



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

WRITING AND PUBLISHING SECTION

Literary Performance and Spoken Word Program: Festivals and Performance Series

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 and assessment process and so on.
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 G) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadline

15 April (for festivals and performance series taking place between 1 September and 31 August)

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

Mona Kiame

Program Officer

Writing and Publishing Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

mona.kiame@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 4016

TTY: 1-866-585-5559

WRG31bE 02-11



PROGRAM GUIDELINES

<p>General Program Description</p>	<p>The Literary Performance and Spoken Word Program has two components:</p> <ul style="list-style-type: none"> • Creation and Production • Festivals and Performance Series (for organizations only) <p>The Creation and Production component has separate guidelines and forms.</p> <p>This program is open to Aboriginal artists and artists of diverse cultural and regional communities of Canada.</p>
<p>Festivals and Performance Series Component Description</p>	<p>The Festivals and Performance Series component of the Literary Performance and Spoken Word Program increases knowledge and appreciation of Canadian literary performance, spoken word and storytelling activities by providing opportunities for spoken word artists and storytellers to perform their works.</p> <p>The component has two categories of support: the <i>Festivals</i> category and the <i>Performance Series</i> category.</p>
<p>Eligibility</p>	<p>Only Canadian organizations and collectives can apply, for activities in Canada.</p> <p>For Festival Host Organizations</p> <p>The Festivals category is for literary performance, spoken word and storytelling festival organizations that are hosting a minimum of 10 professional, paid literary performers, spoken word artists and storytellers over a period of at least two days. Festivals may host as many artists as they wish beyond the minimum requirement. New festivals are those less than two years old and established festivals have been in existence at least two years or more.</p> <p>Festival hosts applying to this category may also submit an application for a performance series that is separate from the festival, within the same competition.</p> <p>For Performance Series Host Organizations</p> <p>Organizations and collectives that present a minimum of 6 professional, paid literary performers, spoken word artists or storytellers in performance over a 12-month period may apply to the Performance Series category for support. New series are those less than two years old and established series have been in existence at least two years or more.</p> <p>For Other Types of Host Organizations</p> <p>Organizations and collectives that host performances by literary performers, spoken word artists or storytellers but do not meet the minimum criteria of either a festival or series may still apply to the Creation and Production component of this program for support.</p>

<p>Eligibility (continued)</p>	<p>For Invited Literary Performers, Spoken Word Artists and Storytellers</p> <p>Invited literary performers, spoken word artists and storytellers must be Canadian citizens or permanent residents of Canada, and must have a history of public literary performance. Festivals and series also featuring artists of other disciplines may apply for support for literary performers, spoken word artists and storytellers only.</p> <p>Note that meeting the eligibility criteria allows you to apply, but it does not guarantee that you will receive a grant.</p> <p>Ineligible Projects</p> <p>Actors reading from written texts are not eligible. Organizations or collectives inviting a majority of writers should consult the guidelines for the Literary Readings and Author Residencies Program.</p> <p>Requests for support of literary performance, spoken word or storytelling workshops, story swaps, open mics, slams or other uncurated events, and competition or prize events are not eligible. Also ineligible are any events or festivals receiving support from another Canada Council program.</p>
<p>Grant Amount</p>	<p>Amount Available</p> <p>The maximum grant available through this component is \$35,000 for established series and festivals (that is, those that have been in existence at least two years). Applicants may apply to a maximum of \$12,000 for new festivals and \$7,000 for new series. Support is allocated for the following priorities: honoraria and travel for the literary performers, spoken word artists or storytellers, then other reasonable costs incurred by the host organization.</p> <p>These grants cannot be used for projects that have already been completed or for expenses that occur before the program deadline.</p> <p>Host Organizations' Responsibilities</p> <p>Host organizations are responsible for providing the honoraria and travel monies to invited literary performers, spoken word artists and storytellers. Successful applicants must pay the rates outlined immediately below. Payment of honoraria must be made at the time of performance. Organizations not meeting these obligations are ineligible for support from the program.</p> <p>Organizations must pay the literary performers, spoken word and storytelling artists at least the minimum scales for honoraria and travel expenses that the Canada Council for the Arts provides for payment to writers: a minimum of \$250 for a full performance, and a minimum of \$125 per artist for a joint performance. A full performance is considered to be one presented by a single literary performer, spoken word artist or storyteller and that lasts approximately one hour. A joint performance consists of two or more literary performers, spoken word artists or storytellers performing as part of the same presentation. Funding for travel costs, if requested, should be reasonable.</p>

