



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## VISUAL ARTS SECTION

### Assistance to Visual Artists: Project Grants

Follow these <b>three steps</b> to apply for this 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, assessment process and criteria, 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 one of the Visual Arts Section Officers indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>checklist</b> (Part H of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

**The Canada Council for the Arts is committed to equity and inclusion, and welcomes applications from diverse Aboriginal, cultural and regional communities, including people with disabilities.**

### Deadline

**1 December**

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all required support material must be postmarked on or before the deadline date. The Canada Council will not accept applications postmarked after the deadline date, incomplete applications, or those submitted by fax or email.

### Further Information

**Michel Gaboury** or **Pao Quang Yeh**

Program Officers

Visual Arts Section

Canada Council for the Arts

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Ottawa ON K1P 5V8

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1-800-263-5588 (toll-free) or 613-566-4414, ext. 5265 or 5094

TTY: 1-866-585-5559

VAG36E 09-11



## PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>Project Grants support professional individual visual artists and collaborations who contribute to contemporary visual arts for research/creation, production, and career development. The project must advance the artistic practice, dissemination of the artist’s work, or career development of the artist at a key moment in their career. There are three types of project grants:</p> <ul style="list-style-type: none"> <li>• <b>Research/Creation:</b> This type of grant can be used for a period of independent research and creation. This may also include participation in residencies and specialized professional development activities (such as workshops or specialized training), studio rental and material costs.</li> <li>• <b>Production:</b> This grant supports production costs of work where there is at least one confirmed public presentation of the work in a professional visual arts context.</li> <li>• <b>Career Development:</b> This grant supports the development of an artist’s career through development activities and/or the growth of a professional network with partners such as critics, curators or art dealers. This can be done in conjunction with the development of tools such as websites, portfolios and small monographs.</li> </ul> <p><b>Applicants may apply to only ONE of the above project grant types per deadline.</b></p>
<p><b>Eligibility</b></p>	<p><b>Eligible applicants</b></p> <p>To apply to the Canada Council for the Arts, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p>You must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the field (not necessarily in academic institutions)</li> <li>• is recognized as a professional by his or her peers (artists working in the same artistic tradition), and</li> <li>• is committed to devoting more time to artistic activity, if financially possible.</li> </ul> <p>To meet the definition of a professional <b>visual artist</b>, you must also have:</p> <ul style="list-style-type: none"> <li>• produced an independent body of work</li> <li>• had at least three public presentations of your work in a professional context over a three-year period, and</li> <li>• maintained an independent professional practice for at least three years.</li> </ul>

