



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## DANCE SECTION

### Artists and Community Collaboration Program in Dance

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, 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 the program officer listed below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> , and be sure to use the <b>Checklist</b> (Part F of the form) to confirm that you have completed 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

**15 March**

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application form 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

William Lau  
Program Officer  
Dance Section  
Canada Council for the Arts  
350 Albert Street, P.O. Box 1047  
Ottawa ON K1P 5V8

[william.lau@canadacouncil.ca](mailto:william.lau@canadacouncil.ca)

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5502

TTY: 1-866-585-5559

DAG21E 01-12



## PROGRAM GUIDELINES

<p><b>Mandate of the Dance Section</b></p>	<p>The Dance Section supports Canadian, professional dance of many cultures through policies, programs and initiatives that foster the development of a vital ecology for the art form and contribute to a significant presence by Canadian dance artists at home and abroad.</p>
<p><b>Program Description</b></p>	<p>The <b>Artists and Community Collaboration Program</b> (ACCP) supports diverse artistic activities that bring together professional artists and the broader community, and give the arts a stronger presence in everyday life. Artists and community collaboration is an arts process that actively involves professional artists and members of the broader community working together in creative and collaborative relationships.</p> <p>This support is for projects initiated and coordinated by professional dance artists, collectives and non-profit dance companies.</p> <p>ACCP projects may include a public presentation (a public workshop, showing or performance); however a paying audience is <b>not</b> required.</p> <p>Grants are intended as a contribution toward the specific costs of the project and may include development, creation or production of work and (or) the public presentation of work.</p>
<p><b>Eligibility</b></p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p><b>Applicant Eligibility</b></p> <p>These grants are available to professional, individual dance artists, collectives, and non-profit dance companies.</p> <p><b>Individual dance artists</b></p> <p>You must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.</p> <p>For the purposes of this program, dance artists include dancers, and choreographers. (See Appendix A for a sample list of dance specializations).</p> <p>If you are a dance artist working with a dance company or organization, you may only apply to this program for support of a project that is not included in the ongoing activities of the company or organization.</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 artistic 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)</li> <li>• is committed to devoting more time to artistic activity, if possible financially</li> <li>• has a history of public presentation.</li> </ul> <p>In addition to meeting the criteria above, you must meet the following requirements.</p>

**Eligibility  
(continued)**

- Dancers must have maintained an active professional dance practice for at least one year, which includes at least one professional public presentation (does not include school or pre-professional work) for which they were paid an artist fee.
- Choreographers must have presented at least three works publicly in a period of three consecutive years in a professional context (does not include school or pre-professional work). The works choreographed must have been performed by paid professional artists.

Full-time undergraduate or high school students enrolled at a dance academy, training institution, school, college or university are not eligible to apply.

Graduate students at the masters and doctoral levels are eligible to apply providing they can demonstrate they have sufficient time to carry out the proposed project and that the project remains distinct from their graduate work.

**Dance companies**

A dance company must be an incorporated Canadian non-profit organization. The core members of the company must be professionals, and they must have completed their basic training. Company dancers must be professionals who are paid for rehearsal time and performances. If the artistic director of the company is also the choreographer, he or she must meet the eligibility criteria for a professional artist as indicated above.

**Collectives**

A collective must have a minimum of three core artists but may include any number of people contributing to a common creative goal. The core members of the collective must be professionals, and they must have completed their basic training. A collective must be represented by a dance artist who will take on the administrative and/or artistic responsibility for the project. He or she must also meet the definition of a professional artist and be a Canadian Citizen or permanent resident of Canada, as defined by Citizenship and Immigration Canada.

**All Applicants**

You may submit one application only to any deadline of the Artists and Community Collaboration Program in Dance program.

If you are a first-time applicant and you have questions concerning your eligibility, you are encouraged to contact the Program Officer well before the deadline.

Before applying to this program, please refer to the Artists and Community Collaboration Program FAQ document located after these guidelines.

