



Canada Council for the Arts

Conseil des Arts du Canada

### THEATRE SECTION

#### Operating Grants to Professional Theatre Organizations: Annual Funding

Follow these <b>three steps</b> to apply for a Canada Council 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 amounts, application 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 Program 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 F 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 March 2012**

The 2012 competition is for **annual operating funding** for the 2012-2013 season.

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, incomplete applications, or those submitted by fax or email.

#### Further Information

Program Officers  
Theatre Section  
Canada Council for the Arts  
350 Albert Street, P.O. Box 1047  
Ottawa ON K1P 5V8

1-800-263-5588 (toll-free) or 613-566-4414, and enter the appropriate extension number

**Robert Allen**, robert.allen@canadacouncil.ca, ext. 5488  
**Nancy Guertin**, nancy.guertin@canadacouncil.ca, ext 5484  
**Bruce Sinclair**, bruce.sinclair@canadacouncil.ca, ext. 5022

TTY: 1-866-585-5559

THG1E 12-11



## PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>The Operating Grants to Professional Theatre Organizations program provides multi-year and annual funding to non-profit, professional Canadian theatre organizations. Grants contribute to the general operating expenses of the organizations.</p> <p>Only annual funding is offered in 2012. Multi-year funding applications will be accepted in 2013.</p>
<p><b>Eligibility</b></p>	<p><b>Eligible Applicants</b></p> <p>Applicants must:</p> <ul style="list-style-type: none"> <li>• be incorporated, non-profit Canadian theatre organizations</li> <li>• be directed by recognized theatre professionals</li> <li>• operate on a full-time basis and support ongoing activities</li> <li>• have received at least one Canada Council for the Arts production grant in the three preceding years OR have produced five preceding seasons with an average of at least two productions per year</li> <li>• if not previously funded under this program, have had at least one of their productions from the last two years of sustained activity assessed by the Canada Council for the Arts. <b>Applicants are responsible for asking the Theatre Section to arrange assessments.</b></li> </ul> <p>The Theatre Section reviews applications for eligibility. Decisions about eligibility are based on the published eligibility requirements.</p>
<p><b>Grant Amount</b></p>	<p>The peer assessment committee recommends funding priorities and the Canada Council's contribution to the applicant's proposed activities. Recommendations are based on the program's assessment criteria and the available funds.</p> <p>These grants cannot be used to fund activities that occurred before this program's deadline.</p> <p>You may not be awarded the full amount that you request.</p> <p>Peer assessment is a competitive process within which regular adjustments to grant amounts are made. Funding adjustments, increases or decreases, are based on an organization's performance according to the program objectives and assessment criteria. Adjustments also reflect the funds available and the number of applicants competing for those funds. While an increase to a grant amount does not have a maximum (or up to the maximum grant amount in a program), a decrease as part of the regular peer assessment process for any annual or multi-year competition will not exceed 20%.</p> <p>If your organization is successful in obtaining operating grant funding, it will be subject to the Canada Council Fair Notice to Organizations policy.</p>

## **CADAC Financial and Statistical Reporting**

The Canada Council for the Arts collects financial and statistical information through a national online database called CADAC (Canadian Arts Data / Données sur les arts au Canada). The CADAC website [www.thecadac.ca](http://www.thecadac.ca) enables arts organizations applying for operating funding from public funders that are partners in CADAC to submit their financial and statistical information in the same format.

Arts organizations that apply for an operating grant at the Canada Council are required to use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” to submit the information that is required in Part E of the attached application form. Please go to the CADAC website [www.thecadac.ca](http://www.thecadac.ca) to access and use these forms. Step-by-step instructions for the process of completing, uploading, and submitting the required information is provided in Part E of the attached application form.

Applicants are encouraged to review the following guides at [www.thecadac.ca/cms/en/guides.html](http://www.thecadac.ca/cms/en/guides.html) for useful instructions on how to complete both the CADAC Financial and Statistical Forms.