<p><b>Eligibility (continued)</b></p>	<p>The Visual Arts Section recognizes a <b>collaboration</b> as two or three professional visual artists working together on a long-term basis to develop a collaborative artistic practice. To meet the definition of a collaboration:</p> <ul style="list-style-type: none"> <li>• each member of the collaboration must meet the definition of a professional visual artist;</li> <li>• it must have had at least three public presentations of its collaborative work in a professional context over a three year-period.</li> </ul> <p>A collaboration may submit one application where one member is the lead applicant and the other member(s) are the co-applicant(s) <b>OR</b> each member of the collaboration may submit an application and all of the applications are assessed together.</p> <p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p><b>Professional Context</b></p> <p>Artists' public presentations and exhibitions, both in Canada and abroad, must be in a professional organization or context where the artists' work is recognized by a professional curator, gallery owner or art dealer, or collective of professional artists.</p> <p>In Canada, to be considered professional, an organization must be a public art gallery, a museum or an artist-run centre that pays a professional fee to participating artists. The condition of paying fees does not apply to commercial galleries and to professional venues outside Canada.</p> <p><b>Note</b> that exhibitions and public presentations in venues that do not have a mandate in the visual arts (coffee shops, restaurants, libraries and so on) are not considered to be in professional visual arts venues.</p> <p>The Canada Council recognizes that a professional context may be different for artists from Aboriginal as well as culturally diverse communities and, in rare cases, for artists living in remote areas. For these artists, the network for peer recognition and exhibition venues may exist in alternative professional contexts.</p> <p>The Canada Council will make decisions about accepting alternative professional contexts by consulting with Aboriginal and culturally diverse communities in the Visual Arts Section and, if necessary, by consulting with peers in the milieu.</p> <p><b>Restrictions</b></p> <p>Students are not eligible.</p> <p>Educational projects, as well as capital costs, are not eligible.</p>
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<p><b>Grant Amount</b></p>	<p>The maximum grant amount that you can receive from this program is \$20,000. You are expected to determine the amount of your grant request based on your needs. You might not be awarded the full amount requested.</p> <p>These grants cannot be used for projects that have already been completed or for expenses that were incurred before this program's deadline.</p> <p><b>Research/Creation</b></p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> <li>• subsistence, to a maximum of \$2,000 per month</li> <li>• research-related costs</li> <li>• studio, material and equipment costs</li> <li>• travel costs related to activities, and</li> <li>• technical services.</li> </ul> <p><b>Production</b></p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> <li>• subsistence, to a maximum of \$2,000 per month</li> <li>• production, studio and technical costs</li> <li>• material and equipment costs</li> <li>• shipping costs for exhibitions outside Canada or to Canadian venues that do not receive operating support from the Canada Council for the Arts</li> <li>• travel costs related to production of works.</li> </ul> <p>Note that costs normally assumed by host organizations are not eligible.</p> <p><b>Career Development</b></p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> <li>• subsistence, to a maximum of \$2,000 per month</li> <li>• equipment costs</li> <li>• technician and career development services</li> <li>• shipping of works or materials related to the project</li> <li>• travel costs related to activities, and</li> <li>• fees to professionals.</li> </ul>
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<p><b>Access Support</b></p>	<p>Applicants who have disabilities can apply for additional funds to cover expenses for specific services and support that are required to carry out the proposed eligible grant activities. The Canada Council may contribute towards the access-related expenses.</p> <p><b>Eligible expenses</b></p> <p>Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• sign language interpretation</li> <li>• a personal attendant</li> <li>• a guide</li> <li>• rental of specialized equipment.</li> </ul> <p><b>Ineligible expenses:</b></p> <ul style="list-style-type: none"> <li>• Major capital expenses (for example, the purchase of a wheelchair, vehicle or computer, or renovations).</li> <li>• Services and supports for which an individual is already receiving funding.</li> <li>• Services and supports that are not directly tied to the activities supported by the grant.</li> </ul> <p>Please contact the Program Officer if you have any questions about your request.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></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. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees will be formed for each competition.</p> <p>Peer assessment committee members will receive and review copies of all eligible applications. They will also view each applicant’s visual support material online, on a secure Canada Council website.</p> <p>The committee members will meet in Ottawa to discuss each application’s merit, compared with all other eligible applications in a national context. They will select successful applications based on the assessment criteria and the availability of funds.</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>

<b>Assessment of Applications</b>	<p><b>Assessment Criteria</b></p> <p>The principal assessment criterion is the artistic merit of your previous work and the grant’s potential impact on your artistic and career development.</p> <p>The specific weighted criteria for each project grant type are as follows.</p> <p><b>Research/Creation</b></p> <ul style="list-style-type: none"><li>• Artistic merit of your previous work (60 percent).</li><li>• Merit of the proposed program of work and its capacity to advance your artistic practice (40 percent).</li></ul> <p><b>Production</b></p> <ul style="list-style-type: none"><li>• Artistic merit of your previous work (60 percent).</li><li>• Merit of the proposed program of work and its capacity to advance the dissemination of your work (40 percent).</li></ul> <p><b>Career Development</b></p> <ul style="list-style-type: none"><li>• Artistic merit of your previous work (60 percent).</li><li>• Merit of the proposed program of work and its capacity to advance your career (40 percent).</li></ul>
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## Note on Prizes

Through the *Assistance to Visual Artists: Projects Grants* program, the Visual Arts Section co-administers the **Duke and Duchess of York Prize in Photography, Victor Martyn Lynch-Staunton Award, and Joseph S. Stauffer Prize**. From the list of successful applicants, a peer assessment committee selects the winner for each prize. You do not apply for these prizes. You will automatically be considered for any prizes whose criteria you meet.