<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition. Applications in English are submitted to an English-language committee; applications in French are submitted to a French-language committee.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grant Decisions,” posted on the Canada Council’s website.</p> <p>Assessment Criteria</p> <p>The peer assessment committee will base its review of applications on 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> <p>The committee evaluates applications on the basis of:</p> <ul style="list-style-type: none"> • the literary and artistic excellence of the event • the contribution of the proposed event to the cultural life of the host’s community • the host’s success and professionalism in organizing and promoting literary performance, spoken word and storytelling events • the budget, which must be clear and reasonable, and • the administrative capabilities of the host organization. <p>Note: In the assessment of the series, the frequency of the series will be taken into consideration.</p>
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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>Applicants are informed of the competition results by mail approximately four months after the application deadline for this component. The Canada Council does not release results by telephone or email.</p> <p>Application Preparation</p> <p>It is the responsibility of the applicants to provide all the information and supporting material requested to confirm their eligibility for the component. The Canada Council will base its eligibility decisions on the information you provide in this application.</p> <p>It is important to inform the Canada Council for the Arts of any change of address. 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, 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 in plastic or stapled. Paper clips are acceptable.</p> <p>Colour printing and coloured paper or unusual formats make photocopying difficult; it is therefore preferable to avoid using them.</p>
Personal Information	<p>The <i>Privacy Act</i> gives individuals the right to access and request correction of personal information about themselves. The Canada Council for the Arts will protect personal information as required by the <i>Privacy Act</i>. The information is stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the <i>Access to Information Act</i>.</p> <p>The Canada Council for the Arts may share information related to applications on a confidential basis, with officials in other arts and cultural industry funding agencies, to assist with program planning and evaluation</p>

Grant Terms and Conditions	<p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Grant Payment</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>Acknowledgement of Canada Council for the Arts Support</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>Final Report and Financial Statement</p> <p>Please note that the Canada Council cannot close your organization's grant file until it has received and approved the final report and financial statement. This report must be submitted by the date identified in your grant notification letter.</p>
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Literary Performance and Spoken Word Program: Festivals and Performance Series

- The Canada Council for the Arts requires only one copy of the application form. Type or print in black ink to make your submission easier to photocopy.
- Do not bind your completed application form (in other words, do not use spiral binding, mount it in plastic, staple it, and so on.)
- If you are completing the form on a computer, use the following format.

PART A1 – IDENTIFICATION OF APPLICANT

Name of host organization: _____

Mailing address: _____

Contact person: _____

Position: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

Indicate the category of grant you are requesting. Check **only one** of the following:

Festivals

Dates of festival: _____

Total requested: \$ _____

Performance Series

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

Total requested: \$ _____

PART A2 – DECLARATION

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

As the representative of the host organization,

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and the organization I represent meets the criteria.
- I certify that all invited literary performers, spoken word artists or storytellers are eligible and are Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I accept the conditions of the program and agree to accept the Canada Council for the Arts' decision.
- I will act as sole representative of the organization, and I will keep the other participants informed of the contents and outcome of this grant application.
- I understand that the organization I represent 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 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.

Signature

Date

AN ORIGINAL SIGNATURE IS REQUIRED

PART B1 – PROFILE OF APPLICANT

In a maximum of three pages, please provide the following information:

- Mandate of the organization
- Brief history of the organization
- Description of the collaborating host, if applicable

PART B2 – DETAILS ON THE FESTIVAL OR PERFORMANCE SERIES

Year of the first festival or performance series: _____

Location(s) where public activities take place: _____

Month of the festival: _____ OR Usual dates of the series: From: _____ to _____

	(Two years ago)	(Last year)	(Projected)
Total revenues (actual or projected)	\$	\$	\$
Number of performances for the festival or the series			
Number of participating literary performers, spoken word artists or storytellers			
Number of attendees for the festival or for the whole series			
<i>For festivals only:</i> Duration of festival (number of days)			
<i>For festivals only:</i> Number of activities			

PART C – DETAILED PROJECT DESCRIPTION

While your project 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. Limit your description to a **maximum of five pages**, in total, for this section.

