.</p> <p>Recipients of multi-year project assistance may not apply again for the same project during the three-year cycle of support.</p> <p>National arts service organizations (NASOs) receiving multi-year assistance from the Canada Council will be allowed to submit only one new application per year. NASOs may not include administration expenses in any project funding application.</p>
<p>Grant Amount</p>	<p>There are no minimum or maximum amounts that may be requested through this program. However, applicants are encouraged to seek additional sources of support and to generate significant revenues from members and/or participants.</p> <p>Project grants usually range from \$2,000 to \$20,000. The peer assessment committee may recommend a lower amount than requested.</p> <p>Retroactive funding is not available.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Applications are assessed by peer assessment committees composed of members of the book, magazine and writing communities. An English-language committee assesses English-language applications and a French-language committee assesses French-language submissions. The choice of committee members takes into account gender, genres, Aboriginal peoples, and regional and cultural diversity.</p> <p>Assessment Criteria</p> <p>Applications are assessed on the overall effectiveness of the proposed project. Applicants must show that the project makes a unique and important contribution to promoting Canadian literature and its creators. The committee also considers the following specific criteria:</p> <ul style="list-style-type: none"> • merit of the project in terms of the program’s objectives • quality of the planning supporting the project • benefit to a broad number of professional writers, publishers, translators, storytellers or spoken word artists • lack of duplication with other existing projects • the applicant’s ability to carry out the project, as demonstrated by its resources, expertise and past performance, and • cost-effectiveness of the project.

SPECIFIC GUIDELINES FOR ARTISTS AND COMMUNITY COLLABORATION PROGRAM APPLICANTS

<p>Purpose</p>	<p>The Artists and Community Collaboration Program (ACCP) supports diverse artistic activities that bring together professional artists and the broader community. For Writing and Publishing Section, professional artists include writers, storytellers, literary translators and spoken word artists. Grants contribute to the direct costs of collaborative activities initiated and coordinated by non-profit organizations or groups with a primary mandate in the literary arts.</p>
<p>Definition of Artists and Community Collaboration</p>	<p>Artists and community collaboration is an arts process that actively involves the work of professional artists and non-arts community members in creative and collaborative relationships.</p>
<p>Assessment Criteria</p>	<p>Applications to the ACCP will be evaluated against the assessment criteria for the Co-operative Projects, which are listed on pages 3 of these guidelines, and the following criteria:</p> <ul style="list-style-type: none"> • the merit of the proposed collaboration process (where clear and appropriate strategies and processes must be outlined to ensure a successful collaborative relationship) • the relevance of the project for participating community members and for the artists involved, in particular the relevance for youth, Aboriginal communities and culturally diverse communities • the artistic merit of the artists involved, and their proven ability to carry out such a project, as demonstrated by their resources, expertise and past performance, and • the public impact of the project.

STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

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

How will I know that my application has been received at the Canada Council for the Arts?

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out up to four weeks 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. The Canada Council maintains your personal information in Personal Information Bank CAC PPU 130. 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. This helps with program planning and evaluation of applications.

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

You will receive the results, by letter, approximately **four months** after the application deadline. Note that, for privacy reasons, the Canada Council does not release results by telephone or email.

Can I find out who got a grant and who was on the peer assessment committee?

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. You can also contact the Canada Council, in writing, to request the list of peer assessors



Co-operative Projects in Writing and Publishing, including Artists and Community Collaboration Program: Annual Project Assistance

If you are completing the application on a computer, please use the following format. Type or print in black ink. The Canada Council for the Arts will not accept applications postmarked after the application deadline, incomplete applications, or those submitted by fax or email.

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

PART A1 – APPLICANT INFORMATION

Name of organization/group (registered name if incorporated):

Name and title of authorized representative:

Permanent address of organization/group:

Street and apartment/suite number

City Province or territory Postal code

() ()

Telephone Fax

Email Website

PART A2 – TYPE OF GRANT, AMOUNT REQUESTED AND DATES OF PROJECT

Type of grant you are applying for (choose only one) :

- Co-operative project OR
- Artist and Community Collaboration Program (ACCP)

Amount requested from this program: \$ _____

Start date: _____ End date: _____
(day/month/year) (day/month/year)

PART A3 – NAME OF PROJECT AND BRIEF DESCRIPTION

Please provide the name of the project and a brief description of the activities for which you are seeking funding (10 to 15 words).

PART A4 – DECLARATION

Please sign below to confirm the following:

- I have included the support material requested in the application guidelines and this form.
- I have read carefully the eligibility criteria for this program, which are described in the guidelines, and confirm that the organization/group I represent meets these criteria.
- I accept the conditions of this program as outlined in the application guidelines and I agree to abide by the Canada Council for the Arts' decision.
- 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 organization's final reports have not been received and approved.
- 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 guidelines.
- I will act as sole representative of the organization/group, and I will keep the other participants informed of the contents and outcome of this grant application, where applicable.

