



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MEDIA ARTS SECTION

Grants to Film and Video Artists: Production Grants

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines section 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 one of the Program Officers indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the checklist (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.

Deadlines

1 March or **1 October**

If either of these dates 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 for the Arts will not accept applications postmarked after the deadline date, incomplete applications, or those submitted by fax or email.

Further Information

Media Arts 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, extension indicated below

Emerging Anglophone artists may contact

laura jeanne lefave, ext. 5254

laura-jeanne.lefave@canadacouncil.ca

Established and Mid-career Anglophone artists may contact

Ian Reid, ext. 5203

ian.reid@canadacouncil.ca

Francophone artists may contact

Paul Thinel, ext. 5253

paul.thinel@canadacouncil.ca

TTY: 1-866-585-5559

Fax: 613 566-4409

MAG14bE 08-11



PROGRAM GUIDELINES

Mandate of the Media Arts Section	<p>Created to ensure the vitality and continued excellence of media arts, the Media Arts Section offers financial assistance to Canadian professional artists, groups, collectives and organizations that use film, video, new media and audio as their means of artistic expression or that contribute to making them better known and appreciated by audiences in Canada and abroad.</p> <p>As an informed observer of the media arts in Canada, the Section identifies issues and areas of intervention for the Canada Council for the Arts relating to the media arts.</p> <p>The Media Arts Section supports research and development as well as the creation, presentation, dissemination, distribution and acquisition of media artworks throughout Canada by giving priority to independent media arts practice; that is, practice in which the artist retains complete editorial and creative control over his or her work.</p>
Program Description	<p>The Grants to Film and Video Artists program supports Canadian professional independent artists who use cinema and video as a mode of artistic expression, and provides them with opportunities for creative renewal and for production of independent film and video works.</p> <p>The program offers three components: Research/Creation Grants, Production Grants and Scriptwriting Grants. There are separate guidelines and an application form for each of the components.</p> <p>The Production Grants component covers the direct costs of production and post-production of independent film or video works.</p> <p>To ensure the vitality and continued excellence of media arts, Canada Council for the Arts grants help support individual Canadian artists committed to the practice of film and video in a film/video as independent artist-controlled media art forms.</p> <p>Independent means that the artist initiates and is the driving force behind the proposed project. The artist maintains complete creative and editorial control over the work.</p> <p>This program does not support work created for the cultural industries of commercial film and television.</p> <p>Type of Work Supported</p> <p>This program is explicitly aimed at supporting projects involved in the renewal and exploration of cinematographic and/or videographic practice. Projects involved in the renewal and exploration of new media and audio should be submitted to the <i>Grants to New Media and Audio Artists</i> program.</p> <p>Priority is given to programs of work that involve innovation and artistic expression.</p> <p>A) Innovation</p> <p>Only the most innovative proposals are supported. Innovation may be found in the renewal of formal elements in terms of style, technique or process. It can mean a contribution based on the uniqueness of the subject or content of the project, or on the uniqueness of the artist's perspective or process of expression.</p>

<p>Program Description (continued)</p>	<p>B) Artistic Expression</p> <p>The Canada Council considers artistic expression in media arts to mean a commitment by artists to contribute to the evolution of the medium from their own unique perspectives, using their unique talents. This can also be called their artistic voice or vision.</p> <p>Priority is given to proposals from artists whose work demonstrates the development of an individual style or expressive approach, and/or a commitment to questioning and expanding the formal language of media arts.</p> <p>Questions often arise about how the concepts of innovation and artistic expression apply to documentaries and drama. Following are a few clarifications.</p> <p><u>Documentaries</u></p> <p>Grants support individual artists’ documentaries that present original points of view and approaches to storytelling. Projects funded often present situations or points of view that might not otherwise be represented.</p> <p>More weight is given to proposals where the artist has a personal engagement with the subject. Journalistic or reporting-style documentaries are not supported.</p> <p><u>Drama</u></p> <p>Grants support auteur film and video.</p> <p>Innovative projects have the stamp of a creator, not of a genre, producer or production organization. Innovation must not be confused with an unusual story: “quirkiness” in a project is not a priority.</p> <p>Innovative and personal storytelling practices are a priority.</p> <p>Note that the Research/Creation Grants component is open to mid-career and established artists who previously received a grant to produce a feature length artist’s documentary, and want to complete it, as long as the financial structure of this project does not have a television license.</p>
<p>Applicant Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Eligible Applicants</p> <p>To apply to the Canada Council for the Arts, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p>You must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> • has specialized training in the artistic field (not necessarily in academic institutions) • is recognized as a professional by his or her peers (artists working in the same artistic tradition), and • is committed to devoting more time to artistic activity, if possible financially, and • has a history of presentation in a professional context. <p>Individuals or groups of up to three artists working collaboratively on a project may apply.</p>

Applicant Eligibility (continued)

Only **artists/directors** may apply; producers are not eligible. Applicants may work with a producer, but the artist/director must maintain full creative and editorial control of the project.

Only the following models are acceptable:

- the director is also the producer or co-producer
- the director is a partner in the production company, and
- the director signs a clear, final and binding contract with a producer guaranteeing the director full control of the creation, ownership of the final film, and a significant part of the rights generated by the work.

Established, mid-career and emerging artists are eligible.

An **established artist** is someone who:

- has been practising for at least seven years, and
- has created and released a body of independent film or video work in a professional context.

A **mid-career** artist is someone who:

- has been practising for at least three years, and
- has created and released more than one independent film or video work in a professional context.

