



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

VISUAL ARTS SECTION

Assistance for the Promotion of Architecture

Follow these three steps to apply for a Canada Council for the Arts grant:	
Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Visual Arts Section officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the checklist (Part E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadline

1 October

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. You will not be contacted about elements that are missing from your application.

Further Information

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STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program provides grants to Canadian organizations for the public presentation of works in architecture, landscape architecture and urbanism. The grants support special projects that promote contemporary, Canadian works of architecture to a broad and diverse public.</p> <p>Projects must lead to the production of books, films and videos, television programs, radio programs, multimedia programs, exhibitions, architectural competitions, series of articles or lectures, or other public events. Projects must have a minimum content of 50 percent contemporary, Canadian works of architecture.</p> <p>The purpose of the program is to give the public the opportunity to:</p> <ul style="list-style-type: none"> • better understand the role of architecture in helping to shape a rich physical, social and cultural environment in Canada • better appreciate the artistic values of contemporary, Canadian buildings, landscapes and the urban environment. <p>For this program, works of architecture include buildings, landscapes and places, as well as works of critical and (or) design research on architecture, landscape architecture or the urban environment.</p>
<p>Eligibility</p>	<p>Eligible Applicants</p> <p>These grants are available to Canadian organizations, such as publishers, producers, exhibition centres, artist-run centres, public galleries, museums, and organizations that coordinate architectural competitions or public events.</p> <p>To be eligible, your organization must:</p> <ul style="list-style-type: none"> • be at least 75 percent Canadian-owned • have its head office and executive located in Canada • have produced at least three books, journals, films, videos, television programs, radio programs, multimedia programs, exhibitions, competitions, or events on contemporary art or architecture in Canada in the past 10 years (a sponsor of a competition that does not meet this requirement must have a contractual relationship with a competition organizer and (or) professional advisor that has produced at least two professional architectural competitions over the past 10 years) • have satisfied all its contractual obligations toward third parties that participated in earlier projects. <p>If your organization is a publisher, it must meet the above requirements and be currently holding a grant from the Book Publishing Support program of the Canada Council’s Writing and Publishing Section. (University presses do not need to meet this requirement.)</p> <p>If your organization is holding an annual or multi-year grant from the Canada Council (for example, from the Book Publishing Support, Assistance to Artist-Run Centres or Assistance to Art Museums and Public Galleries program), it may receive an Assistance for the Promotion of Architecture grant as long as the funds are used for activities not covered in its current operating grant.</p>

<p>Eligibility (continued)</p>	<p>This Canada Council for the Arts program is accessible to Aboriginal arts organizations and arts organizations of diverse cultural and regional communities of Canada.</p> <p>Eligible Projects</p> <p>Works of contemporary architecture (post-1945) by Canadian citizens or permanent residents of Canada must make up a minimum of 50 percent of the project. In addition, projects must:</p> <ul style="list-style-type: none"> • result in a public presentation of contemporary, Canadian buildings, landscapes, places, and (or) critical or design research about contemporary, Canadian architecture, landscape architecture or the urban environment • be based on a critical or curatorial approach that will advance public discourse on contemporary Canadian architecture, landscape architecture or the urban environment • aim for a wide, diverse audience and involve appropriate communication strategies and distribution plans. <p>If the project involves a film, video, television, radio or multimedia program, it must meet the above requirements and must also be broadcast-driven. (That means that, unlike in the programs administered by the Media Arts Section, you must have distribution plans, broadcast licences or broadcast agreements to be eligible for funding from this program.)</p> <p>For competition projects, only the following are eligible: building competitions (endorsed and limited) and ideas competitions (open or limited), as defined by the Royal Architectural Institute of Canada. (See the competition categories chart at www.raic.org/architecture_architects/architectural_competitions/index_e.htm.) Competition projects must engage the public and provide for the public presentation of competition results.</p> <p>Ineligible Projects</p> <p>The following are not eligible for support:</p> <ul style="list-style-type: none"> • the construction of buildings, landscapes or places • projects of a primarily academic or theoretical nature, or projects intended for a scholarly audience • projects that present primarily historical works of architecture (pre-1945) • projects that present primarily visual or media arts installations, rather than works of architecture • projects organized by students and exhibitions presenting the works of students, or works created in a training or educational context • professional manuals or reference books intended for a specialized audience • projects that are eligible for funding from existing Canada Council grant programs in the Media Arts or Inter-Arts Sections
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<p>Eligibility (continued)</p>	<ul style="list-style-type: none"> • projects that are currently funded by the Social Sciences and Humanities Research Council (SSHRC), although the public presentation of a project that received SSHRC funding in the past may be eligible, if these activities were not funded by the SSHRC grant. <p>Other Restrictions</p> <p>Your organization may submit a maximum of two applications per competition.</p> <p>Your organization may submit a maximum of two consecutive applications for a large-scale project spread over several years. The applications must, however, be for different portions of the project. If the Canada Council awards a grant for the first phase of a project, there is no guarantee that it will support the project's second phase.</p> <p>If your organization has not submitted its final report and (or) financial accounting for any earlier grant from the Canada Council for the Arts (except current multi-year grants), it is not eligible to apply to this competition.</p>
<p>Grant Amount</p>	<p>Amount Available</p> <p>The grants awarded under this program may be as high as \$50,000. However, grants shall not exceed the following:</p> <ul style="list-style-type: none"> • 50 percent of the total cost of an exhibition or an event • 33 percent of the total cost of a publication or • 25 percent of the total cost of a film, video, television, radio or multimedia program, or architectural competition. <p>Note that in-kind revenues are not accepted in calculating your total project revenues.</p> <p>Note that you must round your budget request to the nearest hundred.</p> <p>Successful candidates may not be awarded the full amount requested.</p> <p>Retroactive funding is not available. In other words, your organization cannot use grant funds to cover any expenses that have occurred before the deadline date.</p> <p>Eligible Expenses</p> <p>Eligible expenses include:</p> <ul style="list-style-type: none"> • the direct costs of producing, promoting and circulating publications, films, videos, television programs, radio programs, multimedia programs, exhibitions, competitions or events • professional fees and travel costs for critics, curators, practitioners, research assistants and other professionals collaborating directly on the project • production costs for models and photographs