- CADAC Financial Form for Arts Organizations:  
[thecadac.ca/Help/FinancialForms/Eng/Financial%20Form1.html](http://thecadac.ca/Help/FinancialForms/Eng/Financial%20Form1.html)
- CADAC Statistical Form for Arts Organizations:  
<https://www.thecadac.ca/cms/en/documents/StatsformguideJune22-2011.pdf>

### **Budget Notes**

The CADAC Financial Form allows you to add some annotations to your budget, but on a limited number of categories only. Please provide, when appropriate, detailed notes to clarify any ambiguity that might arise from amalgamated figures, unusual variances, and so on. Please include these notes on separate sheets and make direct reference to the CADAC Financial Form’s exact line numbers to which your notes apply. Attach these sheets to your application form.

Please note that these annotations do not replace the administrative statement of the Basis of Assessment (Part C) which answers to the administrative criterion.

## Assessment of Applications

### Assessment Process

Peer evaluation is fundamental to the Canada Council's decision-making process. Eligible applications will be evaluated by a peer assessment committee, composed of experienced professionals who are recognized as professional artists by their peers. Committee members will also be selected with consideration to fair representation of gender, generations, Aboriginal peoples and the cultural and regional diversity of Canada. New committees are formed for each competition.

For further information on this subject, please see the document entitled *Peer Assessment: How the Council Makes Its Decisions*, posted on the Canada Council's website.

The decision to award a grant to your organization will be based on the **relative merit of your proposal in a national competitive context, and on the funds available.**

Note: For **play development centres**, please see the criteria in the attached *Operating Program Assessment Criteria Weighting for Play Development Centres*.

The peer assessment committee incorporates into its deliberations the production assessments undertaken by independent assessors.

Please note that the criteria will be evaluated within the context of your organization's artistic mission, geographic and artistic environment, and available resources. The committee will also take into consideration your organization's quality of work, history and contribution to the art of theatre. The peer assessment committee will base its assessment on the proposed plan for 2012-2013 as well as the achievements during the 2011-2012 season.

The peer assessment committee will make recommendations for approval by the Board of the Canada Council.

### Assessment Criteria

The peer assessment committee recommends funding priorities and the Canada Council's contribution to the applicant's proposed activities, based on the overall merit of each application in comparison with all other applications. The applications will be evaluated against the program objectives and the following assessment criteria.

#### **ARTISTIC CRITERIA (70%)**

##### ***Artistic Quality and Interest of the Work (20 %)***

This refers to the artistic quality of production the company maintains. Included is an assessment of the originality and innovation in theatre practice the company demonstrates through its productions. Your company's artistic mission statement provides the context for the assessment of your application, as well as the frame of reference for the assessment of specific productions by independent assessors and peer assessment committee members.

**Assessment of Applications (continued)**

*Explain how the aesthetic choices made in the productions, including the choice of directors, actors and designers contribute to the realization of your artistic mission. Within the context of your artistic mission, explain which aspects of your productions demonstrate innovation in terms of theatre practices and what means you use to ensure a high level of quality in your productions.*

***Relevance of a Company's Programming to Its Artistic Mission and Audience, and the Vitality of Its Artistic Direction (20 %)***

This refers to the company's programming choices. Assessment focuses on how those choices reflect the company's artistic mission and on how relevant these choices are to its audiences. Your submission must clearly articulate your artistic mission.

*Explain how your past and proposed programming choices support the dynamism and relevancy of your company's artistic mission. Your ability to provide this explanation is a yardstick of the vitality of your company's artistic direction and vision. Describe your actual and potential audiences at the local, regional, national and international levels, if this applies. Also describe the links between your artistic mission and the audiences served.*

***Commitment and Contribution to the Production and (or) Development of Canadian Works (20 %)***

This refers to the activities that support production and (or) development of Canadian works.\* Production includes both premieres and subsequent productions of plays from the Canadian repertoire. Development may include programs of play development, workshops, and playwright in residence.

*Indicate clearly which programming choices come from the Canadian repertoire, and explain how these choices support your company's artistic mission. For development activities, indicate clearly and in detail what dramaturgical processes are in place, and explain how your company applies its creative resources to ensure effective results.*

***Commitment and Contribution to the Development of Canadian Theatre Artists (10 %)***

This refers to the contribution a company makes to the ongoing development of theatre artists (authors, directors, actors, designers, etc.), as demonstrated by development and training activities such as residencies, mentorships, workshops, assistant designer/director programs, access by new and emerging artists, and access by culturally diverse artists. Also included are the company's provision of work opportunities and conditions that sustain and enhance professional Canadian theatre artists over the spectrum of their careers.