Also considered as **mid-career artists** are:

- **professional established and /or mid-career artists in other artistic disciplines** who meet the Canada Council's eligibility criteria for their discipline. To be eligible, these artists **must have had a recognized practice for at least five years**. During this period, artists must have presented their works nationally and/or internationally in a professional context (as defined by the relevant art section or unit of the Canada Council for the Arts). Artists must also demonstrate that they have basic training in film or video, or solid support in independent film and video from experienced individuals, such as recognized advisors or technicians, and
- film and video directors with at least five years' experience as directors in the industry.

To be eligible, established and/or mid-career artists must include with their application a copy of one work that they have created.

Note to Emerging Artists

Please read the guidelines carefully as the definition of an emerging artist has been recently modified.

An **emerging artist** is one who:

- has less than three years of practice
- has completed basic training, and
- has completed at least one independent film or video work that has been presented in a professional context.

<p>Applicant Eligibility (continued)</p>	<p>The basic training in media arts can be formal (university or college studies) or informal (production courses, workshops, hands-on experience in media arts production, etc.). Applicants must include with their application a copy of at least one independent production where they were the director. Applicants can also include with their application a copy of another production (as the second item) where they made a significant creative contribution as the director, co-director, director of photography or editor.</p> <p>Feature-length films are not a priority for emerging artists.</p> <p>In the media arts, a professional context means venues and organizations (real or virtual) primarily devoted to presentation. These may be artist-run centres, exhibition centres, museums, galleries, film clubs, television, cinematheques, festivals and competitions (other than those reserved for student productions), other recognized presentation venues or organizations where the selection of participants is made by media arts professionals.</p> <p>Undergraduate students at a school, college or university are not eligible to apply.</p> <p>Graduate students are eligible to apply only if they meet the Canada Council’s definition of a professional artist, and the proposed production is not related to their program of study. A letter from the applicant’s program director is required to verify this information, and it must be included with the application.</p>
<p>Project Eligibility</p>	<p>Eligible Projects</p> <p>The normal production and post-production activities of an independent film or video artwork are eligible for support.</p> <p>The artist is considered to be the creator-director, not the producer. If the artist calls on other sources of funding, these sources must not require the artist to give up editorial or creative control.</p> <p>Independent productions in the following categories are eligible for support:</p> <ul style="list-style-type: none"> • art and essay work • experimental • collaboration (maximum of three co-applicants) • drama and artists’ documentary • film/video on new supports (on-line video, etc.) • dance film/video, and • animation. <p>An artist applying for support of an animation project must be the principal animator. The applicant may hire assistants for the intermediary images and certain techniques, but may not entrust them with the major part of the work.</p> <p>Artists who are seeking financial support for an installation and/or a performance must apply under the Research/Creation Grants component.</p> <p>Artists are encouraged to seek distribution, exhibition, broadcast and sales of their completed works. However, proposals for productions that are made only for profit or financial gain are not supported.</p>

Project Eligibility (continued)

Ineligible Projects

The following types of projects **are not** considered independent, are not eligible for support and do not count in determining an applicant's eligibility:

- projects done on contract for, or produced by, a government agency or private company
- industrial or corporate projects
- instructional or educational projects
- calling card films
- student or training projects
- pilots for television
- commercial television projects
- music videos
- public service announcements
- projects using film or video simply as a tool to record or document existing artworks, and
- projects that transfer a film or video project finished in one format to another, without modification of the original.

The following types of projects may be independent, but **are not eligible** for support:

- productions involving commercial or journalistic approaches to film and video
- conventional forms of theatrical and television entertainment, such as police dramas, movies-of-the-week and news reports
- promotional projects, and
- **post-production** projects that have no creative element, such as blow-up processes, transfers from one format to another, or subtitling.

Applicants who have any doubts about the eligibility of their project should contact the Program Officer well before the program deadline.

Restrictions

Artists may submit the same project only twice to any component of the Grants to Film and Video Artists program.

Grant Amount

Amount Available

These grants cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline. They may not be used to purchase equipment or to offset capital costs.

Candidates may request the following amounts:

- **Established and mid-career artists:** grant amounts range from \$3,000 to \$60,000, in increments of \$1,000.
- **Emerging artists:** grant amounts range from \$3,000 to \$20,000, in increments of \$1,000.

Applicants must round their total budget request to the nearest thousand.

Applicants are asked to submit reasonable, carefully thought-out proposals based on well-researched budgets.

Production Grants provide a one-time-only contribution towards the total cost of the project. Only the direct costs of production and post-production are eligible.

Peer assessment committees want to ensure that Canada Council grants contribute significantly to a project's overall budget. Therefore, if the total budget (including all cash and in-kind costs) for the entire production through to completion exceeds the following amounts, the project **may not** be funded by the Canada Council:

- for established and mid-career artists, \$250,000, and
- for emerging artists, \$100,000.

Eligible expenses include:

- payment to the applicant(s) for the time spent in production
- costs related to production and post-production (story rights acquisition and location scouting are the only eligible pre-production costs)
- fees for actors, performers, technicians and other participants
- rental costs for equipment, studios and other facilities
- travel costs
- payment for technical services, materials and processing
- the costs of promoting, launching, reproducing and copying a work, to a maximum of 10 percent of the grant amount, and
- contingency funds, to a maximum of 10 percent of the total budget.

Expenses associated with project financing are not eligible.

Assessment of Applications

Assessment Process

Peer evaluation is fundamental to the Canada Council's decision-making process. Applications will be evaluated by a peer assessment committee, composed of independent film and video artists, or other experts in the field, recognized for their expertise and artistic accomplishments as well as their knowledge of independent film and video works. 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.

