



Canada Council
for the Arts

Conseil des Arts
du Canada

DANCE SECTION

Aboriginal Peoples Production Project Grants in Dance

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

Deadline

1 November 2009 for Short-Term Production Grants and Long-Term Production Grants

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. You will not be contacted if your application is incomplete.

Further Information

Jerry Longboat, Program Officer

Dance Section

Canada Council for the Arts

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STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>The Aboriginal Peoples Production Project Grants in Dance program aims to respond to the natural creative cycles of dance artists and to bring high quality dance works to audiences.</p> <p>The program has two components.</p> <ul style="list-style-type: none"> • Short-Term Production Grants provide support for one project that will be fully developed and presented to a paying audience within one year. • Long-Term Production Grants provide support for one major project, which is defined as a full program of work or works that require between two and four years to be fully developed and presented to a paying audience. <p>Artists and Community Collaboration Program (ACCP)</p> <p>Applicants may find that their project falls within the objectives of the Artists and Community Collaboration Program (ACCP). The ACCP is now a permanent funded program of the Canada Council for the Arts. ACCP funding is delivered through this participating program and is intended to support diverse artistic activities that bring together professional artists and the broader community and that give the arts a stronger presence in everyday life. The ACCP provides an opportunity for communities to express themselves through creative working relationships with leading professional artists. The fund offers financial support to collaborations in an arts process that actively involves the work of professional artists and non-arts community members in creative and collaborative relationships, including projects that involve youth and elders.</p> <p>Applicants may apply to the ACCP through this program and must follow the usual application process and complete the specific additional requirements described in this program’s guidelines (page 11) and application form (page 4).</p>
<p>Program Objectives</p>	<p>This program provides production project support to Canadian Aboriginal dance professionals (individuals), companies, collectives and organizations. The activities supported through this program lead to the creation, production and presentation of traditional dance forms and contemporary dance or movement, as well as the development of artistic and professional skills in the field of dance.</p>
<p>Definitions of Terms</p>	<p>A production means the creation of a new dance work or the creation of a program involving more than one dance work. It can also mean the remount of an existing dance work and/or the commissioning of new work(s) from a professional choreographer. These works must be professionally produced, professional fees must be paid to the participating collaborators and performers, and the works must be presented to a paying audience. Artists may choose to self-produce or co-produce the works, or have them fully presented by a professional third party. (In the case of ACCP, a paying audience is not required.)</p>

