



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## THEATRE SECTION

### Travel Grants to Theatre Artists

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 process and assessment, etc.
<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 Theatre Section as indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> , and be sure to use the <b>Checklist</b> to confirm that you have completed all relevant sections of the form and have included all required support material.

### Deadline

**Any time before departure date** (we encourage you to send your application at least six weeks in advance.)

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

### Further Information

**Robert Allen, Nancy Guertin, Kim Selody or Bruce Sinclair**

Program Officers

Theatre Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

Telephone: 1-800-263-5588 (toll-free) or 613-566-4414 (Pascale Julien or Linda Nickolson, Program Assistants, ext. 4186 or 4483)

TTY: 1-866-585-5559

[pascale.julien@canadacouncil.ca](mailto:pascale.julien@canadacouncil.ca) or [linda.nickolson@canadacouncil.ca](mailto:linda.nickolson@canadacouncil.ca)

Fax: 613 566-4410

THG14E 05-10



## STEP 1 – PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>The Travel Grants to Theatre Artists program assists with travel costs for professional Canadian theatre artists and arts professionals in response to invitations to:</p> <ul style="list-style-type: none"> <li>• accept prizes</li> <li>• attend Canadian or foreign professional productions of their work (including staged readings abroad), or</li> <li>• participate as workshop leaders or guest speakers at conventions or conferences.</li> </ul>
<p><b>Eligibility</b></p>	<p><b>Eligible Applicants</b></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 professional theatre artists or arts professionals. The Canada Council for the Arts defines a professional artist as someone who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the field (not necessarily in teaching establishments)</li> <li>• is recognized by their peers (artists in the same artistic tradition)</li> <li>• is committed to devoting as much time as possible to their artistic practice, considering their financial situation, and</li> <li>• has a history of public presentation.</li> </ul> <p><b>Playwrights</b> must have had at least one work produced professionally on stage or published professionally.</p> <p><b>Other theatre artists</b> must have practiced with professional companies or independent professional productions for at least two years.</p> <p><b>Scriptwriters</b> who wish to write a stage play must have had at least one dramatic work produced professionally on radio, television or film.</p> <p><b>Composers</b> must have written music for at least one professional theatre production.</p> <p>You may apply for only one Travel Grant each fiscal year (1 April to 31 March). Applicants may also apply once per fiscal year to the Grants to Theatre Artists program.</p> <p>Full-time students at school, college or university are not eligible to apply.</p> <p>This Canada Council for the Arts program is accessible to Aboriginal artists and artists of diverse cultural and regional communities of Canada.</p> <p><b>In order to be eligible, your date of travel must occur after the Council receives your application.</b> The Canada Council does not provide retroactive funding.</p>

<p><b>Eligibility (continued)</b></p>	<p><b>Eligible Travel</b></p> <p>Within the activities eligible to receive support, the Theatre Section has established the following priorities. They are listed in descending priority order.</p> <ul style="list-style-type: none"> <li>• travel to receive a prize</li> <li>• travel to the professional production (either nationally or internationally) of the artist’s work, including staged readings abroad</li> <li>• travel for the purpose of leading workshops or panel discussions, or giving keynote addresses at national or international theatre conferences, conventions or festivals</li> <li>• travel for the purpose of leading workshops or panel discussions, or giving keynote addresses at national and international conferences that are non-theatre in nature, and</li> <li>• travel for theatre critics, professors and other theatre professionals who are full-time employees of a training institution and have access to travel budgets. Should funding not be available through those sources, they are eligible for travel support only to lead workshops or panel discussions or give keynote addresses at national and international theatre conferences, conventions or festivals.</li> </ul> <p>Applicants should note that repeat appearances at the same event from year to year will be given lower priority.</p> <p><b>Ineligible Activities</b></p> <p>The following activities are not eligible for support through this program:</p> <ul style="list-style-type: none"> <li>• travel to participate in annual general meetings of Canadian arts service organizations and associations.</li> <li>• travel by individuals who are executive or board members of national or international organizations to lead panel discussions and workshops or give keynote addresses at national or international conferences or conventions convened by these organizations.</li> </ul>
<p><b>Grant Amount</b></p>	<p>Fixed amounts of \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500 are available as a contribution toward applicants’ travel costs, based on economy fares. However, 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. Applications may include more than one destination, and applicants must justify the amount requested.</p>