### **Duke and Duchess of York Prize in Photography**

The Duke and Duchess of York Prize was endowed by the Government of Canada in 1986 on the occasion of Prince Andrew's marriage. The prize, worth \$8,000, is awarded annually to a professional Canadian **photographer** for personal creative work.

### **Victor Martyn Lynch-Staunton Award**

The Victor Martyn Lynch-Staunton Award is funded by a bequest that the late Victor Martyn Lynch-Staunton made to the Canada Council for the Arts in 1967. This award, worth \$15,000, is awarded annually for outstanding artistic achievement by a Canadian **mid-career artist**.

In the Visual Arts Section, a mid-career artist must meet the definition of a professional visual artist and have between 8 and 14 years' exhibition history in professional visual arts contexts.

### **Joseph S. Stauffer Prize**

The Joseph S. Stauffer Prize, worth \$5,000, honours the memory of its benefactor, whose bequest enables the Canada Council to "encourage young Canadians of outstanding promise or potential." Annually, a young visual artist is awarded the Joseph S. Stauffer Prize.

In the Visual Arts Section, a **young artist** must meet the definition of a professional visual artist, have between 3 and 7 years' exhibition history in professional visual arts contexts, and be 30 years of age or younger.

**Note: Your Personal Information provided in the application form will be used to determine your eligibility for the Prizes. In addition, you may receive any of the prizes listed above only once in your lifetime.**

## IMPORTANT INFORMATION FOR APPLICANTS

<b>Processing the Application</b>	<p><b>Acknowledgement of Receipt</b></p> <p>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 arrived. It should be noted that the acknowledgement of the receipt indicates that the application has been received; it does not confirm that your application is eligible.</p> <p><b>Response Time</b></p> <p>You will be informed of the competition results, by mail, approximately <b>five months</b> after the application deadline. The Canada Council does not release results by telephone or email.</p> <p>Feedback will be provided in your letter of notification of results, only when necessary, on technical aspects of your application. Examples of technical aspects are the clarity of your images or your written text. No further feedback will be given.</p> <p>You can access the Searchable Grants Listing, a database of successful grant applicants, at <a href="http://www.canadacouncil.ca/grants/recipients">www.canadacouncil.ca/grants/recipients</a>. You can also contact the Canada Council, in writing, to request the list of peer assessors.</p> <p><b>Application Preparation</b></p> <p>You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p><b>Format and Layout</b></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. Use a font size of 11 points or larger. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable.</p> <p>Colour printing on coloured sheets or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
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<p><b>Personal Information</b></p>	<p>The Privacy Act gives individuals the right to access and request corrections 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>
<p><b>Grant Terms and Conditions</b></p>	<p><b>Before you apply for a grant</b>, please note all the following conditions:</p> <ul style="list-style-type: none"> <li>• Any overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant.</li> <li>• You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period. In the case of collaboration, this policy applies to the lead applicant.</li> <li>• You may apply for only one Canada Council grant to professional artists and one travel grant in any Canada Council fiscal year (1 April to 31 March).</li> </ul> <p><b>Note:</b> There is an exception to the condition that you can apply for only one grant to professional artists in any fiscal year. If you are an <b>established professional artist who works in more than one discipline</b> (for example, in both visual arts and music) and you meet the eligibility criteria as an established artist in both disciplines, you may apply to two different Canada Council grants to professional artists programs in one fiscal year. You must, however, accept or refuse the first grant that the Canada Council offers you (within two weeks of the date of the grant notification). If you accept the first grant offered, your other application will be withdrawn from competition.</p> <p>Each arts disciplines section has its own criteria regarding who is considered to be an established artist.</p> <p>For the Visual Arts Section, established artists are those at a mature stage in their careers who have created an extensive independent body of work and have made a nationally and/or internationally recognized contribution to their discipline through public presentation of their work. Established artists must have at least 15 years of exhibition history in a professional context.</p> <p><b>If your application is successful</b>, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p><b>Professional Leave Without Pay</b></p> <p>You can only request <b>subsistence</b> if you are not employed full-time during the tenure of the grant. Therefore, successful applicants who have requested subsistence and are employed full-time must attach a letter to their Grant Acknowledgement Form, stating their professional leave without pay for the tenure of the grant.</p>