<p>Grant Amount (continued)</p>	<ul style="list-style-type: none"> • design, construction and installation costs for exhibitions or events • design and printing costs for publications • contingency funds (a maximum of 10 percent of the amount of grant requested). <p>The above expenses (those that apply) plus those listed immediately below are eligible for films, videos, television programs, radio programs and multimedia programs:</p> <ul style="list-style-type: none"> • equipment and space rental costs • artistic, professional or other fees and honoraria • travel expenses • production costs • payment for technical services, materials and processing. <p>The additional eligible expenses for architectural competitions include:</p> <ul style="list-style-type: none"> • professional fees for a professional competition advisor • prize monies for the competition winners, but only if entry into the competition is limited to Canadian citizens or permanent residents of Canada • the costs of producing and promoting public exhibitions and charettes related to the competition. <p>Ineligible Expenses</p> <p>The following expenses are not eligible:</p> <ul style="list-style-type: none"> • capital expenses • administrative staff salaries • general administration and maintenance costs • the costs of a permanent website.
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>The Canada Council for the Arts makes its funding decisions through a peer assessment process. Applications are assessed by a committee composed of experienced professionals chosen for their specialized knowledge in contemporary architecture, landscape architecture, the urban environment and public outreach.</p> <p>Committee members are also selected to reflect a broad range of professional experience and to ensure fair representation of gender, regional and cultural diversity, Aboriginal peoples, generations and Canada’s two official languages.</p>

<p>Assessment of Applications (continued)</p>	<p>Assessment Criteria</p> <p>The peer assessment committee’s decisions are based on the availability of funds and the general merit of your project in comparison with those of all other eligible applicants. Projects will be assessed according to the following criteria (the relative weight given to each of these criteria is shown in brackets):</p> <ul style="list-style-type: none"> • the artistic merit of the buildings, landscapes, places or works to be presented to the public; their suitability in relation to the curatorial intent; and the merit of the project’s critical or curatorial approach (60 percent) • the applicant’s capacity to bring the project to completion in a professional manner, to maintain a high level of quality throughout all aspects of production and to respect the proposed deadlines (20 percent) • the project’s ability to reach a wide and (or) diverse audience and to foster an understanding and appreciation of contemporary, Canadian architecture, landscape architecture and the urban environment (20 percent). <p>Special consideration will be given that address specific issues of equity, including Aboriginal, culturally diverse and official language minority community artists and organizations.</p>
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STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

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

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

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has been received.

Is my information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council maintains your personal information in Personal Information Bank CAC PPU 130. All other information may be accessible to others under the Access to Information Act.