I certify that the statements in my application are true and complete, to the best of my knowledge.

Name of authorized representative

Position/title

Signature

Date

AN ORIGINAL SIGNATURE IS REQUIRED

PART B – PROFILE OF ORGANIZATION/GROUP

Please describe your organization or group in 1200 words or less, on attached pages. Address each of the points below. To facilitate processing, print on one side only of white, 8½ x 11 inch paper.

1. Mandate of the organization or group.
2. Main goals/artistic objectives.
3. Names and titles of key personnel involved with the organization or group (including names of members of the board of directors or executive).
4. Brief history, including the date established and principal events or main accomplishments. In the case of ad hoc groups, indicate the context or purpose for forming the group.
5. Role of the organization or group within the arts and literary community, including its services, distribution network and other relevant information.

PART C – PROJECT DESCRIPTION

The project description should set out clearly the objectives of the project, proposed activities and participants, and anticipated results. In addition, please describe your project in terms of the assessment criteria below, using each of the criteria as a heading for your response. 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.

While your responses must be detailed enough to provide the members of the committee with the information they need to make informed recommendations, we encourage you to be as concise and focussed as possible. Please limit your responses to a maximum of 1200 words, in total, for this section.

To facilitate processing, print on one side only of white, 8½ x 11 inch paper.

Assessment Criteria

Applications are assessed on the overall effectiveness of the proposed project, and on the unique and important contribution the project will make to promoting Canadian literature and its creators. Applications are also assessed on the following specific criteria:

- merit of the project in terms of the program's objectives
- quality of the planning supporting the project
- benefit to a broad number of professional writers, publishers, translators, storytellers or spoken word artists
- lack of duplication with other existing projects
- the applicant's ability to carry out the project, as demonstrated by its resources, expertise and past performance
- cost-effectiveness of the project.

Additional Assessment Criteria for Artists and Community Collaboration Program (ACCP) Applicants

- the merit of the proposed collaboration process (where clear and appropriate strategies and processes must be outlined to ensure a successful collaborative relationship)
- the relevance of the project for participating community members and for the artists involved, in particular the relevance for youth, Aboriginal communities and culturally diverse communities
- the artistic merit of the artists involved, and their proven ability to carry out such a project, as demonstrated by their resources, expertise and past performance, and
- the public impact of the project.

PART D – PROJECT BUDGET

Following this model, applicants should complete the column that relates to the current project and, if applicable, the column that relates to the previous version of the project. Revenues and expenses should balance for the proposed project. (i.e. total revenues should equal total expenses).

	Previous year's version of project if applicable (actual)	Proposed project (budget)	
REVENUES			Please provide detailed information on all revenues relevant to the project. Examples of revenues are grants (please list grants from individual funding bodies and provide the names of these organizations), participants' fees, ticket sales, sales of goods, fundraising, in-kind donations and the contribution from your organization.
TOTAL REVENUES			
EXPENSES			Please provide detailed information on all expenses relevant to the project. Include expenses related to production, promotion and honoraria for presenters. Administration expenses (e.g. for salaries, rent, photocopies, telephone, fax, Internet) should be included and listed. Please note that national arts service organizations receiving operating support from the Canada Council may not request funding for administration expenses.
TOTAL EXPENSES			

Optional: You may mark with an asterisk (*) the expenses above that you wish the Canada Council grant to cover.

PART E – CHECKLIST AND SUPPORT MATERIAL

Please submit your completed application in the following order:

- Part A1 –Applicant Information
- Part A2 – Type of Grant, Amount Requested and Dates of Project
- Part A3 – Name of Project and Brief Description
- Part A4 – Declaration (with original signature)
- Part B – Profile of Organization/Group
- Part C – Project Description
- Part D – Project Budget
- Part E – Checklist and Support Material

The following support material must be sent with your application:

- A copy of the most recent financial statements for your organization/group, where available.
- A final report on the previous version of this project, where applicable (three pages maximum).
- The project schedule or program of activities, where applicable.
- Six copies of relevant promotional material and related publications. Please do not include material containing information that you consider confidential.
- A list of members of your organization/group.
- A list of expected participants, where applicable.

Additional support material for Artists and Community Collaboration Program (ACCP) applicants:

- Letters or other proof of intent from the artistic and non-artistic partners.
- Written authorizations or assurances that copyright clearances will be obtained or cultural protocols will be followed, if this applies.
- A description of the self-assessment and external evaluation processes that the applicant will use to determine how well the project meets its objectives.

Originals or “only copies” should not be submitted. The Canada Council for the Arts is not responsible for the loss or damage, whatever the cause, of support material. Optional support materials should not include information that the applicant considers confidential. These materials are sent to peer assessors. Support materials are not returned to applicants.

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