<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>Applications to this program are reviewed for eligibility and assessed by Theatre Section Officers. Funding decisions are based on the overall merit of the project in comparison with other eligible applications and on the assessment criteria listed below. Decisions are also based on the availability of funds, and all decisions are final.</p> <p><b>Assessment Criteria</b></p> <ul style="list-style-type: none"> <li>• the artistic potential and past theatre accomplishments of the applicant, based on the quality of the application and/or past Canada Council assessments</li> <li>• the importance and promotional value of the travel to the applicant’s career and to the dissemination of Canadian theatre, and</li> <li>• the merit and relevance of the events the applicants will be participating in.</li> </ul> <p>In situations where several applicants are assessed as having equal merit and there are limited funds, strategic priorities may be taken into consideration by the assessment committee. Please refer to the Canada Council’s Strategic Plan 2008-11, available on the Canada Council’s website.</p>
--	--

## STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

### May I submit support material not included or described on the checklist?

No. Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to peer assessment committees. This ensures that all applicants 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 will send you, by mail, a notice acknowledging that it has received your application. The Council will send this notice within a week after your application arrives.

### Is my information protected?

The Privacy Act protects your personal information and gives you a right to access your information. The Canada Council maintains your personal information 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 invites you to voluntarily state 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 you provide on this application form will not be used to assess your application and will not be passed on to the assessors.

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

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

You will receive the results, by letter, approximately **six to eight weeks** after submission of the application. For privacy reasons, the Canada Council does not release results by telephone or email.

### Can I find out who got a grant?

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at [www.canadacouncil.ca/grants/recipients](http://www.canadacouncil.ca/grants/recipients).



### Travel Grants to Theatre Artists

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

THEATRE 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):  Miss  Mrs.  Ms.  Mr.

\_\_\_\_\_  
Last name First and middle names

**Permanent address in Canada:** **Mailing address if different from permanent:**

\_\_\_\_\_  
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) Telephone (business)

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Fax Email Fax Email

#### PERSONAL INFORMATION (VOLUNTARY)

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 culturally diverse and Aboriginal artists in Canada.

The information will not be used to assess your application. It will be used for administrative and statistical purposes ONLY. **Your response to the questions in this section is voluntary.**

**Gender:**  Male  Female **Year of Birth:** \_\_\_\_\_

**Are you an Aboriginal person of Canada?** (The Canada Council defines Aboriginal peoples in Canada as First Nations, Métis and Inuit people.)  Yes  No

If you answered yes, please specify: \_\_\_\_\_

**OR**  
**Do you consider yourself to be a person from a visible minority?** (Examples of visible minority people, as identified under Canada’s Employment Equity Act, include those who are Black, South Asian, Indo-Pakistani, Chinese, Japanese, Southeast Asian, Filipino, Pacific Islander, West Asian, Arab, Korean and Latin American.)  Yes  No

If you answered yes, please indicate which visible minority: \_\_\_\_\_

NAME OF APPLICANT:

*Travel Grants to Theatre Artists / 2*

What is your home province or province of origin in Canada (place of birth or place you lived the longest in Canada)? \_\_\_\_\_

**LANGUAGE INFORMATION (VOLUNTARY)**

What is your preferred language of communication?  English  French

If one of Canada's two official languages is your primary language, please indicate which one.  English  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:  Speak  Read  Understand

French:  Speak  Read  Understand

Do you speak, read or understand any other language? If so, please indicate which language:

\_\_\_\_\_  Speak  Read  Understand

**PART A2 – FIELD OF SPECIALIZATION AND AMOUNT OF GRANT REQUESTED**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**PART A3 – DESCRIPTION OF TRAVEL ACTIVITIES**

In the space provided below, describe the travel you wish to undertake (in a maximum of 15 words).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event: \_\_\_\_\_

Destination: \_\_\_\_\_ Date: \_\_\_\_\_

**PART A4 – DECLARATION**

**Please respond to the following questions and statements:**

Will you permit the Canada Council for the Arts to include your name and address on its mailing list?

**(This information will be used for Canada Council business only.)**  Yes  No

- I prefer to communicate with the Canada Council for the Arts in  English  French.
- I 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 between 1 April and 31 March of any year.
- I have sent in all final reports due for previous Canada Council grants. I understand that my application will not be eligible if any of any final reports that are due have not been submitted to the Canada Council before the application deadline for this grant program.
- 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 the *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

\_\_\_\_\_  
Date

**AN ORIGINAL SIGNATURE IS REQUIRED.**

**PART B – SUPPORT MATERIAL CHECKLIST**

**Include with your completed form the following items:**

- a separate page describing the significance of your activities as they relate to the assessment criteria stated in the application guidelines
- a curriculum vitae (maximum of three pages), typed or printed in block letters using black ink, and double-spaced
- a copy of your letter of invitation
- a budget for the proposed travel
- A quote from a travel agency or website confirming the cost of economy fare for the period you will be travelling.

**Note:** All support material must be clearly labelled with the name of the applicant.

Originals should not be submitted. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. All material submitted with an application will be kept on file by the Canada Council.

**Please remember to keep a copy of your completed form.**