The project description should set out clearly:

For Festival Hosts

- Artistic focus you are planning, the target audience and projected number of attendees
- Preliminary programming (please identify any confirmed performers)
- An overview of the promotional plans for the festival

For Performance Series Hosts

- Main objectives and artistic vision of the performance series
- Schedule of programming and a list of literary performers, spoken word artists and/or storytellers to be invited (please identify any confirmed performers)
- An overview of the promotional plans

PART D1 – FINAL REPORT FOR LAST YEAR'S GRANT (if applicable)

This section does not apply for first-time applicants.

Please provide in your final report the following information:

- A brief description of the festival or the performance series activities, including significant successes and challenges
- Estimated attendance figures
- Samples of any media coverage or relevant public feedback
- A detailed financial statement outlining all revenues and expenses related to the festival or the series
- A complete list of the literary performers, spoken word artists and/or storytellers who participated in the festival or the series (use Part D2 of the application form; photocopy the page if necessary)

Note: This submission will serve as the final report for your organization's previous grant. Organizations that do not submit their final reports are not eligible for future Canada Council for the Arts funding.

NAME OF APPLICANT:

PART D2 – FINAL REPORT: LIST OF INVITED LITERARY PERFORMERS, SPOKEN WORD ARTISTS AND STORYTELLERS (FOR LAST YEAR’S GRANT ONLY)

Existing festivals must have hosted a minimum of 10 professional literary performers, spoken word artists or storytellers.
Hosts of existing Performance Series must show a minimum of 6 professional literary performers, spoken word artists or storytellers over a 12-month period to be eligible as a Performance Series.

Name of Literary Performer / Spoken Word Artist / Storyteller	Place of Residence	Date of Performance (day/month/year)	Amount of Performance Honorarium	Amount Allocated for Travel Costs	Venue and Location of Performance/Storytelling	Name and Location of Collaborating Host (if applicable)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total				\$	\$	

NAME OF APPLICANT:

Literary Performance and Spoken Word: Festivals and Performance Series / 5

PART E – FINANCIAL INFORMATION			
You may provide the Financial Information by using the Excel document posted on the Canada Council website. Costs detailed in this summary must be specific to the Performance Series or the Festival.	Two Years Ago	Last Year	Projected
	20 - 20	20 - 20	20 - 20
REVENUES			
Earned revenues:			
Box office, ticket sales, fees, etc., for performances	\$	\$	\$
Other sales	\$	\$	\$
Special fundraising projects	\$	\$	\$
Other (specify)	\$	\$	\$
Grants:			
Municipal government	\$	\$	\$
Provincial/territorial government	\$	\$	\$
Canada Council for the Arts (Literary Performance and Spoken Word Program)	\$	\$	\$
Canada Council for the Arts (other programs)	\$	\$	\$
Other federal support (specify program and department)			
Other (specify)	\$	\$	\$
Donations and private sector contributions:			
Donations, private contributions	\$	\$	\$
Corporate sponsorship	\$	\$	\$
Other (specify)	\$	\$	\$
TOTAL REVENUES	\$	\$	\$
EXPENSES			
Artistic:			
Canada Council literary performers'/spoken word artists'/storytellers' honoraria	\$	\$	\$
Canada Council literary performers'/spoken word artists'/storytellers' travel	\$	\$	\$
Other literary performers'/spoken word artists'/storytellers' honoraria	\$	\$	\$
Other literary performers'/spoken word artists'/storytellers' travel	\$	\$	\$
Other artists (non-spoken word or non-storytelling artists): Honoraria	\$	\$	\$
Other artists (non-spoken word or non-storytelling artists): Travel	\$	\$	\$
Artistic director	\$	\$	\$
Production:			
Venue rental	\$	\$	\$
Equipment/technical support and rental			
Promotion:			
	\$	\$	\$
Administration:			
	\$	\$	\$
Other (specify):			
	\$	\$	\$
	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$
Net revenues (loss) for period	\$	\$	\$
Accumulated surplus/(deficit)	\$	\$	\$

PART F – SUPPORT DOCUMENTATION

You must submit the following support material with your application:

- Financial statements of the organization for the most recent year
- Samples of the promotional materials used for the last activity

PART G – 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.

- Part A1 – Identification of Applicant
- Part A2– Declaration (an original signature is required)
- Part B1 – Profile of Applicant **(three page maximum)**
- Part B2 – Details on the Festival or Performance Series
- Part C – Detailed Project Description **(five page maximum)**
- Part D1 – Final Report for Last Year’s Grant (if applicable)
- Part D2 – Final Report: List of invited literary performers, spoken word artists and storytellers (if applicable)
- Part E – Financial Information
- Part F – Support Documentation

Submit your application to:

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