<p><b>Grant Terms and Conditions (continued)</b></p>	<p><b>Payment</b></p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form, which will be provided with your grant notification letter.</p> <p>Because grants and awards are taxable income, you may wish to receive the funds in the same year or years that you will have grant expenses. If your project or program of work will be carried out over two or more calendar years, you may request that your grant be paid in more than one instalment.</p> <p><b>Tax Status</b></p> <p>Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p> <p>T4A slips will not be issued to a collaboration applying with a lead applicant. It is the responsibility of each member to divide the grant and report this revenue in their taxes.</p> <p><b>Changes to Proposed Projects or Programs of Work</b></p> <p>If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the Canada Council immediately. Any changes to funded projects or programs of work (for example, changes in the activity budget, to key creative personnel, or to the start or end date) must be approved by the appropriate Program Officer <b>before you carry them out</b>.</p> <p><b>Expiry Date of the Grant</b></p> <p>The grant funds will be available for your use for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your grant.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council Program Officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p><b>Acknowledgement of Canada Council for the Arts Support</b></p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p><b>Final Report</b></p> <p>You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p>
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## Assistance to Visual Artists: Project Grants

The information that you provide on the following three pages  
will not be submitted to the peer assessment committee.

### IDENTIFICATION OF APPLICANT(S)

Name of applicant or lead applicant (please provide your full legal name):  Mrs.  Miss  Ms.  Mr.

\_\_\_\_\_

Last name

**Permanent address:**

\_\_\_\_\_

Street address and apartment or suite number

\_\_\_\_\_

City Province or territory Postal code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email Website

\_\_\_\_\_

First and middle names

**Mailing address, if different from permanent address:**

\_\_\_\_\_

Street address and apartment or suite number

\_\_\_\_\_

City Province or territory Postal code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email Website

**For collaborations, first co-applicant:**

Mrs.  Miss  Ms.  Mr.

\_\_\_\_\_

Last name

**Permanent address:**

\_\_\_\_\_

Street address and apartment or suite number

\_\_\_\_\_

City Province or territory Postal code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email Website

\_\_\_\_\_

First and middle names

**Mailing address, if different from permanent address:**

\_\_\_\_\_

Street address and apartment or suite number

\_\_\_\_\_

City Province or territory Postal code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email Website

**For collaborations, second co-applicant (if this applies):**

Mrs.  Miss  Ms.  Mr.

\_\_\_\_\_

Last name

**Permanent address:**

\_\_\_\_\_

Street address and apartment or suite number

\_\_\_\_\_

City Province or territory Postal code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email Website

\_\_\_\_\_

First and middle names

**Mailing address, if different from permanent address:**

\_\_\_\_\_

Street address and apartment or suite number

\_\_\_\_\_

City Province or territory Postal code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email Website

NAME OF APPLICANT: \_\_\_\_\_

Tick the box that applies to the length of your professional artistic practice:

- 3 to 7 years
- 8 to 14 years
- Over 15 years

**DECLARATION**

Will you permit the Canada Council for the Arts to include your name, address and email 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?  English  French

**To be eligible for consideration, you must sign below to confirm your agreement with 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.
- I understand that I may apply for only one Canada Council grant to professional artists (and one travel grant) in any fiscal year (1 April to 31 March).
- 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 am aware that my Personal Information provided in the application form will be used to determine my eligibility for the Prizes.

**I confirm that the statements in my application are complete and accurate, to the best of my knowledge.**

\_\_\_\_\_  
Signature of applicant or lead applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of first co-applicant (if this applies)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of second co-applicant (if this applies)

\_\_\_\_\_  
Date

**ORIGINAL SIGNATURES ARE REQUIRED.**

NAME OF APPLICANT: \_\_\_\_\_

**ACCESS SUPPORT (if this applies)**

Applicants who have disabilities may apply for additional funds to cover expenses for specific services and support required to carry out the proposed eligible activities. **Please see the access support section in the program guidelines for details.**

**Are you requesting funds to cover expenses for access support?**

No  Yes, Total amount requested: \$ \_\_\_\_\_

**Please describe the services and support required and indicate the cost:**

1. Services or support required (provide details):

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

Cost: \$ \_\_\_\_\_

2. Services or support required (provide details):

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

Cost: \$ \_\_\_\_\_

3. Services or support required (provide details):

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

Cost: \$ \_\_\_\_\_

4. Services or support required (provide details):

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

Cost: \$ \_\_\_\_\_



NAME OF APPLICANT: \_\_\_\_\_

### **PART B – DESCRIPTION OF PROGRAM OF WORK**

On separate sheets of paper, describe your program of work in **750 or fewer words**.