<p><b>Eligibility (cont.)</b></p>	<p><b>Ineligible Projects</b></p> <p>The following are not eligible for funding from this program:</p> <ul style="list-style-type: none"> <li>• capital projects (such as the renovation of a building)</li> <li>• collaborative projects involving only professional artists</li> <li>• fundraising events</li> <li>• activities that are entirely instructional and pedagogical in nature and that do not include a creative collaborative process</li> <li>• projects that are part of an accredited college or university program</li> <li>• activities that appear in any other current application to the Canada Council.</li> </ul>
<p><b>Grant Amount</b></p>	<p><b>Amount available</b></p> <p>These grants cannot be used for projects that have already been completed or for expenses that were incurred <b>before the program deadline</b>.</p> <p>You may apply for a maximum of \$30,000.</p> <p>You are expected to determine the amount of your grant request based on your needs, the period of time required for the project and the budget guidelines provided. You might not be awarded the full grant amount requested.</p> <p>Applicants must submit a balanced budget (revenues must equal expenses).</p> <p><b>Eligible Expenses</b></p> <p>To be eligible for support, expenses must be directly related to the project. They may include:</p> <ul style="list-style-type: none"> <li>• professional artists' fees</li> <li>• material and production costs</li> <li>• marketing and publicity costs</li> <li>• administration costs</li> <li>• rehearsal space and studio costs</li> <li>• honoraria for community participants (non arts professionals).</li> </ul> <p>Other reasonable expenses directly related to the project will be considered.</p> <p><b>Subsistence costs are not eligible.</b></p>

**Access Support**

Applicants who are Deaf or have disabilities can apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible grant activities. The Canada Council may contribute toward the access-related expenses.

**Eligible expenses**

Eligible expenses may include but are not limited to the following:

- sign language interpretation
- a personal attendant
- a guide
- rental of specialized equipment.

**Ineligible expenses**

- major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.)
- services and supports for which an individual is already receiving funding
- services and supports which are not directly tied to the activities supported by the grant.

Requests are reviewed on a case-by-case basis and are not shared with the peer assessment committee. Please contact the Program Officer if you have any questions about your request.

<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>The Dance Section will review applications for eligibility, according to the published eligibility criteria.</p> <p>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 individuals who are recognized as professional artists by their peers.</p> <p>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 are formed for each competition.</p> <p>Peer assessment committee recommendations are final.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Decisions,” posted on the Canada Council’s website.</p> <p><b>Assessment Criteria</b></p> <p>The peer assessment committee will base its review of applications on the program’s objectives and the assessment criteria listed below. The committee’s decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <ul style="list-style-type: none"> <li>• The merit of the proposed collaborative process (where clear and appropriate strategies and processes are outlined to ensure a successful collaborative relationship).</li> <li>• The relevance of the project for participating community members and the impact on the artists involved.</li> <li>• The experience of the company or artists involved and their proven ability to carry out the project.</li> <li>• The public impact of the project.</li> <li>• The project’s relevance in creating a stronger presence of the arts in everyday life.</li> </ul>
--	---

## 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 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>four months</b> after the application deadline. The Canada Council does not release results by telephone or email.</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>.</p> <p>Feedback is available from the program officer over the telephone, for a limited time after you receive notification of the results of the process. It is not available in writing.</p> <p><b>Application preparation</b></p> <ul style="list-style-type: none"> <li>• You are responsible for providing all the information and support material requested.</li> <li>• The Canada Council will make decisions about your eligibility based on the information you provide in your application.</li> <li>• Submit only the material requested. Extra material will not be shown to the peer assessment committee.</li> <li>• Carefully choose the material you submit in support of your application as committee members have limited time in which to study each grant application.</li> <li>• Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.</li> </ul> <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. <b>Use a font size of 11 points or larger.</b> These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable.</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 Privacy Act 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 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><b>Personal Information (continued)</b></p>	<p>For this program, the Canada Council for the Arts requests that you indicate your year of birth on the application form. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the peer assessors.</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>• All your 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.</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> 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><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>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 installment.</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><b>Grant Terms and Conditions (continued)</b></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 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 to complete your project/ activity/ work 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>
--	--



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## **DANCE SECTION**

### **Artists and Community Collaboration Program**

#### **FREQUENTLY ASKED QUESTIONS**

##### **What makes a project likely to be funded by the Artists and Community Collaboration Program?**

Community arts projects can take many forms. For this program, projects generally involve groups of people coming together—either individually or through a community partner organization—to create dance activities with the help and guidance of professional dance artists. These projects can involve a large or small number of people, more than one community partner or group, and other sectors (such as health, justice, education or social causes or agencies).