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

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

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

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

Yes. A description of all projects funded by this program since its creation is posted on the Canada Council's website at www.canadacouncil.ca/visualarts/architecture. In addition, you can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. You can also contact the Canada Council in writing to request the list of peer assessors, one month after the final results of the competition have been released.

PART A3 – PROFILE OF APPLICANT

In a **maximum of 200 words**, please describe your organization. You may use a separate sheet of 8½ x 11 inch, white paper. Print on one side only, and address each of the following points:

- mandate of your organization
- brief history (include date established, and principal events or accomplishments)
- structure (type of incorporation, names and titles of key personnel, number of employees, and names of collaborators and partners)
- distribution network (if this applies)
- policies with respect to copyright and artists' fees
- other relevant information.

PART B – PROJECT DESCRIPTION

On separate sheets of 8½ x 11 inch, white paper, please describe the project (in a **maximum of 1,200 words**). Print on one side only, and provide the following information:

- a description of the proposed publication, film, video, media program, exhibition, competition, event or lecture
- the project's critical or curatorial approach (does not apply to competitions)
- the buildings, landscapes, places, and (or) critical or design research to be presented
- for **architectural competitions** only, the competition category, program and site
- major collaborators' names, achievements and expected contributions
- the target audience and the corresponding promotional plan
- the distribution, circulation or broadcasting strategies.

PART C – FINANCIAL INFORMATION

Fill in the budget for the proposed activity, using the revenues and expenses pages included below. Include all projected revenues and expenses. Present a balanced budget. In other words, the total expenses must equal the total revenues.

Clearly indicate the types of expenses for which you will use this grant and the total amount you are requesting rounded to the nearest hundred. If your organization is registered for reimbursement of federal, provincial or territorial taxes, do not include these taxes in your budget.

Ensure that the budget accurately reflects the program of work you intend to follow.

REVENUES			Amount
Anticipated revenues for the proposed project only (indicate whether confirmed or pending):			
	Confirmed	Pending	
Canada Council grant requested in this application (this amount should be the same as in Part A1)			\$
Other Canada Council grants (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Federal grants (other than Canada Council—provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Provincial or territorial grants	<input type="checkbox"/>	<input type="checkbox"/>	\$
Municipal grants	<input type="checkbox"/>	<input type="checkbox"/>	\$
Private or corporate donations	<input type="checkbox"/>	<input type="checkbox"/>	\$
Admissions or sales revenues	<input type="checkbox"/>	<input type="checkbox"/>	\$
Cost-sharing with other organizations (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	\$
Applicant's contribution			\$
Total Revenues			\$

NAME OF APPLICANT:

PART C – FINANCIAL INFORMATION (continued)

EXPENSES	
Anticipated expenses for the proposed project:	Amount
Total Expenses	

PART D1 – SUPPORT MATERIAL

Submit only the material requested. Additional support material will not be shown to the peer assessment committee. Be sure to include your organization's name and the title of the proposed project on all items.

The following required support material is enclosed:

- Information on three books, films, videos, media programs, exhibitions, competitions, or events on contemporary art and architecture in Canada that your organization has produced in the past 10 years. Submit documentation and short excerpts (five pages) from the books on sheets of 8½ x 11 inch, white paper, using one side only. Do not staple or bind this material. Send also a copy of each book or exhibition catalogue.
- Production schedule (clearly indicate the various elements of the project and their completion dates).
- For **competitions** only, documentation on two professional architectural competitions produced by your organization, or by the collaborating organizer or professional advisor, in the past 10 years. Submit documentation on sheets of 8½ x 11 inch, white paper, using one side only. Do not staple or bind this material. If this applies, send a copy of related exhibition catalogues.
- A **maximum of 20** digital images on a CD-ROM or DVD (or a **maximum of 15 images if you are also submitting a video**). Images should be of the buildings, landscapes, places or research to be presented. (For competitions, images of the project site may also be included.)
- Video (optional).
- Letters of confirmation from collaborators and partners.
- The organization's charter or letters patent (**first-time applicants** only).
- Distribution plans, broadcast licences or broadcast agreements for films, videos, television programs, radio programs and multimedia programs, if this applies.
- For **competitions** only, letters of confirmation from the organizer and sponsor that the competition will follow the Royal Architectural Institute of Canada's guidelines for the type of competition being pursued.