<p>Definitions of Terms (continued)</p>	<p>Aboriginal peoples include Status, Non-Status, Métis and Inuit people.</p> <p>An Aboriginal-controlled dance company means one that is directed by Aboriginal dance professionals. Collectives must have a majority membership of Aboriginal people, as well as artistic leadership or direction by Aboriginal people. Organizations must be owned and operated by Aboriginal people.</p> <p>A professional artist, as defined by the Canada Council for the Arts, is someone who:</p> <ul style="list-style-type: none"> • has specialized training in the field (not necessarily in academic institutions) • is recognized as a professional artist by her or his peers (artists working in the same artistic tradition) • committed to devoting more time to the artistic activity, if possible financially, • has a history of public presentation. <p>You must determine your status as an emerging, mid-career or established artist for this application. Please consult the definitions given below.</p> <p>Emerging dance professionals are those who have completed their basic training (as defined by the standards of their dance genre), are ready to undertake a professional career and have had at least one year of paid professional experience.</p> <p>For <i>dancers</i>, this means having completed professional training and have at least one year of paid performance in a professional context.</p> <p><i>Choreographers</i> must have presented at least three works publicly in a period of three consecutive years in a professional context. The works choreographed must have been set using paid professional artists. (This does not include school or pre-professional work.)</p> <p>Mid-career dance professionals are those who have had an active professional career for at least five years. They must be recognized locally and/or regionally by their peers (those within their artistic tradition and/or discipline) and have made a recognized contribution to the field of dance.</p> <p>Established dance professionals are those who have made a substantial contribution to the field of dance nationally and/or internationally. They must have been actively engaged in the professional dance milieu and have sustained a career for a minimum of 15 years. In determining this, the peer assessment committee will take the applicant's entire body of work into consideration (for example, choreography, interpretation or research).</p> <p>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 choreographers as indicated above.</p> <p>A collective or organization 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 or organization must be professionals, and they must have completed their basic training. A collective or organization must be represented by a dance professional who will take on the administrative and/or artistic responsibility for the project. He or she must also meet the above criteria as an individual arts professional.</p>
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<p>Eligibility</p>	<p>Applicant Eligibility</p> <p>Applicants who are applying to this program for the first time, or who are unsure of their project’s eligibility should submit a summary of their dance experience or their résumé, and a one-page (maximum) project description to the Dance Section. This must be done at least one month before the deadline.</p> <p>Aboriginal professionals creating and working in all dance genres are eligible to apply for support. For a complete list of eligible dance genres and specializations, applicants should refer to Appendix A of the application form.</p> <p>General Eligibility</p> <p>This program is open to Canadian Aboriginal dance professionals (individuals), and Aboriginal-controlled dance companies, collectives and organizations.</p> <p>An individual applicant - whether an independent dance professional or a collective’s or organization’s representative - must be a Canadian citizen or permanent resident of Canada, as defined by Citizenship and Immigration Canada. The core members of the collective or company must be Aboriginal dance professionals; they may not be studying with a dance school. A dance company must be an incorporated Canadian non-profit organization. Canadian citizens living abroad are eligible to apply.</p> <p>Dance companies that are receiving operating grant funds from the Dance Section are not eligible to apply to this program.</p> <p><i>Eligibility for Short-Term Production Grants</i></p> <p>These grants are available to emerging, mid-career or established artists, and to companies, collectives and organizations.</p> <p>An individual applying to this component as a choreographer must meet the minimum requirements for either a dancer or a choreographer, as defined above. Choreographers representing companies, collectives or organizations must meet the requirements for choreographers, as defined above.</p> <p><i>Eligibility for Long-Term Production Grants</i></p> <p>These grants are available to mid-career or established artists, and to companies, collectives and organizations.</p> <p>Applicants to this component must meet both of the following eligibility requirements. They must have:</p> <ul style="list-style-type: none"> • received, in the past five years, as an individual or artistic director of a dance company, a minimum of two grants from one or more of the following programs – Grants to Dance Professionals, Production Project Grants in Dance, Dance Touring Grants, International Co-production Program for Dance or Creation/Production in Dance • produced, in the past five years, a minimum of two full-length public programs (for paying audiences) that involved professional, paid artists.