For **Research/Creation** grants, provide a description of each of the following:

- your artistic practice (previous and current work)
- the program of work you intend to undertake if you receive a grant
- the significance of your proposed program of work to the advancement of your artistic practice
- the aesthetic or cultural tradition that relates to your work (optional).

For **Production** grants, provide a description of each of the following:

- your artistic practice (previous and current work)
- the program of work you intend to undertake if you receive a grant
- the significance of the exhibition to the dissemination of your work
- the significance of the new work to the advancement of your career
- the aesthetic or cultural tradition that relates to your work (optional).

For **Career Development** grants, provide a description of each of the following:

- your artistic practice (previous and current work)
- the program of work you intend to undertake if you receive a grant
- the significance of the proposed activities to the advancement of your career
- the detailed plan that outlines your scheduled activities, meetings, key contacts, etc.
- the aesthetic or cultural tradition that relates to your work (optional).

**Indicate the total number of words at the end of your text. Any text beyond the word limit will not be presented to the peer assessment committee.**

### **PART C – LETTER OF CONFIRMATION**

Please provide the following:

- **Research/Creation** (for residencies only): a letter of confirmation from the host residency organization.
- **Production**: a letter of confirmation by the host organization.
- **Career Development**: a letter from a professional in the visual arts (such as a curator, director, etc.) of confirmation of an exhibition, publication or other professional engagement or meeting.

NAME OF APPLICANT: \_\_\_\_\_

<b>PART D – BUDGET</b>			
<b>RESEARCH/CREATION</b>			
Submit a balanced budget for your proposed program of work. The total expenses must equal the total revenues. You must round your amounts to the nearest hundred dollars. Do not submit detailed budgets; they will not be presented to the peer assessment committee.			
<b>Expenses</b>		<b>Amount</b>	
<b>Subsistence</b> for ____ months at \$____ /month (to a maximum of \$2,000 per month)		\$	
Studio rental		\$	
Equipment costs			
Material costs		\$	
Travel costs		\$	
Professional development costs		\$	
Technical services		\$	
Costs related to artists' residency (if applicable)		\$	
Other (provide details):		\$	
<b>Total Expenses</b>		\$	
<b>Revenues</b>			
	<b>Confirmed</b>	<b>Pending</b>	<b>Amount</b>
<b>Amount requested from the Canada Council for the Arts</b>		<input checked="" type="checkbox"/>	\$
Province/territory (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	\$
Municipality/region (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>Total Revenues</b>			\$
<b>Budget notes:</b>			

NAME OF APPLICANT: \_\_\_\_\_

<b>PART D – BUDGET</b>			
<b>PRODUCTION</b>			
Submit a balanced budget for your proposed program of work. The total expenses must equal the total revenues. You must round your amounts to the nearest hundred dollars. Do not submit detailed budgets; they will not be presented to the peer assessment committee.			
<b>Expenses</b>			<b>Amount</b>
Subsistence for ____ months at \$____ /month (to a maximum of \$2,000 per month)			\$
Studio rental and production costs			\$
Equipment costs			
Material costs			\$
Travel costs			\$
Salaries and fees to other professionals			\$
Technical services			\$
Costs for shipping works or materials			\$
Other (provide details):			\$
<b>Total Expenses</b>			\$
<b>Revenues</b>			<b>Amount</b>
	<b>Confirmed</b>	<b>Pending</b>	
<b>Amount requested from the Canada Council for the Arts</b>		<input checked="" type="checkbox"/>	\$
Province/territory (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	\$
Municipality/region (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>Total Revenues</b>			\$
<b>Budget notes:</b>			