A commitment to cooperation, flexibility, and reciprocity (mutual benefit) is required. A well-founded community collaboration project is one where:

- The artists who will lead the projects have confirmed the communities' interest through discussion and consultation.
- The participants have mutually agreed on the process of collaboration (how they will work together). Everyone involved understands and accepts that the collaboration is more important than the product.
- Decision-making is shared, and input is encouraged from all participants throughout the collaboration.
- Both the artists and the communities share ownership and responsibility for the process and result.
- The artists working on the projects work to high artistic standards.
- All participants accept that the project may not result in what they originally thought it would. In other words, neither the artist(s) nor the community is only interested in achieving one particular result for the project, such as the completion of a specific number of dance works or the creation of work for a public presentation. Participants agree to be open to other possibilities that arise from the process of collaboration.
- The working style, knowledge and skills of the artists involved are suited to the interests, capacities and goals of the communities. They are a good match for each other.
- The project allows participants to evaluate their experience.

In addition:

- Applicants must be professional dance artists, dance collectives or non profit dance companies.
- Applications must include a letter or other written proof of intent from the artistic and non-artistic partners.
- Projects should generally include at least one public presentation (a public workshop, showing or performance). A paying audience is not required.

### **What is meant by “community”?**

For this program, “community” is defined by the project itself.

It can refer to a geographical community, such as a city, town or neighbourhood. Or it can refer to a group of people who have a common interest, such as a hobby or social cause, or a common bond, such as membership in the same organization. A community may also share a common experience, such as being veterans. In general, these are non-artistic partners.

A project can involve communities of more than one kind.

### **I am a dance artist interested in this type of work. How do I know that a community is interested in working with me? And how do I prove this?**

Typically, you must do research and consult with a community before applying for funding for a community collaboration project. This may include identifying and approaching a community you wish to work with, meeting with community partners who share similar interests, researching issues of interest to particular communities, or presenting ideas for dance collaboration to community members to see if they are interested.

You can demonstrate proof of the community’s interest by detailing this consultation in the activity description part of your application. You will also demonstrate it with letters of intent from community partners.

### **Who receives the grants?**

Applicants to this program (professional dance artists, arts organizations or collectives) would receive the grant on behalf of the project.

### **Who controls the projects? And if we collectively create movement material, who owns it?**

Project participants must make these decisions collectively. You must describe the process for decision-making and credit for authorship in the activity description or in the letters of intent.

### **The program states that it does not fund pedagogical activities, yet it says that arts education and working with youth are priorities. Isn’t this a contradiction?**

The artists who work on these projects often wish to share their knowledge. Sometimes they have been invited to participate because they have a particular expertise. In most projects, some teaching or skills transfer will be necessary to ensure the best possible participation of all involved.

However, the program does not fund activities that feature only teaching, such as conducting classes or establishing schools, where there is no intent to actively collaborate with the community or to share project leadership. Nor would it fund activities within an educational institution (for example, an after-school program).

### **The program requires letters of intent between the artists and community partners involved in the project. What should the letters say? If I am working with a large group of people that aren’t represented by a community organization, do I have to get letters from everyone?**

The letters of intent are vital to the assessment process. They verify what the participants have agreed to. They should outline the expectations, roles and responsibilities, as well as the expected benefits for everyone involved. Both the artists and community partners should sign these letters. Your application should include letters from the artist or artists and community partners outlining their expectations, their reasons for participating, and their point of view on the proposed activity.

If it is not possible to get letters, you could convey community members’ interest by including petitions, sign-up sheets or minutes from meetings.

**Do projects have to create new dance works, or can they rehearse or workshop existing ones?**

A project can involve existing works if the community is actively involved in a creative process.

**I am a professional dance artist collaborating with another professional dance artist from my community. Is this eligible?**

No, this program only funds collaboration between professional dance artists and community members. The Dance Section has other programs that support professional collaborations, including the Grants to Dance Professionals or the Production Project Grants programs.