*Describe training activities your company has undertaken, including details of the training processes employed and the method used to select participants. If your company's work focuses on particular areas of expertise (physical theatre, forum theatre, etc.), describe how you share these skills with the broader theatre community. Also describe the role you see your company playing in the development of future generations of practicing theatre artists.*

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\* A Canadian work is defined as a production of an original Canadian play (premiere or subsequent production), a new play that draws on a Canadian or foreign theatre or literary work as its starting point, a group creation, or a non-text-based creation. For unclear cases, the peer assessment committee will be asked if the work in question may be defined as a Canadian work.

**Assessment of Applications (continued)**

**DISSEMINATION CRITERION (15%)**

**Relationship between the Company and its Self-Identified Public**

This refers to the company's dissemination activities to maintain and increase its public and expand its market (particularly for touring companies). For companies that operate their own venue or have the opportunity to present other companies' activities, hosting activities would be considered in this criterion.

- *Describe your company's specific audience, and describe the connection between this audience and your artistic mission. If your company's level of activity varies from season to season, according to its mandate, you must describe your company's creation and dissemination cycle so that its impact on the public can be fairly evaluated.*
- *Describe how you have identified the audiences you strive to reach and what measures you undertake on a regular basis to strengthen and expand their support. Outline the marketing strategies that support your subscription campaign (if this applies), as well as your audience development and outreach strategies to increase and diversify audiences and build audience loyalty.*
- *Describe any plans you may have for touring in Canada and (or) abroad, your relationships with presenters, and your promotional tools. Describe your company's role in its community and how it contributes to the development of its audience.*
- *If this applies, describe the range of services (artistic support, performance venue, rehearsal facilities and time, box office, mailings, etc.) that you provide to other companies for the presentation of plays that are not part of your programming.*

**ADMINISTRATIVE CRITERION (15%)**

**How the Financial, Physical, Human and Organizational Resources of a Company Support and Reinforce its Artistic Mission**

Companies with manuals or policies in place may submit them. If such policies or manuals are not in place, they must submit a brief analysis of the company's approach to each part of the administrative criterion. Companies will be assessed on:

**a) their financial resources, on the basis of:**

- financial stability of the company, as shown by the balance of revenue and expenditures, as well as the ability to forecast accurately the potential risks of a project or a development plan
- judicious planning and allocation of resources to production, marketing and administration, as well as the ability to anticipate critical changes in these allocations
- diversification of revenue sources, as shown by diversification strategies and achievements in this area (for theatres with their own venue, rental revenue can be shown here).

**Assessment of Applications (continued)**

*Point out how the financial projections for the forthcoming years are consistent with the financial performance of the past four years. If there are major changes from past practice to these budgets, provide a detailed explanation. If there are major discrepancies between past budget projections and actual figures, explain discrepancies and the measures planned to manage major fluctuations.*

*Outline specific strategies your company is using or will implement to diversify revenue sources (fundraising, partnerships, co-productions, exchange of services, subscription policy, ticket pricing, development plan, innovative marketing strategies, etc.) For co-productions, describe the artistic and administrative responsibilities of each partner and outline how you will share revenues and expenses, according to the planned schedule of performances.*

It should be noted that the Theatre Section considers that an accumulated deficit representing more than 10 percent of a company's total operating revenue may indicate financial instability. **Companies in that situation must provide an explanation and a deficit reduction plan.**

**Funds/reserves** normally arise from a surplus and are voted on through a specific motion by the organization's board of directors. For example, they can be restricted to facility renovation or construction, equipment purchase or replacement, artistic development projects, or for stabilization purposes or meeting contingencies. There is no maximum to restricted funds.

**Unrestricted** funds may amount to as much as 25 percent of your annual revenues (covering up to three months of operation) without affecting the level of operating support you receive from the Canada Council. If you have an unrestricted fund of more than 25 percent of the total budget, please explain its purpose.