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<p>Eligibility (continued)</p>	<p>PROJECT ELIGIBILITY</p> <p><i>Short-Term and Long-Term Production Grants</i></p> <p>The following activities are eligible for support:</p> <ul style="list-style-type: none"> • the creation, production and presentation of dance works, including traditional forms, dance for young audiences and dance that integrates new technologies • the production of new works, creations, or remounts of previous works • the commissioning of works from professional choreographers • collaborative productions between individual dance professionals, companies and/or collectives • international collaborations and co-productions with foreign artists and/or producers. • pre-tour activities and costs that are not supported by other programs of the Canada Council for the Arts <p>The following are not eligible for support:</p> <ul style="list-style-type: none"> • The production and dissemination of Canadian professional screen-based dance works (film or video). Applicants should refer instead to the Dance on Screen Production Fund (Pilot Program). For other dance video or film production projects, applicants may contact the Media Arts Section to obtain information on the Grants to Film and Video Artists or Grants to New Media and Audio Artists program. • Professional development, apprenticeship or mentorship projects. Applicants should investigate instead the Grants to Aboriginal Dance Professionals program. • General artistic or professional research applicants should investigate the Grants to Aboriginal Dance Professionals program. • Touring activities that are eligible for support under other Canada Council programs, such as the Dance Touring Grants or Audience and Market Development Travel Assistance program. • Projects already supported through other Canada Council programs. • Competitions and projects conceived for competitive purposes. • Any new application, if the applicant has an outstanding final report due on <u>any</u> previous Canada Council project.
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<p>Eligibility (continued)</p>	<p>Other Possibilities and Restrictions</p> <p><i>Short-Term and Long-Term Production Grants</i></p> <p>Applicants are encouraged to apply to other programs of support within the Dance Section. A list of these programs, with brief descriptions, is available from the Dance Section or by consulting the Canada Council's website at www.canadacouncil.ca/dance.</p> <ul style="list-style-type: none"> • The same expenses may not be included in an application to the Aboriginal Peoples Production Project Grants in Dance program or to other programs offered by the Canada Council for the Arts. • An individual may apply for a production grant from this program and a grant for professional development, research or apprenticeship/mentorship from the Grants to Dance Professionals program for separate and unrelated activities. An artist can hold two grants as long as they are distinct activities and will not overlap in the same time period. • Applicants submitting a request to the Aboriginal Peoples Production Project Grants in Dance program (as the artistic director of a company, three key people of a collective or leaders of an organization) may also apply as individuals to the Grants to Dance Professionals program. They can request a grant for professional development, research or apprenticeship/mentorship if the artistic activities are unrelated. • Two applications may not be submitted to this program for the same competition deadline (even if the applications are for separate and unrelated projects). • Applicants may apply for and receive two or more grants in a row from this program. <p>An established arts professional who works in more than one discipline, and who meets the eligibility criteria as an established artist in both disciplines, may apply to two different grants to professional artists programs per fiscal year (1 April to 31 March). (The criteria for the status of established artists are determined by each disciplinary section.) The arts professional must, however, accept or refuse the first grant offered by the Canada Council within two weeks of the date of the grant notification. If the first grant offered is accepted, the arts professional's other application will be withdrawn from any competition taking place in the same fiscal year.</p> <p><i>Artists and Community Collaboration Program (ACCP) Grants</i></p> <p>Applicants to the ACCP must meet all the eligibility requirements for the Aboriginal Peoples Production Project Grants in Dance program. They must also meet the following criteria:</p> <ul style="list-style-type: none"> • they may submit only one project per participating program deadline • they must provide the additional information described in Part B of the application form, and • they must contact the Dance Section Officer, before applying to the ACCP, to confirm their eligibility before submitting their request.
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<p>Eligibility (continued)</p>	<p>Note: ACCP projects should generally include at least one public presentation (a public workshop, showing or performance). A paying audience is not required.</p> <p>ACCP applicants must be a professional dance artist, a dance company or a dance collective/organization.</p> <p>Applicants must include a letter or other written proof of intent from the artistic and non-artistic partners. Before applying to ACCP, please refer to the Frequently Asked Questions on the Canada Council’s website.</p>
<p>Grant Amount</p>	<p>Amount Available</p> <p>Short-Term Production Grants and Short-Term ACCP Grants: A maximum of \$30,000 is available.</p> <p>Long-Term Production Grants and Long-Term ACCP Grants: A maximum total amount of \$100,000 is available over a two-, three- or four-year period. Successful applicants can distribute their grant in varying amounts over the desired period, but a maximum of 50 percent of the grant can be released for the first year of the project.</p> <p>For both components, the peer assessment committee will not normally modify the grant amounts requested. However, limited funds are available for this program and a high number of applications may be received. The peer assessment committee may decide to award grants that are smaller than the amounts requested.</p> <p>Grants are available in fixed amounts of \$1,000. Applicants must round their budget request to the nearest thousand and must submit a balanced budget (revenues must equal expenses).</p> <p>Project must start after the application deadline date; the Canada Council will not provide retroactive funding. Grants cannot be used to cover expenses that occurred before the application deadline.</p> <p>Applicants may use grant funds from this program to cover the following types of expenses, according to the needs of the project:</p> <ul style="list-style-type: none"> • their choreographic and/or artistic fees • design and construction of sets, regalia, costumes and lighting • fees for collaborators (e.g. artists, elders, instructors, producers, etc.) • commissioning fees for guest choreographers and composers • agent’s or manager’s fees if applicable • travel costs for the artists and/or collaborators and foreign guests • technical and administrative fees • creation / production costs • theatre costs • promotional and marketing costs.