Applications are evaluated in a national competition of all eligible applications by a peer assessment committee. As available funds are limited in a given competition, not all qualified applicants will receive a grant. On average in recent years, approximately one in ten eligible applicants has received a grant, although this has varied from competition to competition.

Applications are reviewed by the staff of the Media Arts Section to confirm the eligibility of applicants and their proposals prior to peer assessment committee deliberations.

Assessments are based on the written proposal, the support material and the applicant's previous training and artistic experience. As a guideline, the relative weights given to the material submitted for evaluation are: written proposal and previous experience, 50 percent, and support material, 50 percent.

Peer assessment committee decisions for this program are final recommendations.

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

Assessment Criteria

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.

The specific criteria are as follows:

- the artistic merit of the proposed project
- the applicant's technical and production skills
- the applicant's ability to carry out the project, as demonstrated by his or her experience in film or video production and/or the proposed support of media arts professionals, and
- the budget, which must provide a realistic justification of expenses with respect to the scope of the production.

Assessment of Applications (continued)

In the evaluation of the artistic merit of the project, the following points are considered:

- the innovation and artistic expression evident in the proposal
- the originality of the project
- the extent to which the project contributes to the development or renewal of the applicant's artistic practice, i.e. continuity, new directions, a break and so on
- for documentary proposals, the quality and value of the research on a specific subject, and the clarity of the artist's perspective
- the applicant's mastery of materials, means and concepts
- the impact of the project on the applicant's career
- the applicant's contribution to the discipline, i.e. whether the project expands or renews the principal areas of exploration in media arts.

Television pre-sales and distribution commitments do not have an impact on funding decisions.

IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application	<p>Acknowledgement of Receipt</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 receipt indicates that the application has been received; it does not confirm that your application is eligible.</p> <p>Response Time</p> <p>You will be informed of the competition results, by mail, approximately four months after the application deadline. The Canada Council does not release results by telephone or email.</p> <p>Application Preparation</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 change of address.</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 a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>Format and Layout</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. 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>
Personal Information	<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>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>

Grant Terms and Conditions

Before you apply for a grant, please note all the following conditions:

- 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.
- You must submit your final report for any previous grants from the Canada Council before you can apply for a new grant. You may, however, apply under the Scriptwriting Grants component before you have completed a prior Production Grant or a Research/Creation Grant. You can also apply to a Production Grant or a Research/Creation Grant while holding a Scriptwriting Grant.
- You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period.
- 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).

Note: 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 **established professional artist who works in more than one discipline** (for example, in both visual arts and music) and you meet the eligibility criteria as an established artist in both disciplines, you may apply to two different Canada Council grants to professional artists programs in one fiscal year. You must, however, accept or refuse the first grant that the Canada Council offers you (within two weeks of the date of the grant notification). If you accept the first grant offered, your other application will be withdrawn from competition.

Each arts disciplines section has its own criteria regarding who is considered to be an established artist.

If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:

Grant Payment

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. Because grants and awards are taxable income, you may wish to receive the funds in the same year or years that you will have grant expenses. If your project or program of work will be carried out over two or more calendar years, you may request that your grant be paid in more than one instalment.

Tax Status

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.

Changes to Proposed Projects or Programs of Work

If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the Canada Council immediately. Any changes to funded projects or programs of work (for example, changes in the activity budget, to key creative personnel, or to the start or end date) must be approved by the appropriate Program Officer **before you carry them out**.

Grant Terms and Conditions (continued)

Expiry Date of the Grant

The grant funds will be available for your use for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your grant.

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.

Acknowledgement of Canada Council for the Arts Support

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.

Final Report

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.



Canada Council
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Grants to Film and Video Artists: Production Grants

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

IDENTIFICATION OF APPLICANT

Up to three eligible professional media artists may apply. **Each co-applicant must meet the eligibility criteria in the same category** and share creative responsibility for the program of work. Artists engaged as personnel for the program of work (producers, actors, etc.) should not be co-applicants. **The person whose name is listed first will be considered to be responsible for the project.**

If a grant is awarded, each co-applicant will be subject to the conditions set out in the application guidelines.

Name (please provide your **full** legal name): Miss Mrs. Ms. Mr. Year of birth (optional): _____

Last name

First and middle names

Permanent address:

Present address, if different from permanent address:

Street and apartment number

Street and apartment number

City

City

Province/territory

Postal code

Province/territory

Postal code

Telephone (residence)

Telephone (business)

Telephone (residence)

Telephone (business)

Fax

Email

Fax

Email

For collaborations (co-directions), first co-applicant:

Miss Mrs. Ms. Mr.

Year of birth (optional): _____

Last name

First and middle names

Street and apartment number

City

Province/territory

Postal code

Telephone (residence)

Telephone (business)

**For collaborations (co-directions),
second co-applicant (if any):**

Miss Mrs. Ms. Mr.

Year of birth (optional): _____

Last name

First and middle names

Street and apartment number

City

Province/territory

Postal code

Telephone (residence)

Telephone (business)

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

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NAME OF APPLICANT:

*Grants to Film and Video Artists:
Production Grants / 2*

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:

- 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 true and complete, to the best of my knowledge.

Signature

Date

Signature of first co-applicant (if applicable)

Date

Signature of second co-applicant (if applicable)

Date

ORIGINAL SIGNATURES ARE REQUIRED



Grants to Film and Video Artists: Production Grants

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(S)

Last name

First and middle names

City (permanent residence)

Province or territory

For collaborations, first co-applicant (if applicable):

Last name

First and middle names

City (permanent residence)

Province or territory

For collaborations, second co-applicant (if applicable):

Last name

First and middle names

City (permanent residence)

Province or territory

PART A2- CATEGORY AND AMOUNT OF GRANT REQUESTED

These grants are for **established, mid-career and emerging artists**. Please check the category that is applicable to you (choose only one category). All applicants must qualify in the same category. Please consult the application guidelines for detailed information.