**b) their physical resources, on the basis of:**

- the planned management and maintenance of physical facilities
- the planned management, maintenance and renewal of technical and computer equipment
- the capacity to foresee how these resources will continue to support the achievement of the artistic objectives of the company in the long term.

*Provide a brief self-assessment of the impact physical resources have on your company's ability to achieve its artistic objectives, and an overview of the plans in place to maintain the assets. This information will be considered within the context of the company's mandate, mission and resources.*

*If you have a limited reserve dedicated to the maintenance of your venue or renewal of your equipment or plan to create such a reserve fund, explain how the activities required for this will affect the regular operations of your company.*

**c) their human resources, on the basis of:**

- the hiring and remuneration practices and the importance accorded to the professional development of their entire staff, including administrative and technical employees
- the processes in place to recruit key personnel and to guide the company successfully through transition and succession and ensure the company's artistic objectives are met.

<p><b>Assessment of Applications (continued)</b></p>	<p><i>If you do not have a human resources manual, provide a brief self-assessment of the company's human resource situation and the processes in place to ensure development, transition and succession. This information will be considered within the context of the company's mandate, mission, history and resources. Companies that have not undergone a transition in direction, either artistic or administrative, must articulate a plan that, at least, outlines their thoughts on plans for such a succession.</i></p> <p><b>d) their organizational resources, on the basis of:</b></p> <ul style="list-style-type: none"> <li>• the roles and responsibilities of the board, including identification of sub-committees, if applicable, and its contribution to the achievement of the artistic objectives of the company</li> <li>• composition and origins of the board in light of the company's mandate; processes in place to recruit new members, to develop their understanding of their roles and responsibilities, and to develop a common vision shared by the board and the key personnel.</li> </ul> <p><i>Provide a brief self-assessment of the company's governance situation and the processes in place to ensure that the organizational resources support the achievement of the company's artistic objectives. This information will be considered within the context of the company's mandate, mission, history and resources.</i></p>
<p><b>Details of Major Activities</b></p>	<p><b>Details of Major Activities – Part D of the application form</b></p> <p><b>Appendix A – Summary of Major Activities</b></p> <p>Detail your core programming for the current season and next season in Appendix A, <b>including your home productions (A), co-productions (B) and invitations (C).</b></p> <p>Briefly describe any other activities.</p> <p><b>Appendix B – Dissemination Activities</b></p> <p>Complete Appendix B for the current season and next season. Complete one page per season, and use one line per production for your home season and one line per province or country visited for your tours.</p> <p>In recent years, many companies have developed co-productions, invitations and hosting activities. Therefore, identify for each of your productions, in the <i>Type of production</i> column, whether it is a self-presented home production (A), a co-production (B), a production invited into your core programming (C), a production hosted with box office sharing (D) or a production hosted without box office sharing (E). <b>All these activities will be taken into consideration but, for the peer assessment committee to assess them adequately, you must indicate the appropriate category, defined as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>a self-presented home production (A)</b> – where the work presented is entirely produced and presented by the applicant</li> <li>• <b>a co-production (B)</b> – where the work presented is produced in artistic and financial collaboration with other companies</li> <li>• <b>an invitation (C)</b> – where the work invited forms part of the applicant's core programming and the applicant pays a guaranteed fee to the invited company and assumes all box office risks</li> </ul>

**Details of Major Activities (continued)**

- **a production hosted with extended services and shared box office (D)** – where the work hosted is not part of the applicant’s core programming but is an additional activity to the main season or tour, or occurs in an extra space, and the box office is shared with the hosted company
- **a production hosted with extended services without shared box office (E)** – where the work hosted is not part of the applicant’s core programming but is an additional activity to the main season or tour, or occurs in an extra space, and the box office is not shared between the companies. While the A, B and C production types will be assessed against all criteria because they form part of your company’s core programming, D and E types will be assessed only against the Dissemination Criterion. Regarding rentals, works that are hosted strictly through a straightforward rental arrangement will be assessed against the “diversification of revenue sources” portion of the Administrative Criterion. **Rentals should not be indicated in Appendix B.**

**Appendix C – Cycle of Production and Dissemination**

**Please note that this is a new appendix that replaces the old appendix C1.**

**1 – Cycle of production and dissemination**

The numbers requested will show the production and dissemination cycle of a company over several years.