<p>Grant Amount (continued)</p>	<p>Other costs that do not fall into the above categories are also eligible, such as:</p> <ul style="list-style-type: none"> • public presentation costs for a work-in-progress, an in-depth dramaturgical process, and/or the development of a dialogue with audiences over several months or years as part of the process of bringing the work to maturity • costs to establish a longer commitment with the dancers • costs for complete documentation of the process and production • the cost of bringing in an agent or animator at an early stage of creation to assist in the identification of an audience or audiences for the work • project management and coordination costs • subsistence for individual applicants for all or part of the project's duration. <p><i>Long-Term Production Grants</i></p> <p>For this component, applicants must present the project's expenses and revenues over a period of two, three or four years. If the project is longer than two years, applicants must complete the first two years' presentation in detail. They can provide a more general presentation for Years 3 and 4. Funds will not be released for less than a two-year cycle or for more than a four-year cycle.</p> <p>Successful applicants may be required to provide an updated budget before the Canada Council will release the first year's funds.</p> <p><i>Artists and Community Collaboration Program (ACCP) Grants</i></p> <p>ACCP grants can be used as a contribution toward:</p> <ul style="list-style-type: none"> • material costs for the production, including those related to development/creation • costs related to periods of research and knowledge gathering • salaries or fees for choreographers and dance artists • marketing and publicity costs • administration costs • studio and rehearsal space rental costs • honoraria for community participants and elders (in other words, those who are not arts professionals).
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<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications to this program are evaluated by a national Aboriginal peer assessment committee.</p> <p>Committee members are selected from Aboriginal communities across Canada, and are chosen for their experience and expertise in dance as well as their significant knowledge of cultural protocol. They are also chosen to ensure fair representation of the breadth of Aboriginal dance nationally, Canada’s diverse regions, both official languages and gender.</p> <p>There are three to five members on a peer assessment committee, and new committees are selected for each competition.</p> <p>Committees are asked to make fair, impartial and informed decisions. Before a committee meeting, the Canada Council sends photocopies of all eligible applications to the committee members for their review. At the meeting, members further study the applications, view and listen to the videotapes/DVDs and other support material, and discuss the applications in detail.</p> <p>On the final day of the meeting, the committee places the applications in priority order, reviews the results to assess the national impact of its recommendations, and discusses the results until the members agree on the final funding recommendations.</p> <p>The peer assessment committee’s final recommendations are reviewed by the Board of the Canada Council, which is responsible for final approval.</p> <p>Assessment Criteria</p> <p>In making their recommendations, the peer assessment committee will consider the following.</p> <p>Artistic Criteria</p> <p>The artistic criteria applied to the applicant are as follows:</p> <ul style="list-style-type: none"> • the applicant’s past achievements, and • the potential impact of the project on the applicant’s artistic path. <p>The artistic criteria applied to the project are as follows:</p> <ul style="list-style-type: none"> • the project’s artistic intent and merit • the project’s contribution to the advancement and development of the participating dance professionals • the merit of the project in comparison with the other submitted projects • the clarity of the project and the pertinence of the support material • the abilities of the collaborators in the project, based on their previous achievements • the future visibility of the project (this could be demonstrated by significant interest from presenters/producers for future presentations, intended or confirmed venues, and intended or confirmed performance dates). The Canada Council does not set a minimum audience attendance target, but it does ask applicants to consider fully how they intend to reach their audiences, • the potential impact of the project on the artists and on the collaborating partners.
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<p>Assessment of Applications (continued)</p>	<p><i>Financial Criteria</i></p> <ul style="list-style-type: none"> • Fees paid to the collaborators and professional dancers. (You must respect the professional standards under the Canadian Alliance of Dance Artists' fees and payments; consult their website at www.cadadance.org.) • Other possible sources of financing plus projected revenues (for example, box office revenues and in-kind services). • A balanced budget (revenues equal to expenses). <p><i>Additional Criteria for Long-Term Production Grants</i></p> <ul style="list-style-type: none"> • Strong rationale for the scale and length of the project. • Value to the applicant and to the discipline of working over a longer cycle. • The audience engagement and dissemination strategies (e.g. residencies, work-in-progress showings, open rehearsals, etc.). • The level of market interest (e.g. commissions, residencies, co-productions and potential touring activities). <p><i>Additional Criteria for ACCP Applications</i></p> <p>In addition to the assessment criteria for this program, listed above, the peer assessment committee will give priority to the following in its evaluation of applications for ACCP support:</p> <ul style="list-style-type: none"> • the merit of the proposed collaboration process (where clear and appropriate strategies and processes must be outlined to ensure a successful collaborative relationship) • the relevance of the project for participating community members and for the artists involved, in particular the relevance for youth, Aboriginal communities and culturally diverse communities • the artistic merit of the company or artists involved and their proven ability to carry out such a project, as demonstrated by their resources, expertise and past performance experience • the public impact of the project.
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STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