Established artist: Choose this category if you have been practising your art for at least seven years and have created and released a body of independent film or video work in a professional context. Grants range from \$3,000 to \$60,000. You must round your total budget request to the nearest thousand.

Amount requested: \$ _____

Mid-career artist: Choose this category if you have been practising your art for at least three years and have created and released more than one independent film or video work in a professional context. Grants range from \$3,000 to \$60,000. You must round your total budget request to the nearest thousand.

Amount requested: \$ _____

Emerging artist: Choose this category if you have less than three years of practice, have completed your basic training, and have completed at least one independent films or video work presented in a professional context.

Grants range from \$3,000 to \$20,000. You must round your total budget request to the nearest thousand.

Amount requested: \$ _____

PART A3 – SUPPORT MATERIAL

All applicants and co-applicants must submit audiovisual support material with their application, postmarked no later than the deadline date.

You must send audiovisual material that demonstrates your ability to work in film or video and that shows the members of the peer assessment committee your particular approach to creating film or video art. If you are an artist working in other disciplines, provide relevant material reflecting your practice and, if possible, a connection with the proposed project.

THIS IS THE ONLY MATERIAL THAT WILL BE RETURNED TO YOU. All other material submitted with your application (copies of scripts, storyboards, etc.) will be kept on file by the Canada Council for the Arts.

Send **complete** works, cued to the sections you want viewed or heard, or slide documentation of installations. **Do not send** excerpts or demo reels. Peer assessment committee members must be able to see or hear a work in its entirety.

Emerging artists: You must include with your application a copy of at least one independent production where you were the director. You may also include a copy of another production (as the second item) where you made a significant creative contribution as the director, co-director, director of photography or editor.

Please send a **maximum of two items:**

- **films** should be submitted **on reels**, head out – due to limited resources for screening support material, video transfers of completed works are accepted
- **videotapes**, one piece per cassette, on ½ in. or ¾ in. cassettes, cued; no BETACAM or mini DV
- **new media**, presentation instructions included, if appropriate
- **compact discs**
- **CD-ROMs**
- **DVDs (NTSC, all regions only)**
- **35 mm slides**
- **published books (send five copies of each title).**

The Canada Council can screen ¾ in. video and ½ in. video (VHS and SVHS); 16 mm and Super-8 mm film. Due to the increasing difficulty of finding viewing facilities for 35 mm film and double system 16 mm and 35 mm film, the Canada Council has regretfully taken the decision to remove these formats from its guidelines on acceptable formats. In making this decision, the Council considered that actual viewing conditions for videos were not that much of a degradation compared with the small-screen viewings that the Canada Council could provide for 35 mm. Also, peer assessment committee members are all professional artists, and are well aware of the impact of video transfers on the quality of a work originally done on film. All computer-based support material must be self-explanatory and self-supporting. Contact the Media Arts Section if you need assistance submitting computer-based support material.

Installation artists: Send slides and/or audiovisual documentation of previous installations.

If you are seeking a Production Grant to complete a work, please submit at least a first assembly of the work-in-progress (for film) or an off-line edit (for video) with your application. You must also include a copy of a previous work. **Failure to provide the work-in-progress will result in an incomplete application, which will be returned to you not assessed.** Some flexibility may be possible regarding receiving later versions of works-in-progress after the deadline date. Contact the Program Officer for further information.

If you are applying for support of a project that is radically different from your previous work, include a sample or test of the kind of work you intend to undertake with the grant.

Do not send audiovisual support material for crew members or others who are not co-applicants and co-creators for the proposed project.

Due to time limitations, the peer assessment committee may be able to view or listen to only a portion of each item you submit.

Complete the description of audiovisual support material list on the following page and clearly label your support material with the same information. If submitting slides, complete Part A7 of this form.

PART A4 – AUDIOVISUAL SUPPORT MATERIAL: GUIDELINES

These guidelines will assist you in the submission of computer-based electronic files to the Canada Council for the Arts.

Hardware/software

- Material must be self-supporting. Please do not assume that we have the required software and plug-ins to open your material. If your material requires plug-ins that are not listed below, you should include these plug-ins in your material.
- Make sure that you send us material that is compatible with the hardware/software listed in the specifications below.
- Indicate if all or parts of the material must be installed on our hard drive for viewing. Send complete installation instructions.
- If submitting a URL as support material, indicate your preferred browser and version number.

Functionality

- Test your material before sending to ensure that it is functional and readable. It is your responsibility to ensure that all copies of new media artworks reach the Canada Council intact and in a readable format. The Council assumes no responsibility for unreadable material.
- The Canada Council is also not responsible if the URL you submit is not functional or your server is down at the moment your support material is reviewed by the peer assessors. Reasonable efforts will be made to return to your site during the adjudication process. You may wish to include a CD-ROM or DVD-ROM version of your Web site as a back-up.