NAME OF APPLICANT: \_\_\_\_\_

<b>PART D – BUDGET</b>			
<b>CAREER DEVELOPMENT</b>			
Submit a balanced budget for your proposed program of work. The total expenses must equal the total revenues. You must round your amounts to the nearest hundred dollars. Do not submit detailed budgets; they will not be presented to the peer assessment committee.			
<b>Expenses</b>			<b>Amount</b>
Subsistence for ____ months at \$____ /month (to a maximum of \$2,000 per month)			\$
Costs related to professional activities			\$
Costs related to promotional tools			\$
Technical services			\$
Costs for shipping works or materials			\$
Fees to other professionals			\$
Equipment costs			\$
Travel costs			\$
Other (provide details):			\$
<b>Total Expenses</b>			\$
<b>Revenues</b>			<b>Amount</b>
	<b>Confirmed</b>	<b>Pending</b>	
<b>Amount requested from the Canada Council for the Arts</b>		<input checked="" type="checkbox"/>	\$
Province/territory (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	\$
Municipality/region (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>Total Revenues</b>			\$
<b>Budget notes:</b>			

NAME OF APPLICANT: \_\_\_\_\_

**PART E – CURRICULUM VITAE OR RESUMÉ (three pages maximum)**

Please include the following information:

- professional training in the visual arts (educational background, mentors, workshops, etc.)
- past exhibition or public presentation at professional visual arts venues (include the dates, titles, names and locations of galleries or place of presentation, whether solo or group shows)  
Example: Sept. 2009, “My solo exhibition.” Gallery ABC, Toronto Ontario (solo show)
- collections: public, corporate and private
- bibliography of critical reviews of your work
- prizes, awards and other grants
- other activities related to your practice.

**PART F1 – DIGITAL IMAGES AND (OR) VIDEO**

Submit images and (or) video of your previous work on CD/DVD. Depending on the nature of your work, submit one of the following combination of images and (or) videos:

- 15 digital images, for works that lend themselves to still documentation **OR**
- 10 digital images and 1 video (maximum 5 minutes), for works that require both still and video documentation **OR**
- 1 video (maximum 10 minutes), for works that do not lend themselves to still documentation.

**PART F2 – GUIDELINES FOR SUBMITTING DIGITAL IMAGES AND VIDEOS****IMPORTANT NOTICE:** If the digital images and videos 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.**Digital images** must be submitted on a CD or DVD, without folders. 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 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). Do not put any special characters, symbols, periods, quotation marks (such as # / - “ & ) or spaces in any file name.

The image numbers must correspond to the ones in the Description of Digital Images and Video, which is Part F3 of this form.

**Videos** must be submitted on a DVD.

Video files must be:

- PC-compatible
- in .avi, .mov, .mpg, .mpeg format
- viewable with QuickTime, RealPlayer, Windows Media Player or VLC
- a maximum of 1 GB file size, and
- a maximum resolution of 1024 x 768 pixels.

NAME OF APPLICANT: \_\_\_\_\_

**PART F3 – DESCRIPTION OF DIGITAL IMAGES AND VIDEO**

Complete the following form (see example). If further descriptive information is necessary, include details on a separate page (one page maximum).

**DIGITAL IMAGES**

No.	Title	Date	Medium	Dimensions
e.g.	Title of my first digital image	2009	acrylic on canvas	60" x 90"
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				

**VIDEO** (if applicable)

No.	Title	Year	Running Time	Format

NAME OF APPLICANT: \_\_\_\_\_

## **PART H – CHECKLIST**

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Be sure to put your name on all items submitted.

**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 – Field of specialization and description of grant request
- Part B – Description of program of work (750 words maximum)
- Part C – Letter of confirmation (if necessary)
- Part D –Budget (Research/Creation or Production or Career Development)
- Part E –Curriculum vitae or resumé (three pages maximum)
- Part F1 –Digital images and (or) video
- Part F3 – Description of digital images and video

### **New this year**

- Voluntary Self-Identification Form (included after the guidelines and application form)  
You are encouraged to fill out this voluntary self-identification 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:**

Visual Arts Section  
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.

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](mailto: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](mailto: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: \_\_\_\_\_

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

**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

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: \_\_\_\_\_