The numbers in the “new productions” column is for world premiers only.

**2 – Average fees**

The numbers requested will show the evolution of fees paid by to artists by the company. Please choose the appropriate column if you pay the artist per performance, per week, or per production.

- Actors – please include average fees from all productions, tours and remounts for the season.
- Design fees – please exclude remount fees.

Please include on a separate sheet (8 ½ x 11), if applicable, any notes or explanation of data.

All amounts exclude benefits and fees from readings and other activities.

**Appendix D – Personnel Remuneration**

Fill in Appendix D for the current and next seasons. Information provided on this page concerning individual salaries will not be seen by the peer assessment committee. The information will serve as a comparative analysis tool among different theatre categories and will help the Theatre Section to track and analyze remuneration in the Canadian theatre community.

Contract personnel, such as publicists or special event organizers, as well as students hired through employment grants, should be included in *Other*, in the appropriate category of expenses.

<p><b>Fair Notice to Organizations</b></p>	<p>The Canada Council is committed to a transparent process whereby performance concerns and substantial funding reductions are conveyed to organizations in a timely manner. The Canada Council recognizes the importance of maintaining organizational stability and is dedicated to providing advance notice of adjustments</p> <p>Any grant reduction of more than 20% requires advance notice as per the Canada Council's Fair Notice Policy and will be applied at the next competition deadline.</p> <p>This policy takes effect when an organization is assessed very poorly against the program objectives and assessment criteria and/or the organization's activities change and are no longer consistent with the program objectives.</p>
<p><b>Concerned Status</b></p>	<p>An organization may be placed on Concerned Status if it is experiencing organizational instability (usually financial or administrative in nature.) This is a tool to monitor organizational health and to stipulate conditions that need to be satisfied in order for an organization to remain competitive in an operating program. A reduction not exceeding 20% to the organization's grant amount may be made, but it is also possible that the grant amount will remain the same. The organization will be notified in writing explaining why the Concerned Status applies and how the organization will be monitored.</p>

## OPERATING PROGRAM ASSESSMENT CRITERIA WEIGHTING FOR PLAY DEVELOPMENT CENTRES

### Annual Operating Grants to Professional Theatre Organizations

(Season 2012-2013)

Since the new weighting of the Theatre Section’s Operating Program was implemented in 1996, many play development centres across the country have pointed out that the program’s criteria do not fully address their activities. Several artistic directors of these centres have argued that the reason lies in the first criterion of the Operating Program, “*Artistic Quality and Interest of the Work*”, which, they argue, does not well reflect the principal activities of the centres as they are not producing theatre organizations. In view of the fact that this criterion addresses the quality of productions, successive peer assessment committees have tended to focus on an evaluation of the second half of the criterion “*Interest of the Work*”.

In order to evaluate the work of the playwrights’ centres more adequately and in a manner that reflects more accurately their process, the weighting of the criteria has been modified since 2004 as follows:

Criteria	Weighting for Playwright Centres
Artistic quality and interest of work	10 %
Relevance of a company’s programming to its mandate and audience, and the vitality of its artistic direction	10 %
Commitment and contribution to the development of Canadian theatre works	30 %
Commitment and contribution to the development of Canadian theatre artists	20 %
Impact of the organization and its work on the public and Canadian theatre	15 %
Administrative criteria including financial stability of the organization, planning and judicious distribution of resources, realistic revenue distribution and adequate and appropriate administrative structure	15 %
<b>Total</b>	<b>100 %</b>

This new weighting provides the opportunity for playwrights’ centres to have their activities assessed more on the basis of the quality or their dramaturgical process and the results of this process. The other criteria will remain unchanged, but different questions will be asked to the playwrights’ centres to better reflect their activities (e.g. for the criterion “*Impact of the Organization and Its Work on the Public and on Canadian Theatre*”, more importance will be given to the centres’ impact on the theatre community than the general public). During the Assessment Committee, specific time will be allocated to the playwrights’ centres discussion, as is currently the case, and the same mechanism will be followed for the grants allocation as the producing organizations.