HARDWARE

MACINTOSH

- Apple Mac Pro 2 x 2.8GHZ 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
- 2 speakers

PC

- HP DC7800
- Windows XP SP3
- 149 GB hard drive
- 2 GB of RAM
- 384 MB Intel Graphics Media Accelerator Q35
- CD-RW/DVD-RW drive
- 2 speakers

MEDIA

MACINTOSH

- CD-RW
- DVD-RW/DVD-RW

PC

- CD-RW
- DVD-RW

SOFTWARE

MACINTOSH

- Apple OS X V10.5 Leopard
- Safari or Firefox with the following plug-ins:
 - Flash
 - Shockwave
 - Adobe Acrobat
 - RealAudio
 - RealVideo
 - QuickTime

PC

- Microsoft Office XP SP3
- Internet Explorer 6.X or 7.X with the following plug-ins:
 - Flash
 - Shockwave
 - Adobe Acrobat
 - Windows Media Player
 - RealPlayer
 - QuickTime

PART A5 – DETAILED DESCRIPTION OF SUPPORT MATERIAL SUBMITTED

The peer assessment committee's time is limited. To assist in the assessment process, please provide some descriptive and contextual information. Include a brief description (synopsis) of each piece of support material. If necessary, add some notes or special instructions. Explain why you are sending that particular material, what it shows and how it relates to what you are proposing. In all cases, your creative role in the material submitted must be clearly identified.

Clearly indicate your name, your credit/role, the title and date of the production on the support material. Do not send originals.

If you are submitting slides, complete Part A6 of the application form. Describe how the support material presented on the slides relates to your project.

All applicants and co-applicants must submit support material.

Item 1

Title:

Name of the applicant (or co-applicant) whose participation is linked to Item 1:

Applicant's or co-applicant's credit/role (director, writer, etc.):

If you are the director, did you maintain complete creative and editorial control over the work?

Presentations in a professional context: please indicate where and when this work has been presented.

Production medium (video, film or new media):

Format of support material (VHS, CD-ROM, etc.):

Running time (where applicable):

Completion or recording date:

Synopsis:

Brief description of how the support material relates to the proposed production project:

Special presentation instructions or notes:

NAME OF APPLICANT:

*Grants to Film and Video Artists:
Production Grants / 5*

PART A5 – DETAILED DESCRIPTION OF SUPPORT MATERIAL SUBMITTED (cont'd)

Item 2

Title:

Name of the applicant (or co-applicant) whose participation is linked to Item 2:

Applicant's or co-applicant's credit/role (director, writer, etc.):

If you are the director, did you maintain complete creative and editorial control over the work?

Presentations in a professional context: please indicate where and when this work has been presented.

Production medium (video, film or new media):

Format of support material (VHS, CD-ROM, etc.):

Running time (where applicable):

Completion or recording date:

Synopsis:

Brief description of how the support material relates to the proposed production project:

Special presentation instructions or notes:

NAME OF APPLICANT:

PART A6 – DETAILED DESCRIPTION OF SLIDES

Please do not submit more than 20 slides (photocopy this blank sheet if required). Label all support material with your name, and number the items to match the listing below. Clearly mark slides to indicate the lower left corner when held in the hand for viewing. Do not send original artworks.

Slide No.	Title	Date	Medium	Dimensions of Artwork

Briefly describe how the material shown in these slides relates to the proposed production project.

NAME OF APPLICANT: _____

PART B1 – GENERAL DESCRIPTION OF PRODUCTION PROJECT

Indicate working title, final production format, expected length, and dates and locations of production or post-production. Indicate whether this is an application for production or post-production by checking the appropriate box. Note that you may receive only one grant per project under each program component.

Title of project: _____

Format (e.g. 16 mm film, 1/2 in. video): _____ **Length** (if applicable): _____

Period to be covered by the grant: From _____ to _____
(day/month/year) (day/month/year)

Production dates: From _____ to _____
(day/month/year) (day/month/year)

Production locations: _____

Production and Post-production

Completion

Project Summary

In two or three sentences, give a brief summary of the proposed production project. The summary describes your project in the most general terms possible indicating the length of the work (e.g. “to produce a one-hour experimental documentary on the life cycle of bees” or “to produce a feature-length animated video on the life cycle of bees”). See the application guidelines for the list of eligible projects.

PART B2 – DETAILED DESCRIPTION OF PROJECT

This is the most important part of your application. Your proposal will be assessed against the following criteria (see the application guidelines for more information on assessment criteria):

- the artistic merit of your proposed project
- your technical and production skills
- your ability to carry out the project, as shown by your experience in film or video production and/or the proposed support of media arts professionals, and
- the clarity of your project budget and how reasonable it is.

Your proposal will be evaluated based on the documents submitted. In your project description, address each of the points below. Be sure to submit everything requested and include details that will provide an in-depth understanding of the proposed project. Submit all documents on separate sheets of paper (white, 8½ x 11 inch, printed on one side only, portrait orientation). **Do not send originals.** Please type or print in black ink. Do not use binders, plastic covers or staples; use paper clips to secure material. It is not necessary to paginate your application.

For ALL projects, please submit the following:

- 1) A description of the artistic concept or ideas underlying your project. For example, you may wish to describe the formal, historical or social ideas related to your project. You may also choose to compare your project with the work of other artists and art movements.
- 2) A one-page work schedule that identifies when the major stages in your production will be carried out.
- 3) Rights or option agreements, or letters of permission for the use of stories, scripts, images, music, etc. for which you do not hold the copyright.
- 4) **Even if you are applying for completion funding**, submit a detailed and complete project description. The peer assessment committee members read the project description before meeting to view the work-in-progress.
- 5) If you are a graduate student applying as a professional artist, include a letter from the graduate program director.
- 6) If you wish to use technologies with which you are unfamiliar, you may work on the project with the assistance of specialists. Please include letters confirming this type of assistance with your application.
- 7) Normally, storyboards should be sent only for animation projects. They may be included for other types of projects if they contribute significantly to the project description.
- 8) The following information, depending on the type of project for which you are applying:

For animation projects

- your storyboard, and
- a description of your planned visual and sound treatment.