PART D2 – DETAILED DESCRIPTION OF DIGITAL IMAGES AND VIDEO

Submit a maximum of **20 digital images** on CD-ROM or DVD (or a **maximum of 15 images if you are also submitting a video**). If further descriptive information is necessary, include the additional details on a separate, **single page**. Refer to the Do's and Don'ts of Submitting Digital Support Material to the Visual Arts Section (Part D3).

Digital Images

No.	Name of Work of Architecture	Creator	Client or Owner	Date
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Video (if this applies)

No.	Name of Work of Architecture	Creator	Year	Running Time	Format

PART D3 – DO’S AND DON’TS OF SUBMITTING DIGITAL SUPPORT MATERIAL TO THE VISUAL ARTS SECTION

IMPORTANT NOTICE: Digital support material is viewed during the peer assessment committee meeting, using a projection system. If the digital support material submitted with your application does not follow the guidelines below, your application may be considered incomplete. It may, therefore, be withdrawn from the competition.

Do’s

- Submit PC-compatible files only.
- Submit jpg files only.
- Submit files at a resolution of 72 dpi only.
- Submit files of a maximum of 1024 x 768 pixels (height must not exceed 768 pixels).
- Limit files to 1 MB maximum.
- Submit RGB, sRGB or grayscale colour mode files only (no CMYK).
- Use any of the following software to edit your images: Adobe Photoshop, Adobe Illustrator, Microsoft Photo Editor, Microsoft Paint, CorelDRAW, Corel PHOTO-PAINT, and Jasc Paint Shop Pro.
- Label each file (image) with the number you used in Part D2, your initials, the year and name of the work.
- Begin the numbers for the first nine images with a zero (for example: **01**title.jpg, **02**title.jpg **20**title.jpg). This will ensure that the images are presented in the correct order, following your image list.
- Save images directly to the CD-ROM or DVD, without creating folders.
- Mark each CD-ROM or DVD with your organization’s name.
- If you are submitting video files, ensure that they can be accessed with one of the following plug-ins: QuickTime, RealPlayer, Shockwave, Windows Media Player or Flash.
- If you are submitting both images and a video, **submit a maximum of 15 images.**

Don’ts

- Don’t submit originals.
- Don’t submit slides.
- Don’t put any special characters, symbols, periods, quotation marks or a space (such as #/-'“&|...) in any file name.
- Don’t submit Mac files that are not fully PC compatible.
- Don’t submit any type of presentation (such as PowerPoint).
- Don’t submit compressed files (using WinZip, Stuffit, etc.).
- Don’t include hyperlinks to Internet sites with your images.
- Don’t submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
- Don’t submit any files by email.
- Don’t submit any other component of your application electronically on your CD-ROM or DVD.

Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

PART E – CHECKLIST

Please include the following items, in the order shown below. A photocopy of the following material will be sent to the peer assessment committee members.

- Part A1 – Identification and Information on the Grant Requested
- Part A2 – Declaration with original signature
- Part A3 – Profile of Applicant
- Part B – Project Description
- Part C – Financial Information (projected revenues and expenses on pages 3 and 4 of the form)
- Part D1 – Support Material (list below)

Requirements for All Applicants

- Information on three books, films, videos, media programs, exhibitions, competitions, or events on contemporary art or architecture in Canada
- Digital images on CD-ROM or DVD (maximum of 20 images, or 15 images if you are also submitting a video)
- Video (optional)
- Letters of confirmation from major collaborators and partners

Additional Requirements for Specific Applicants

- For **first-time applicants**, your organization's charter or letters patent
- For **film, video, television, radio and multimedia projects**, distribution plans, broadcast licences or broadcast agreements
- For **competitions**, documentation on two professional architectural competitions produced by your organization or by the collaborating organizer or professional advisor in the past 10 years
- For **competitions**, letters of confirmation from the organizer and sponsor that the competition will follow Royal Architectural Institute of Canada's guidelines for the type of competition being pursued.
- Part D2 – Detailed Description of Digital Images and Video

Note: If your application does not include all the required documentation or if it includes documentation that does not correspond to that listed in this application form, your application will be considered incomplete and will be withdrawn from the competition.

Please do not submit originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. The Canada Council will retain all documentation submitted with applications, but will return the digital images and videos to unsuccessful applicants.

Be sure to keep a copy of your completed form and to postmark your application, with all required support material, on or before the deadline date. The Canada Council will not accept applications submitted by fax or email.