## IMPORTANT INFORMATION FOR APPLICANTS

<p><b>Processing the Application</b></p>	<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>six months</b> after the application deadline. The Canada Council does not release results by telephone or email.</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>It is important to inform the Canada Council for the Arts of any changes to contact details.</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, however.</p> <p>Colour printing on coloured sheets and (or) in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<p><b>Personal Information</b></p>	<p>The <i>Privacy Act</i> 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 <i>Privacy Act</i>. 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 <i>Access to Information Act</i>.</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>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>Grant payment</b></p> <p>Grants will be paid in two installments per year (subject to the Canada Council’s internal calendar for funding distribution).</p> <p>Acceptance of a grant means that the organization promises to adhere to the plan of activities submitted in its application. Organizations that receive a grant must inform the program officer of any change to this plan as well as to their mandate, administrative structure or any other element that might have repercussions on their eligibility to the program. As a result of such changes, the Canada Council for the Arts could decide to revise the amount of the grant, suspend a payment or request the reimbursement of all or part of a grant.</p> <p>The Canada Council reserves the right to redistribute, delay or suspend payments if your organization does not carry out its planned program of activities; undergoes major changes in artistic and (or) administrative direction; or does not meet its obligations as a grant recipient, including the requirement to submit regular reports to the Canada Council and comply with the acknowledgement policy.</p> <p><b>Acknowledgement of Canada Council for the Arts support</b></p> <p>Successful applicants must acknowledge the financial assistance of the Canada Council for the Arts in all their documentation and in their publications and programs related to the grant.</p> <p>Details about the acknowledgement policy will be included with the grant notification letter, or you may obtain more information by contacting the Writing and Publishing Section.</p>
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## Operating Grants to Professional Theatre Organizations: Annual Funding

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

<b>PART A1 – IDENTIFICATION</b>	
<b>Registered/legal name of applicant organization:</b>  <hr/>	<b>Name of organization to receive the grant (if different from registered/legal name):</b>  <hr/>
<b>Permanent address:</b>  <hr/> Street address and suite number  <hr/> City  <hr/> Province or territory                  Postal code  <hr/> Telephone                                  Fax  <hr/> Email    Website	<b>Address (if different from permanent address):</b>  <hr/> Street address and suite number  <hr/> City  <hr/> Province or territory                  Postal code  <hr/> Telephone                                  Fax  <hr/> Email    Website
<b>PART A2 – CADAC ID</b>	
Please provide your CADAC ID below:  <b>CADAC ID:</b> _____  Note: To register your organization, go to the CADAC (Canadian Arts Data/Données sur les arts au Canada) website at <a href="http://www.thecadac.ca">www.thecadac.ca</a> . You will receive a confirmation by email containing your CADAC identification number. You must indicate this number above or your application will be considered incomplete.	
<b>PART A3 – AMOUNT REQUESTED</b>	
<b>Amount requested for 2012-13:</b> \$ _____  <b>Financial year-end (day/month)</b> _____  <input type="checkbox"/> We are also submitting, under separate cover, an application to the 1 March 2012 Theatre Production Project Grants competition. We understand that if we receive annual operating support, our Production Project application will not be brought to the Project Grants peer assessment committee.	

**PART A4 – DECLARATION**

I prefer to communicate with the Canada Council for the Arts in  English  French

For your organization to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:

**As representatives of the applicant organization:**

- We have carefully read the eligibility criteria for this program, which are described in the application guidelines, and the organization we represent meets these criteria.
- We understand that the organization that we represent is not eligible to apply to this program until all of its overdue final reports for Canada Council grants have been submitted and approved.
- We accept the conditions of the program agree to accept the Canada Council’s decision.
- We are aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

**We confirm that the statements in this application are complete and accurate, to the best of our knowledge.**

**Original signatures are required.**

\_\_\_\_\_  
Chairperson  
Director

\_\_\_\_\_  
Artistic Director

\_\_\_\_\_  
General Manager/Administrative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