For documentary projects

- a description of the research that you have completed in developing your project
- a description of the proposed production, including your planned visual and sound treatment (camera movement, lighting, music or audio sources, etc.), and
- when appropriate, letters of agreement from the subjects confirming that you will have access to the proposed material or their participation in the project.

For dramatic projects

- the full script and a synopsis, even if you are applying for completion funding (applicants wishing to develop a first draft of a script should apply to the Scriptwriting Grants component), and
- your planned visual and sound treatment (camera movement, lighting, music or audio sources, etc.).

For projects using an experimental approach

- a detailed treatment (or description) of the proposed production or, if appropriate, a description of your working process, and
- your planned visual and sound treatment.

Note: For projects using an experimental approach, we encourage artists to read the *Research/Creation Grants* component guidelines to ensure they are applying to the relevant component.

PART C1 – BUDGET

Budgets should indicate all expenses and all sources of revenue. Be sure to indicate which projected revenues are confirmed and which are pending. Grants cover only expenses incurred after the deadline and may not be used to purchase equipment or offset capital costs.

If you are seeking funds to complete a work, please submit a complete budget indicating clearly a breakdown of costs incurred to date and the projected expenses that you are seeking to fund. Include a revenue statement for expenses that have already occurred, along with a projection of future revenues.

Use of the budget summary provided in the application form is optional. You may fill out the budget summary pages provided, using the categories appropriate to your project, **OR** you may provide your own budget document. **Do not do both.** If using your own budget, be sure to include all of the budget categories listed below that are applicable to your project. Budgets submitted to the Canada Council for the Arts must be similar to those submitted to other sources of funding indicated in the project's financial structure. Indicate the amounts confirmed or not confirmed.

Note: Peer assessment committees want to ensure that Canada Council grants contribute significantly to your project's overall budget. Therefore, if your total budget for the entire production through to completion (including all cash and in-kind costs) exceeds the amounts shown below, your project **may** not be funded:

- for established and mid-career artists, \$250,000
- for emerging artists, \$100,000.

An important factor in the assessment of your application is how clear and reasonable your budget is. Please read the following information before completing your budget.

EXPENSES

Eligible expenses include:

- production and post-production costs (storyrights acquisition and location scouting are the only eligible pre-production costs)
- fees for actors, artists, technicians and other participants
- rental costs for equipment, studios and other facilities
- travel costs
- payment for technical services, materials and processing
- the costs of promoting, launching, reproducing and copying a work (up to 10 percent of the amount of grant requested), and
- contingency funds (up to 10 percent of the amount of the total budget).

Artist's or director's fees: You may request payment for each applicant for the time spent working on production and post-production.

Cast or performers: Provide names (if available), roles and rates of pay. The Canada Council for the Arts encourages grant recipients to pay reasonable fees to cast and crew.

Production crew: Provide names (if available), roles and rates of pay. If a crew member's fees include the cost of providing his or her own equipment, please indicate this.

Production equipment rental: List the equipment being rented (camera, lighting, grip, sound, etc.).

PART C1 – BUDGET (cont'd)**EXPENSES (cont'd)**

Studio or other facilities rental: Describe the production facilities being rented.

Travel: Include only the direct costs of travel related to production (ground transportation and airfare at economy rates or less).

Production materials and supplies: Include the costs of raw stock, video/audio tape, art/construction supplies, costumes, etc.

Lab: For film, include the costs of processing the original, workprint, sound transfer, etc.

Post-production personnel: Provide names (if available), duties and rates of pay.

Editing: For film, include the costs of mixing/dubbing, optical transfer, titles, optical printing, the negative cut, the answer print, the release print and all other costs. For video, include the costs of the off-line edit, materials, the final edit (on-line), special effects, computer graphics and all other costs.

Post-production materials and supplies: Include the costs of videotape, audio tape and other supplies.

Sound: Include the costs of studio/equipment rental, recording (narration/voice-over, etc.), Foley recording, the audio mix, mastering and other costs.

Music: Include the costs of rights and recording costs. Provide names (if available) of the sound track composer and other musicians.

Promotional materials: You may allow up to 10 percent of your grant for costs related to promoting your production (extra release prints, video dubs, one-sheets, etc.).

Contingency: You may add a small percentage to your budget (normally between 5 to 10 percent) as contingency funds to cover possible unforeseen or emergency costs.

REVENUES

Other sources of funding: If your budget is higher than the maximum grant available through this program, list your other sources of funding. Indicate which ones are confirmed and which are pending confirmation. All confirmed financing must be supported by documentation (contracts, letters of intent, letters of investment, grant announcements, etc.).

Donations: Put a value on all materials and services being donated to your project, for example where some crew members will be donating services or you will be receiving donations of materials or supplies.

Deferrals: Put a value on any deferrals you are receiving for this production. A deferral occurs when a cast or crew member agrees to have all or part of his or her fees paid when and if the production makes money.

PART C2 - BUDGET EXPENSES

Please complete this detailed production budget, a budget expenses summary will automatically be generated on the next excel sheet. You may provide your own budget document if necessary. Indicate which expenses will be covered by the Canada Council in the appropriate column. If applicants are carrying out their own technical services, please list them in the budget notes.