**Instead of working with community members to collectively create choreography, I plan to interview and consult community members on a particular subject, and use their knowledge and experiences as a source to create new works on my own. Is this eligible?**

In general, this program funds community arts work that is created collaboratively with community members. Research that is informed by the community, even if it is about their experiences, is not what this program directly intends.

However, this type of project could be eligible if you could demonstrate that community members would have substantial direct involvement in the creative process. Your application should make it clear that the community understands this. The project description should detail how community members will be engaged, how they will be credited for their contributions, and how you will resolve any copyright issues.

**My project involves collaboration with community members, where they are involved as part of a production or administrative team but not involved in the creative work. Is this type of collaboration eligible?**

No. To be eligible for funding, projects must directly involve community members in a creative collaboration. However, community members may also participate in a production or administrative capacity **in addition to** the creative collaboration.

**Does this program fund annual activities?**

This program funds one-time projects with a start and finish date. It does not provide operating funding. It can support projects that take place within an annual event, such as an artist and community collaboration within a festival, if the project is distinct from the annual activity.

**I am an Aboriginal dance artist and wish to work with Elders or knowledge keepers from my own or a different community. Is this eligible?**

Yes. An active collaboration between Aboriginal dance artists and Elders or knowledge keepers is eligible. Elders or knowledge keepers must be integrated into the creative and collaborative process alongside other participating community members. Your application must address and explain any elements of cultural protocol involved with your project.

DAACCP FAQ 01-10



Canada Council  
for the Arts

Conseil des Arts  
du Canada

## Artist and Community Collaboration Program in Dance

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

### IDENTIFICATION OF APPLICANT (please inform the Canada Council if your address changes)

Name of applicant (individual, collective or company):  
If applying as an individual:  Mrs.  Miss  Ms.  Mr.  
Year of birth \_\_\_\_\_

Name that should appear on grant cheques (and address, if different from permanent address):

#### Permanent address:

Street and apartment or suite number

City

Province or territory

Postal Code

Telephone

Fax

Email

Website

Street and apartment or suite number

City

Province or territory

Postal Code

Telephone

Fax

Email

Website

### 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 for the Arts?  English  French

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

#### As an individual artist,

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

Name of applicant

Name of community representative

Signature of applicant

Signature of community representative

**Original signatures are required.**

Date

Date

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

**DECLARATION**

In which language do you prefer to communicate with the Canada Council for the Arts?  English  French

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

**As a representative of a collective or company,**

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines. I confirm that the collective or company that I represent meets these criteria.
- I accept the conditions of this program as outlined in the program guidelines and agree to abide by the Canada Council's decision.
- I will act as sole representative of the collective or company, and I will keep the other participants informed of the contents and outcome of this grant application.
- I understand that the collective/company is not eligible to apply to this program until all its overdue final reports for Canada Council grants have been submitted and approved.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the program guidelines.

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

\_\_\_\_\_  
Name of applicant's representative

\_\_\_\_\_  
Name of community representative

\_\_\_\_\_  
Signature of applicant's representative

\_\_\_\_\_  
Signature of community representative

**ORIGINAL SIGNATURES ARE REQUIRED**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ACCESS SUPPORT (if this applies)**

Individual applicants who are Deaf or have disabilities may apply for additional funds to cover expenses for specific services and support without which the applicant will not be able to carry out the project. 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: \$ \_\_\_\_\_



## Artists and Community Collaboration Program in Dance

The information that you provide from this point onward will be submitted to the peer assessment committee.

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

### PART A1 – NAME AND LOCATION OF APPLICANT

Last name of individual dance professional

First and middle names

Name of collective or company

Name of lead applicant

City (permanent residence or location)

Province or territory

Website

### PART A2 – AMOUNT AND DESCRIPTION OF GRANT REQUESTED

For this application, you are applying as:

an individual dance artist

a dance company

a collective

Amount requested (see the application guidelines): \$\_\_\_\_\_ (\$30,000 maximum)

Brief summary of the project description (10 to 15 words): \_\_\_\_\_

Project's start date \_\_\_\_\_ and end date \_\_\_\_\_  
(day/month/year) (day/month/year)

### PART B – PROJECT DESCRIPTION

Using a maximum of three pages (1500 words), please describe your proposed project. Your project description should address all of the points below. While your description must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, please be as clear, brief and focused as possible.