<b>PART B1 – STRUCTURE OF YOUR ORGANIZATION</b>																				
<p style="text-align: center;"><b>Board of Directors</b></p> <p>Past President:</p> <p>President or Chairperson:</p> <p>Treasurer:</p> <p>Other officers:</p>	<p style="text-align: center;"><b>Details of Incorporation</b> (if applicable)</p> <p>The organization is incorporated under the following name:</p> <p>Type of charter:</p> <p>Date of charter:</p> <p>Charitable licence number:</p> <p style="padding-left: 40px;">Provincial: _____</p> <p style="padding-left: 40px;">Federal: _____</p>																			
<p><b>Permanent Artistic Staff</b> (names and titles):</p>	<p><b>Permanent Administrative Staff</b> (names and titles):</p>																			
<p><b>Number of Full-Time Employees:</b></p>	<p><b>Corporate Affiliations</b> (where this applies):                      Note: This is requested for information only. These include organizations of which your organization is a professional member.</p>																			
<p><b>Number of Part-Time Employees:</b></p>																				
<p><b>Facilities and Equipment</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 30%; text-align: center;">Ownership (duration of mortgage)</th> <th style="width: 35%; text-align: center;">Rentals (duration of lease)</th> </tr> </thead> <tbody> <tr> <td>Performing venues</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Rehearsal studios</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Offices</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Warehouses/workshops</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Other</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>				Ownership (duration of mortgage)	Rentals (duration of lease)	Performing venues	_____	_____	Rehearsal studios	_____	_____	Offices	_____	_____	Warehouses/workshops	_____	_____	Other	_____	_____
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## **PART B2 – PROFILE OF YOUR ORGANIZATION**

Your organization's profile will be provided to the peer assessment committee and external assessors. It is your responsibility to maintain an up-to-date profile of your organization with the Canada Council once you have applied to this program.

Please describe your organization, in a **maximum of 1,000 words** (approximately two pages), on separate sheets. Include the events or activities that have marked its development, and address each of the points below.

To make photocopying easier, print on one side only of white, 8½ x 11 inch paper, with a type size larger than 11 points. Please do not staple or bind your application, and do not use highlighter.

### **A) Factual Information**

- The legal mandate of your organization
- Your organization's artistic mission statement and main goals/artistic objectives
- A brief history (include date established, milestones and accomplishments)
- Other relevant information concerning ongoing activities (touring activities, training, hosting, festivals, special initiatives, as well as the facilities you manage, etc.)
- The structure of your organization (if you would like to add information that is not included in Part B1 )

### **B) Contextual Information**

Elaborate on the particular place and role your organization occupies in your art form, and the context in which you work. For example, how do you see yourself within the ecology of your discipline in a regional, national and international context (if this applies)?

You are responsible for providing all required information to confirm the eligibility of your organization and the Canada Council will make eligibility decisions based on the information you provide in this application. If your application is found to be ineligible, you will be informed by letter.

## **PART C – BASIS OF ASSESSMENT (STATEMENT)**

This is a very important section of the application. **Considering the reading volume required of the committee, please limit your statement to a maximum of 15 pages.**

Please detail your past artistic activities and describe your goals, strategies and measures for the coming season. Be sure to address the assessment criteria listed in the application guidelines. If your organization is currently receiving operating support, specify what your objectives were for the last year and briefly evaluate your achievements.

All applicants must describe the objectives, strategies and measures foreseen for next season 2012-13, as well as the main artistic and administrative objectives. Explain briefly why you chose these objectives and how you intend to achieve them.

You can organize the material as you wish. Considering the weight given to artistic criteria, make sure you include a substantial artistic statement written by the Artistic Director. Also, be sure to address each of the assessment criteria in your text.

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**PART D – DETAILS OF MAJOR ACTIVITIES**

Please complete appendices A, B, C and D. Carefully follow the directions concerning the information that you are to provide.

**Appendix A**

List your productions for the current season and the upcoming season (projected) in Appendix A. You may also provide a brief description of your other activities.

**Appendices B, C and D**

Please complete these appendices before completing the CADAC Financial Form for Arts Organizations (see Part E).

Please refer to the section **Details of Major Activities** in the Guidelines attached to this form for instructions on completing the Appendices.