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

How will I be informed that my application has been received at the Canada Council?

The Canada Council will send you, by mail, a notice acknowledging that it has received your application. The Council will send this notice within a week after your application arrives.

Is my information protected?

The Privacy Act protects your information and gives you the right to access your information. The Canada Council maintains your information in Personal Information Bank CAC PPU 115 (individual artists) or 130 (collectives, companies, organizations). All other information may be accessible to others under the Access to Information Act.

For this program, the Canada Council for the Arts requests that individual artists indicate their year of birth, gender, cultural origin and language of communication on the application form. The Canada Council for the Arts requires statistics in these areas for program planning, evaluation and policy development. The 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.

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

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

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

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

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. You can also contact the Canada Council, in writing, to request the list of peer assessors.



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THE PRIVACY ACT PROTECTS THE INFORMATION PROVIDED ON THIS PAGE, WHEN COMPLETED

The Canada Council for the Arts will maintain your information in Personal Information Bank CAC PPU 115 (individuals) or 130 (organizations). Please note that the information you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION

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

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

Permanent address:

Street and apartment or suite number

Street and apartment or suite number

City

City

Province or territory

Postal code

Province or territory

Postal code

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Telephone

Fax

Telephone

Fax

Email

Website

Email

Website

The Canada Council is committed to supporting culturally diverse and Aboriginal arts in Canada. Therefore, it is gathering information to measure the extent to which Council funding supports culturally diverse and Aboriginal artists in Canada.

The information will not be used to assess your application and will not be passed on to the assessors. It will be used for administrative and statistical purposes ONLY.

Your response to the questions in this section is voluntary.

PERSONAL INFORMATION (Only the lead applicant should respond.)

Gender: Male Female

Year of Birth: _____

Please indicate which Aboriginal group you identify with :

(First Nations (Status and Non-Status), Métis and Inuit people.)

Which community, province or territory do you consider to be home? _____

(This may be different from your current place of residence.)

LANGUAGE INFORMATION (Only the lead applicant should respond.)

What is your preferred language of communication? English French Inuktitut Other _____

If one of Canada's two official languages is your primary language, please indicate which one. English French

Do you speak or understand an Aboriginal language? If so, please indicate which language: _____

Please indicate if you speak, read and (or) understand the following languages:

English: Speak Read Understand

French: Speak Read Understand

Do you speak, read or understand any other language? If so, please indicate which language:

_____ Speak Read Understand



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DECLARATION

Please answer the following questions and sign below to confirm the following statements.

Will you permit the Canada Council for the Arts to include your name and address on its mailing list?

(This information will be used for Canada Council business only.) Yes No

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

English French Inuktitut Other _____

As an individual artist,

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and both I and my project meet these criteria
- I accept the conditions of this program as outlined in the application guidelines and agree to abide by the Canada Council's decision.
- I have already sent all overdue final reports for previous Canada Council grants. I understand that my application will be considered ineligible if any of my final reports have not 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 application guidelines.

As a representative of a collective or company,

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I confirm that the applicant I represent and our proposed project meet these criteria.
- I accept the conditions of the program as outlined in the application 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 have already sent all overdue final reports for previous Canada Council grants. I understand that my application will be considered ineligible if any final reports have not 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 application guidelines.

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

AN ORIGINAL SIGNATURE IS REQUIRED

Signature of applicant or applicant's representative
(dance professional, artistic director, or administrative or executive director)

Date



Aboriginal Peoples Production Project Grants in Dance

Please note:

- Read the program guidelines carefully before completing the form.
- The Canada Council for the Arts requires you to submit only one copy of this application form, completed in black ink to facilitate duplication, and one copy of your support material.
- The Canada Council will not accept your application by fax or email.
- Your application form must be complete or your request will be considered ineligible.
- The information that you provide from this point onward will be submitted to a peer assessment committee for review.

DANCE SECTION, CANADA COUNCIL FOR THE ARTS, 350 ALBERT STREET, P.O. BOX 1047, OTTAWA ON K1P 5V8

PART A1 – NAME AND LOCATION OF APPLICANT

Last name of individual dance professional

First and middle names

Name of collective or company

City (permanent residence or location)

Province or territory

Website

PART A2 – DESCRIPTION OF GRANT REQUEST

For this application you are:

An emerging dance professional

A mid-career dance professional

A dance collective

An established dance professional

A non-profit dance company

Identify the genre of dance and specialization for which you are applying for this application (see Appendix A for the complete list of genres and specializations funded by the Canada Council for the Arts):

Indicate the component you are applying to: (check one only)

Short-Term Production Grants

Long-Term Production Grants for ____ years

Short-Term Artists and Community Collaboration Program

Long-Term Artists and Community Collaboration Program for ____ years

Indicate the total amount you are requesting:

\$ _____

(Round to the nearest thousand; see the application guidelines for the maximum available.)