		Canada Council	Other sources	Total
Pre-production				
10	Story rights acquisition			-
11	Location scouting			-
A - Pre-production subtotal		\$ -	\$ -	\$ -

Applicant's Payment (see guidelines for details)

20 Applicants				
	insert name of Principal applicant			-
	insert name of Co-applicant 1 (if this applies)			-
	insert name of Co-applicant 2 (if this applies)			-
B - Applicant's Payment subtotal		\$ -	\$ -	\$ -

Production

30 Cast or performers (if applicable)				
				-
				-
				-
				-
				-
				-
Total cast or performers		\$ -	\$ -	\$ -

31 Production crew (if applicable)

				-
				-
				-
				-
				-
				-
				-
				-
				-
Total production crew		\$ -	\$ -	\$ -

32 Production equipment rental

				-
				-
				-
				-

PART C2 - BUDGET EXPENSES (continued)				
		Canada Council	Other sources	Total
				-
				-
				-
				-
				-
				-
				-
Total production equipment rental		\$ -	\$ -	\$ -
33 Studio or other facilities rental				
				-
				-
				-
Total studio or other facilities rental		\$ -	\$ -	\$ -
34 Travel costs				
				-
				-
				-
				-
Total travel costs		\$ -	\$ -	\$ -
35 Production materials and supplies				
				-
				-
				-
				-
				-
				-
				-
Total production materials and supplies		\$ -	\$ -	\$ -
36 Lab costs				
				-
				-
				-
				-
Total lab costs		\$ -	\$ -	\$ -

PART C2 - BUDGET EXPENSES (continued)				
		Canada Council	Other sources	Total
37	Other (specify)			-
				-
				-
				-
				-
				-
				-
Total other eligible expenses		\$ -	\$ -	\$ -
C - Production subtotal		\$ -	\$ -	\$ -
Post-production				
40	Post-production personnel			-
				-
				-
				-
				-
				-
Total post-production personnel		\$ -	\$ -	\$ -
41	Editing			-
				-
				-
				-
				-
				-
				-
Total editing		\$ -	\$ -	\$ -
42	Post-production material and supplies			-
				-
				-
Total post-production material and supplies		\$ -	\$ -	\$ -

PART C2 - BUDGET EXPENSES (continued)				
		Canada Council	Other sources	Total
43	Sound editing			-
				-
				-
				-
				-
Total sound editing		\$ -	\$ -	\$ -
44	Music			-
				-
				-
				-
				-
Total music		\$ -	\$ -	\$ -
45	Promotional Materials (max. 10% of grant requested)			-
				-
				-
				-
Total promotional materials		\$ -	\$ -	\$ -
46	Other (specify)			-
				-
				-
				-
				-
				-
				-
Total other		\$ -	\$ -	\$ -
D - Post-production subtotal		\$ -	\$ -	\$ -
Subtotal Expenses (A+B+C+D)		\$ -	\$ -	\$ -
50	Contingency (maximum 10% of subtotal expenses)			-
TOTAL EXPENSES		\$ -	\$ -	\$ -

(please ensure that expenses equals revenues)

PART C2 - BUDGET REVENUES			
If other sources of funding than the Canada Council for the Arts are being sought, the funders cannot require the applicant to give up editorial or creative control of the project. Please attach letters of confirmed sources of funding.			
	Confirmed A	Pending B	
60	Grant requested from Canada Council for the Arts		
(The amount cannot exceed 60,000\$ for mid-career or established artists and 20,000\$ for emerging artists)			
61	Federal (specify)		
62	Provincial / Territory (specify)		
63	Municipal / Region (specify)		
64	Donations / In-kind (specify)		
65	Payment deferrals (specify)		
66	Other sources of funding (specify)		
TOTAL REVENUES		\$ -	\$ -
TOTAL REVENUES (Column A + B) (please ensure that expenses equals revenues)			\$ -
Budget notes:			

PART C3 - BUDGET EXPENSES SUMMARY				
Please note that this form is a summary of your previous detailed budget. It has been automatically completed based on the information that you provided earlier.				
		Canada Council	Other Sources	Total
Pre-production				
10	Story rights acquisition	-	-	-
11	Location scouting	-	-	-
A - Pre-production subtotal		\$ -	\$ -	\$ -
Applicant's Payment (see guidelines for details)				
20	Applicants	-	-	-
B - Applicant's Payment subtotal		\$ -	\$ -	\$ -
Production				
30	Cast or performers (if applicable)	-	-	-
31	Production crew (if applicable)	-	-	-
32	Production equipment rental	-	-	-
33	Studio or other facilities rental	-	-	-
34	Travel costs	-	-	-
35	Production materials and supplies	-	-	-
36	Lab costs	-	-	-
37	Other (specify)	-	-	-
C - Production subtotal		\$ -	\$ -	\$ -
Post-production				
40	Post-production personnel	-	-	-
41	Editing	-	-	-
42	Post-production material and supplies	-	-	-
43	Sound editing	-	-	-
44	Music	-	-	-
45	Promotional Materials (max. 10% of grant requested)	-	-	-
46	Other (specify)	-	-	-
D - Post-production subtotal		\$ -	\$ -	\$ -
Subtotal Expenses (A+B+C+D)		\$ -	\$ -	\$ -
50	Contingency (maximum 10% of subtotal expenses)	-	-	-
TOTAL EXPENSES		\$ -	\$ -	\$ -

(please ensure that expenses equals revenues)

PART D1 – RÉSUMÉS

Attach a résumé for each applicant, on separate 8½ x 11 inch white sheets of paper, printed on one side only (maximum of three pages per applicant).