- Explain how your artistic choices (including the subject matter and the artists involved) will contribute to the realization of the project.
- Explain the objectives of the project, as agreed upon by the artists and the participating community members. (In other words, how have you ensured there is a community voice in the process?)
- Describe the collaborative process and the nature of community participation.
- Describe the skills of the participating professional artists and why they are relevant to this project.
- Explain the impact that the collaboration with the community will have on the professional artists and on the community participants.
- Provide a detailed timeline of activities for the duration of the proposed project, including a schedule for the collaborative process.
- Indicate your goal(s) for the presentation and identify the kind of audience you are trying to reach, if the project involves public presentation.
- Describe how you will evaluate the project against the anticipated outcomes.

NAME OF APPLICANT:

*Artists and Community Collaboration Program in Dance / 2*

<b>PART C – FINANCIAL INFORMATION</b>		
See the Grant Amount section in the application guidelines for eligible expenses and the maximum available.		
<b>EXPENSES</b>		
	<b>Project Budget</b>	<b>Final Report (Successful applicant only)</b>
<b>Artistic Fees and Costs:</b>		
Choreographer/collective's representative/artistic director	\$	\$
Professional Dancers (indicate average hourly wage, respecting CADA minimum) \$ _____ x _____ hours x _____ dancers	\$	\$
Community Dancers/ Participants \$ _____ x _____ hours x _____ dancers/ participants	\$	\$
Monitor, Elder, or other (give name) _____	\$	\$
Other collaborators:   - composer	\$	\$
- lighting designer	\$	\$
- set designer	\$	\$
- costume designer	\$	\$
- other (indicate role)	\$	\$
Travel (bus, train or plane) from _____ to _____	\$	\$
Other fees and costs (provide details)	\$	\$
<b>Artistic Fees and Costs Subtotal</b>	\$	\$
<b>Creation and/or Production Costs:</b>		
Studio rental (indicate hourly cost and number of rental hours) \$ _____ x _____ hours	\$	\$
Equipment rental	\$	\$
Music CDs	\$	\$
Costumes (materials and creation)	\$	\$
Set and prop materials	\$	\$
Royalties	\$	\$
Videotapes	\$	\$
Other (provide details)	\$	\$
<b>Creation and/or Production Costs Subtotal</b>	\$	\$
<b>Technical and Administrative Fees:</b>		
Stage manager	\$	\$
Technical director	\$	\$
Other technical costs (provide details)	\$	\$
Administrator	\$	\$
Publicist	\$	\$
Other administrative staff (provide details)	\$	\$
Theatre costs (self- or co-presentation)	\$	\$
Promotional and/or marketing costs	\$	\$
<b>Technical and Administrative Fees Subtotal</b>	\$	\$
<b>TOTAL EXPENSES</b>	\$	\$

<b>PART C – FINANCIAL INFORMATION (continued)</b>			
<b>REVENUES (please indicate with a check mark (✓) all confirmed revenues)</b>			
	<b>Project Budget</b>	✓	<b>Final Report</b> (Successful applicants only)
<b>Performance Revenues:</b>			
Box office (if applicable)			
Number of tickets _____ x \$ _____ per ticket x _____ performances	\$		\$
<b>Earned Revenues Subtotal</b>	\$		\$
<b>Other Revenues:</b>			
Sponsorships or corporate donations	\$		\$
Contribution from participating organization(s)	\$		\$
Other (provide details)	\$		\$
<b>Private Support:</b>			
Fundraising	\$		\$
In-kind services (provide details)	\$		\$
Foundation grants (provide details)	\$		\$
<b>Private Support Subtotal</b>	\$		\$
<b>Public Support:</b>			
Grant requested from this Canada Council program	\$		\$
Other grants:			
federal (other than Canada Council): <input type="checkbox"/> operating or <input type="checkbox"/> project	\$		\$
provincial or territorial: <input type="checkbox"/> operating or <input type="checkbox"/> project	\$		\$
municipal: <input type="checkbox"/> operating or <input type="checkbox"/> project	\$		\$
<b>Public Support Subtotal</b>	\$		\$
<b>TOTAL REVENUES</b>	\$		\$
<b>TOTAL EXPENSES</b>	\$		\$
<b>TOTAL REVENUES MINUS TOTAL EXPENSES</b>	\$		\$

