



Canada Council
for the Arts

Conseil des Arts
du Canada

DANCE SECTION

HOW TO COMPLETE THE APPENDICES TO THE CREATION/PRODUCTION IN DANCE PROGRAM APPLICATION FORM

The following notes provide definitions of terms and guidance to help you complete the appendices to the application form for the Canada Council for the Arts' *Creation/Production in Dance* program. If you are unable to fit your company's situation into the categories provided, contact a Dance Section Officer – he or she will be able to provide helpful advice.

APPENDIX A – SEASON SNAPSHOT

Audience Statistics

- *Range of ticket prices for major home performances:* Provide your company's typical ticket price range for your main home performances produced in your primary venue. Use events that are somewhat comparable from year to year. If you do not have a major home season every year, put "n/a" in the space for those years without one.
- *Range of guaranteed fees:* Provide the range of guaranteed fees your company typically receives on tour. Ignore unusually high or low fees.

Contributions to the Local Dance Community

- Fill in the categories that describe the services your company provides to other artists. The focus is on services to your local community, not the workshops, master classes, etc. that you provide as part of your touring activity.

APPENDIX D – SUMMARY OF ACTIVE REPERTOIRE

- *Major new production:* Use this description for works that have been previously created or acquired for your company, and for which there is a significant financial investment for creating new or refurbishing costumes, sets and other production elements.
- *Community process:* Use this description for works in which there is significant community involvement in the creative process. "Community" is used here to mean people with no professional training in the arts. "Creative process" is used here to mean a process of creation led by the professional artists of your company.

APPENDIX G – RELATED AND INTEGRATED ORGANIZATIONS

Identify the organization(s) with which your company has a close relationship, where there is an integration of activities, management, personnel or finances. This does not include Management Service Organizations that provide administrative services to your company.

- *Where revenue and/or expense is included on Financial Form:* if the financial transactions or net results of the related organization are not included anywhere in your budgets, put *Not Applicable*. Otherwise, indicate the budget lines where the related expenses and/or revenues are included.

APPENDIX I – IN-KIND GOODS AND SERVICES

In-kind goods and services: These are goods or services provided to the company without cost or at a discount. Examples include: free media advertising, donated catering services for receptions, discounted hotel rooms, etc. Time contributed by volunteers, community promotional listings and other such services normally provided to not-for-profit organizations free of charge should not be included.

Companies that account for in-kind donations in their financial records should complete the top portion of the Appendix, showing the sources of these gifts and the types of goods and services provided. In categorizing the revenue sources, approximate the amounts for each group if your financial records don't allow you to easily determine them.

For notable in-kind contributions that are not included in the financial records, complete the bottom portion of the Appendix, estimating the approximate value.

Further Information

If you have questions, contact the Program Officers **Ellen Busby** (at extension 5506) or **Louise Gagné** (ext. 4511).

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