Your résumé is a summary, in point form, of your professional experience. Do **not** send a biography in paragraph form. **Your résumé must include the following information.**

- Independent film or video works you have created. Include titles, dates of completion and formats of the works.
- Major exhibitions of your professional independent film or video works within a professional context (in festivals, galleries or museums, special screenings, etc.). Indicate the names and dates of events, and names of host organizations.
- Your prizes and awards.
- Collections that include your works.
- Major commissions of your works (e.g. by museums or cinematheques).
- A list of significant critical reviews of your work that have appeared in the print or electronic media, in bibliographic form (do not send copies).
- If relevant, please indicate your Media arts training, whether formal or informal (this can include studies at a school or university, experience gained by working professionally, workshops, etc.).
- Community service, e.g. involvement in artist-run centres, participation in festival programming (optional).
- If applicable, any other relevant information on your media arts practice (e.g. artist residencies, artist's talks, consulting, teaching).
- Optional – a press kit (maximum of five pages).

For emerging artists:

In addition to the information requested above, please clearly indicate in your résumé which productions, if any, were student works. Include titles, dates of completion and formats of the works.

Key Crew Members

If you know the names of your key crew members (director of photography, editor, sound recordist, composer), you may attach their résumés to your application. Do not send résumés or photos of actors or other technicians.

NAME OF APPLICANT:

PART D2 – LIST OF SUPPORT DOCUMENTS SUBMITTED

List the people or organizations whose **letters of permission** you have attached to your application. Examples include letters or options for use of stories, scripts, images or music for which you do not hold copyright; letters of agreement from specialists who will assist you on your project; and for documentaries, letters confirming the participation of principal subjects.

List the organizations whose **letters of confirmation** (confirming other sources of funding) you have attached to your application.

Names of Funding Sources

Amounts of Confirmed Awards

If you know the names of your key crew members (director of photography, editor and sound recordist) and you have attached their résumés to your application, list their names.

Names of Key Crew Members

Positions

PART F – 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 and the title of the proposed project on all items.

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

- Identification of Applicant
- Declaration with original signature(s)
- Part A1 – Name and Location of Applicant
- Part A2 – Category and Amount of Grant Requested
 - Information required for graduate students applying as professional artists (if this applies)
 - Letter from applicant's program director
- Part A3 – Support Material (Emerging artists must send at least one completed independent work as a director which has been presented in a professional context)
- Part A5 – Detailed Description of Support Material Submitted
- Part A6 – Detailed Description of Slides (if this applies)
- Part B1 – General Description of Production Project

Part B2 – Detailed Description of ProjectInformation required for all proposals

- Detailed and complete project description
- Description of the artistic concept or ideas
- Rights or option agreements, or letters of permission for copyrighted materials
- Letters confirming the assistance of specialists (if this applies)
- Work schedule
- Production contract (if the artist is working with a producer)

Information required for animation projects

- Storyboard
- Description of your planned visual and sound treatment

Information required for documentary projects

- Description of the research completed
- Description of the proposed production, including planned visual and sound treatment
- Letters of agreement from the subjects confirming access to the proposed material or their participation in the project (if this applies)

PART F – CHECKLIST (continued)

Part B2 – Detailed Description of Project (continued)

Information required for dramatic projects

- Full script and a synopsis
- Planned visual and sound treatment

Information required for projects using an experimental approach

- Detailed treatment (or description) of the proposed production or work process
- Planned visual and sound treatment

Part C – Budget

- Part C2 – Budget Expenses summary
- Letters of confirmed funding (if this applies)
- Part D1 – Résumés
- Part D2 – List of Support Documents Submitted

New this year

- Voluntary Self-Identification form (included after the Guidelines and Application Form)
You are encouraged to fill out this voluntary self-identification information form to help the Canada Council identify whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The information that you provide will not be used to assess the eligibility or merit of your application.

Submit your application to:

Media Arts Section

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



Voluntary Self-identification Form

The Canada Council for the Arts is a federal Crown corporation created by an Act of Parliament, and it has certain legal obligations under the Canadian Charter of Rights and Freedoms.

The federal Privacy Act protects the personal information that you provide on this form.

The Canada Council for the Arts' mandate is to support the study, enjoyment and production of works in the arts. Moreover, the Canada Council would like to strengthen its positive impact on all professional Canadian artists. The Canada Council can better achieve these objectives if it knows more about who applies to its programs and who receives its funding.

The Canada Council is committed to equity, diversity and inclusion when providing grants and services to professional artists and arts organizations. Its policies reflect Canada's rich and complex reality, and the Canada Council uses its unique national perspective to identify and address issues related to access. The issues can be—but are not limited to—regional, cultural, racial, generational, language-based, Aboriginal-based, disability-based and (or) gender-based.

For this reason, you are encouraged to complete this voluntary self-identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. Individuals who are applying for a grant as members of a collective and (or) an ensemble are also encouraged to complete this form.

The form will be detached from program application forms. The information that you provide in this form will not be used to determine your eligibility.

How will the Canada Council use the information that you provide?

Your voluntary self-identification information may be used to:

- generate statistics that will measure the impact of, and identify gaps in, funding
- ensure there is diversity in the membership of peer assessment committees, advisory committees and focus groups
- gather information to help the Canada Council with the design, review and evaluation of its programs
- plan outreach activities and targets
- report to the Canada Council Board and committees
- share information with other government departments, organizations and contractors with whom the Canada Council has a data sharing agreement (please refer to the consent option on page 4), and
- Identify applications for priority funding after they have been assessed as having equal merit with other applications.

How will the Canada Council protect the information that you provide?

By submitting your personal information, you are consenting to its collection, use and disclosure in accordance with the Privacy Act. The Canada Council will use or disclose the information to others only for the purposes stated. If the Canada Council wishes to use your information for other purposes, it must first receive your written consent to do so.

**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.

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

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: _____