**PART D – SUPPORT MATERIAL****You must provide the following information with your application:**

- profile of applicant (individual, collective or company). Include descriptions of the applicant's artistic mandate, professional achievements, and main activities. (maximum two pages)
- profiles of all organizations and community collaborators participating in the project, including descriptions of their mandates and main activities (maximum one page each)
- signed letters of intent between professional artists and (or) organizations and community partners
- written authorization for the use of information, stories or geographic sites that require special permission or assurances that copyright clearances will be obtained or cultural protocols will be followed (if applicable)
- one-page description of the self-assessment processes the applicant will use to determine how well the project met its stated objectives

You may also submit printed material if essential to your project. Please do not include press clippings, media kits or promotional videos.

**PART E1 – AUDIOVISUAL MATERIAL (optional)****Requirements and Suggestions for DVD**

Applicants are responsible for providing audiovisual support material of good quality

You may submit a DVD or CD of your recent work (within the last three years). **Please complete** Part E3 of the form Detailed Description of Audiovisual Material. Provide clear and brief information on what the peer assessment committee will see and hear: the title of the work; the names of the dancers, choreographers and composer; when and where the work was performed; why you chose that material for the committee to watch and listen to; and **how it relates to your project**. The committee members will look at approximately 10 minutes of work.

You may provide up to three pieces of choreography completed in the last three years cued or all on one DVD or CD. Each video may present a complete choreography, a work-in-progress or an edited version of a complete piece. Please do not include work completed as a student, promotional or commercial videos.

You may choose examples from any of the following:

- example(s) of an artist and community collaboration work in progress
- example(s) of a previously completed artist and community collaboration project

Ensure that the dancers and their movements are clearly visible, to give a sense of the movement vocabulary and aesthetics of the work. You may choose to record movement material in the studio without production values: the committee members are not expecting the video to be of commercial quality. Promotional videos are not acceptable.

Try to relate at least one of the video selections to the proposed project. At least one of the pieces should be recent work.

Do not submit originals. The Canada Council is not responsible for the loss or damage of support material. Audiovisual support material will be returned to you.

**PART E2 – GUIDELINES FOR SUBMITTING AUDIOVISUAL MATERIAL****Video files on CD-RW, CD-ROM, DVD-RW, DVD-RAM or DVD-ROM formats:**

- ensure that all files submitted are independent and do not require plug-ins
- indicate whether the files need to be downloaded on the hard drive in order to be viewed or listened to
- make sure the file names display the name and title listed in Part F3 (for example, 01title.mov, 02title.mp3). Do not use symbols, special characters or quotation marks (#/-« »&| ...) in the file name
- include the extension in the file name
- for each file, indicate the minute where you wish the committee members to start and stop their viewing or listening
- specify whether the files must be viewed on a MAC or a PC.

**Video DVD (including Blu-ray HD):**

- only submit NTSC-compliant DVDs
- indicate the chapter number or menu name
- specify the beginning and the end of the part that you wish the committee members to view.

**The support material must be compatible with the hardware and software listed below:**

## MACINTOSH

- Apple Mac Pro 2 x 2.8 GHz Quad Core
- OS X Leopard
- 320 GB hard drive
- 2 GB of RAM
- 256 MB HD PCI Express Video Card
- CD-RW/DVD-RW/DVD-RAM drive
- Safari or Firefox browser with the following plug-ins: Flash, Shockwave, Adobe Acrobat, RealAudio, RealVideo and QuickTime

## PC (IBM compatible)

- HP DC7600
- Windows XP SP3
- 149 GB hard drive
- 2 GB of RAM
- 384 MB Intel Graphics Media Accelerator Q35
- CD-RW/DVD-ROM drive
- Microsoft Office XP SP3
- Internet Explorer 6.X or 7.X equipped with the following plug-ins: Flash, Shockwave, Adobe Acrobat, Windows Media Player, RealPlayer and QuickTime

*Surround 5.1 audio is available.*

**PART E3– DETAILED DESCRIPTION OF AUDIOVISUAL MATERIAL**

Fill in the boxes below, listing the material that you are submitting in support of your application. Be sure to list the items in order of viewing priority. Clearly label your support material. You may attach a separate sheet for the brief descriptions (maximum of 250 words per item).