## **PART E – FINANCIAL AND STATISTICAL INFORMATION**

The information provided in this part, in the form of financial reports and budget forecasts, allows the Canada Council to determine the extent to which the organization exhibits sound financial management and viable budget forecasts. Statistical information provided through CADAC enables the Canada Council to collect aggregate data for research and reporting on all arts organizations that we fund in our operating grants programs, while also allowing organizations to generate their own useful reports.

To submit your financial and statistical information for this application, you must use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” at [www.thecadac.ca](http://www.thecadac.ca).

### **CADAC FINANCIAL FORM REQUIREMENTS**

You will be required to submit financial information to CADAC for seasons 2010-11, 2011-12 and 2012-13. You must also submit financial information for the two previous seasons (2008-09 and 2009-10), if you have not already done so.

### **CADAC STATISTICAL FORM REQUIREMENTS**

You will also be required to submit statistical information to CADAC for seasons 2010-11, 2011-12 and 2012-13.

### **Follow these steps to download, complete, upload and submit the forms to CADAC:**

#### **STEP 1**

Register your organization with CADAC at [www.thecadac.ca](http://www.thecadac.ca) as early as possible to ensure that you have enough time to assemble and submit the required financial and statistical information.

#### **STEP 2**

Download, complete and **upload and submit** in CADAC the “Financial Form for Arts Organizations” and “Statistical Form for Arts Organizations”. Repeat this step if you need to add to and (or) change your financial or statistical information, or if you are filling out the form for another year.

#### **OR**

Enter your financial and statistical information directly in CADAC, **save and press the ‘Submit’ button**.

#### **STEP 3**

Submit your organization’s financial statements to CADAC, if you have them in an electronic version. If not, mail your signed copies to CADAC at the address below:

CADAC FINANCIAL STATEMENTS SUBMISSION  
350 Albert Street,  
P.O. Box 1047,  
Ottawa, ON K1P 5V8

**Please note that the following type of financial statement is required by the Canada Council for the Arts.** If your organization’s last Canada Council annual operating grant was:

- \$100,000 or more, you are required to submit an audited financial statement
- between \$50,001 and \$99,999, you are required to submit a review engagement, and
- \$50,000 or less, you are required to submit an internal financial statement.

If your organization is a new applicant to this program, you may submit internally prepared financial documents.

Other audited financial statements must also be submitted for any holding companies, parent companies or foundations with which the organization is associated, and for any subsidiaries, related companies or special trust funds that the organization controls.

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**PART E – FINANCIAL AND STATISTICAL INFORMATION**

**Budget Notes**

The CADAC Financial Form allows you to add some annotations to your budget, but on a limited number of categories only. Please provide, when appropriate, further detailed notes to clarify any ambiguity that might arise from amalgamated figures, unusual variances, and so on. Please include these notes on separate sheets and make direct reference to the CADAC Financial Form's exact line numbers to which your notes apply. Attach these sheets to your application form.

## PART F – CHECKLIST

Please check the boxes below to confirm that you have submitted all relevant parts of the application form and all required **support material**. Be sure to put your name on all items.

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

- Part A1 – Identification
- Part A2 – CADAC ID
- Part A3 – Amount Requested
- Part A4 – Declaration (with **original signatures**)
- Part B1 – Structure of your Organization
- Part B2 – Profile of your Organization
- Part C – Basis of Assessment (Statement)
- Part D – Details of Major Activities
  - Appendix A – Summary of Major Activities
  - Appendix B – Dissemination Activities
  - Appendix C – Cycle of Production and Dissemination
  - Appendix D – Personnel Remuneration
- Part E – Financial and Statistical Information
  - “CADAC Financial Form for Arts Organizations,” submitted electronically to CADAC
  - Budget Notes (if applicable)
  - “CADAC Statistical Form for Arts Organizations,” submitted electronically to CADAC
  - Signed financial statements submitted electronically to CADAC (**audited financial statements, review engagement** or an **internal financial statement** —see the instructions in Part E)

Submit your application to:

### Theatre Section

Canada Council for the Arts  
350 Albert Street  
Ottawa, ON K1P 5V8