If your Long-Term Production Grant request is not successful, would you like it to be considered for a Short-Term Production Grant? Yes No

Have you discussed this with a Dance Section Officer? Yes No

Provide the project's start date _____ **and end date** _____
(day/month/year) (day/month/year)

Indicate the duration of the project (in months): _____

PART B – DETAILED PROJECT DESCRIPTION

The following information is required, and the peer assessment committee will use it to assess your application. The assessment criteria described in the guidelines will be used to evaluate your project. When providing the following information, ensure that you are addressing these criteria. Be as clear, thorough and focused as possible.

Please provide the required information on white 8½ x 11 inch paper, with one-inch margins. Print on one side only, with a type size of 11 points minimum.

Do not submit originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. Audiovisual support material will be returned to you; written support material will be kept in your file.

Use the guidelines below to ensure that you have included all required information. If you are applying as an individual dance professional, disregard the items that are only for collectives and companies.

Short-Term Production and ACCP Grant applicants: You may submit a maximum of **12 pages** in addition to the completed form (these 12 pages should include all the support material listed below).

Long-Term Production and ACCP Grant applicants: You may submit a maximum of **15 pages** in addition to the completed form (these 15 pages should include all the support material listed below).

Ø **Individuals: artistic statement**

In this statement, describe your relationship to the art form of dance and your central vision, process to date and goals.

Ø **Collectives or companies: profile**

Attach a profile of your collective or company. Include the artistic mandate and vision; the names of the artistic director, administrative director, and president or chairperson; a description of the legal structure (whether incorporated or registered, charitable status, and whether there is a board of directors); year formed and brief history, including dance works that the collective or company has created, produced or commissioned; major events or changes that have occurred (positive or otherwise); performance history; and significant achievements.

Ø **Résumé or curriculum vitae**

Attach a résumé or curriculum vitae for the individual applicant, the key representative of the collective or the artistic director of the company. Provide details on his or her artistic or administrative experience, including training, previous artistic works and/or work with other organizations.

For choreographies and performance experience, provide the following for each presentation: title, date, place and context, length and collaborators. Present the information in date order.

Ø **Short biographies for principal participating artists and collaborators**

Attach short biographies for the key people (for example, elder, composer and rehearsal director) participating in your proposed project. Please keep the biographies short (for example, three on one page).

Ø **Project description for Short-Term Production Grants**

Attach a detailed project description that outlines the intent of your project, and the process and goals, as well as a detailed timetable that you (as an individual), your collective or your company will undertake for this project.

If you are working with a choreographer, mentor or elder, explain why you wish to work with this person and how he or she will assist your process. If you are an agent, manager or producer, describe how you will assist the artists you will work with.

Describe how you plan to reach your audience. How receptive to the work do you expect them to be? Do you plan to engage with your audience before or after the presentation? What would be an ideal scenario?

Describe your dissemination and/or marketing strategy, if you have one.

Ø **Project description for Long-Term Production Grants**

Address all the requirements for Short-Term Production Grants, listed immediately above, plus:

Describe what you expect to gain from working over a longer cycle, and the expected benefits and results of being able to plan over a longer period. Provide a brief outline of how the project will develop, for each year. Please refer to the application guidelines for examples of eligible costs.

PART B – DETAILED PROJECT DESCRIPTION (continued)

Address audience engagement and dissemination strategies during and/or after the creative process, and describe the professional relationships you expect to have with producers, presenters, animators and agents, if this applies to your project.

Comment on potential residencies or co-productions with other artists and/or producers. Although these activities may not be confirmed, make reference to them as potential contributions to the creation/production cycle or as opportunities to develop partnerships for the eventual dissemination of the work. You are encouraged to submit letters of confirmation or intent (see below).

If your request for a Long-Term Production Grant is not successful, and you have chosen to have your project evaluated for a Short-Term Production Grant in that case, indicate how you would adapt the project to a one-year time frame.