**Item 1**

Title:

Date:

Choreographer or lead professional artist:

Venue:

Dancers:

Length of performance:

Community performers:

Completion or recording date:

Brief description of how the support material relates to the proposed project (limit your description to 250 words):

Special instructions or notes (please identify yourself in the work if applicable):

**Time indicator:** From \_\_\_\_\_ to \_\_\_\_\_**Format:**  CD  DVD (Specify chapters)**Item 2**

Title:

Date:

Choreographer or lead professional artist:

Venue:

Dancers:

Length of performance:

Community performers:

Completion or recording date:

Brief description of how the support material relates to the proposed project (limit your description to 250 words):

Special instructions or notes (please identify yourself in the work if applicable):

**Time indicator:** From \_\_\_\_\_ to \_\_\_\_\_**Format:**  CD  DVD (Specify chapters)**Item 3**

Title:

Date:

Choreographer or lead professional artist:

Venue:

Dancers:

Length of performance:

Community performers:

Completion or recording date:

Brief description of how the support material relates to the proposed project (limit your description to 250 words):

Special instructions or notes (please identify yourself in the work if applicable):

**Time indicator:** From \_\_\_\_\_ to \_\_\_\_\_**Format:**  CD  DVD (Specify chapters)

**PART F– APPLICATION 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.

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

- Identification of Applicant
- Declaration (with original signatures)
- Access support (if applicable)
- Part A1 – Name and Location of Applicant
- Part A2 – Amount and Description of Grant Requested
- Part B –Project Description (maximum three pages /1,500 words)
- Part C – Financial Information

Part D – Support Material

- Profile of applicant (maximum two pages)
- Profiles of participating organizations and community collaborators (maximum one page each)
- Signed letters of intent
- Written authorizations (if applicable)
- Description of self-assessment process
- DVD or CD (optional)
- Part E3 – Detailed Description of Audiovisual Material (optional)

**New this year**

- Voluntary Self-Identification Form (included after the Guidelines and Application Form). If you are applying as an individual applicant, 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 the merit of your application.

**Submit your application to:**

**Dance Section**

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

**APPENDIX A – EXAMPLES OF DANCE GENRES AND SPECIALIZATIONS**

Genres	Sub-Genres	Specializations
<b>Genres</b>		<b>Specializations</b>
<b>ABORIGINAL :</b> Powwow forms, Contemporary, Traditional/Regional, Métis, Inuit, West Coast, Plains		Accompanist Animator
<b>AFRICAN:</b> Afro-Caribbean, Contemporary, Traditional		Artistic director
<b>BALLET:</b> Classical, Contemporary, Neo-classical		Artists' management Arts administrator
<b>BAROQUE</b>		Choreographer
<b>CAPOEIRA</b>		Choreographic consultant/dramaturge
<b>CLASSICAL SPANISH:</b> Flamenco		Collective
<b>CONTEMPORARY:</b> Aerial, Dance Theatre, Integrated (mixed abilities), Improvisation, Modern, Jazz, Other		Composer Costume designer
<b>DANCE AND MEDIA:</b> Video, Film, New Technologies		Dance company Dance therapist
<b>EAST ASIAN:</b> Chinese Opera, Chinese Traditional, Chinese Contemporary, Korean Traditional, Korean Contemporary, Japanese Traditional, Japanese Contemporary, Butoh		Dancer Designer Festival
<b>EUROPEAN FOLKLORIC:</b> Percussive, Traditional		Film/video director
<b>MIDDLE EASTERN:</b> Lebanese Folk, Baladi, Contemporary		Historian/researcher
<b>SOUTH ASIAN:</b> Bharata Natyam, Kathak, Odissi, Kathakali, Contemporary		Multidisciplinary presenter
<b>PERCUSSIVE:</b> Tap		Notator
<b>URBAN:</b> Hip hop, b-boy, b-girl, Contemporary		Photographer
<b>OTHER (specify):</b>		Presenter Producer/production company
		Publisher Rehearsal director
		Service organization Specialized presenter
		Stage manager
		Teacher
		Writer
		Elder
		Other



## 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.

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

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: \_\_\_\_\_