Ø **Timetable or calendar of activities for the project**

For Short-Term Production Grants, provide a detailed timeline of activities for the duration of the proposed project. For Long-Term Production Grants, provide a precise timetable for the first year of activities and a general timetable for the second and any following years of the project. Note that long-term grants must be a minimum of two years and a maximum of four.

Ø **Written authorization**

Provide written authorizations for the use of information, stories or geographic sites that require special permission, and assurances that cultural protocols will be followed, when appropriate.

Ø **Letters of support**

For emerging dance professionals, non-artistic dance professionals and first-time applicants, you must also include a letter of support from a professional peer, mentor or previous employer in the professional dance milieu. The more specific the letter (about you or your project) the better. Examples are provided under “additional information,” immediately below.

Letters must be submitted with the completed application form or your application will be rendered ineligible.

Ø **Artists and Community Collaboration Program Requirements**

Confirm that you have taken into account the assessment criteria for the Dance Project Grants: Artists and Community Collaboration Program (ACCP) when putting together your project proposal. Your application to this fund will be evaluated against the general assessment criteria for Aboriginal Peoples Production Project Grants in Dance and the assessment criteria for ACCP, which are described on page 11 of the application guidelines.

Confirm that you have spoken with a Dance Section Officer and that you understand the eligibility requirements for the ACCP. If you are applying to this fund, **you must provide the following additional information:**

- letters or other written proof of intent from the artistic and non-artistic partners
- written authorizations or assurances that copyright clearances will be obtained or cultural protocols will be followed, if this applies
- a description of the self-assessment and external evaluation processes that the applicant will use to determine how well the project meets its objectives.

Ø **Additional information to support your application**

Please attach any additional information that will assist the peer assessment committee to evaluate your application. Note that this information will be included when counting your pages of support material (a maximum of 12 pages or 15 pages is allowed; see above).

You could, for example, include a letter from the commissioned choreographer or collaborator explaining why he or she has agreed to engage in this project with you. Or you may send a letter of intent from a presenter wishing to host you for a residency during the creative period of your project and/or to present the final work. If you are applying as an agent, manager, producer or other (non-artistic) professional, you may wish to provide documentation on previous project that relate to this proposal. The outcome of a Flying Squad project (where you mentored or were mentored) would also strengthen your application.

PART B – DETAILED PROJECT DESCRIPTION (continued)**Ø Audiovisual and printed support material**

You may submit a maximum of three audiovisual items (videotapes, a DVD, a CD, audio cassettes or DATs) showing recent work (within the last three years). You may also submit printed material if essential to your project. Please do not include press clippings, media kits or promotional videos.

Complete Part D of the application form to provide details on the audiovisual or printed support material you are submitting.

Requirements and Suggestions for Videos or DVD

You must submit each work on separate videotapes (clearly identified and cued) or DVDs. Each item may present an excerpt of either a work-in-progress or a finished choreography. The peer assessment committee will look at a **maximum of 10 minutes** of work, sometimes at regular speed and sometimes in fast forward mode.

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 project. At least one of the pieces should be **very recent work** (within the last year of so).

Complete Part D to provide clear information about what the peer assessment committee will see and hear: the title of the work; the names of the dancers, choreographer and composer; when and where the video and audio were recorded; why you chose that material for the committee to watch and listen to; and **how it relates to your project**.

If you are working with a composer, you may wish to send an example of his or her work. Please indicate the details in Part D.

You may wish to highlight other elements of the works (such as sound, sets and lighting). If so, indicate these in Part D, too.

NAME OF APPLICANT:

Aboriginal Peoples Production Project Grants in Dance / 7

PART C1 – FINANCIAL INFORMATION: SHORT-TERM PRODUCTION GRANTS (continued)		
REVENUES (please mark with an asterisk (*) all confirmed revenues)		
	Project Budget	Final Report Only
Performance Revenues: (required for eligibility, except for ACCP)		
Box office		
Number of tickets _____ x \$_____ per ticket x _____ performances	\$	\$
Work-in-progress showing revenue	\$	\$
Guaranteed fees (teaching and/or performing)	\$	\$
Co-production or commissioned revenues (provide details on a separate sheet)	\$	\$
Other Earned Revenues:		
Program advertisements	\$	\$
Concession	\$	\$
Other (provide details)	\$	\$
Earned Revenues Subtotal	\$	\$
Private Support:		
Fundraising	\$	\$
In-kind services (provide details)	\$	\$
Foundation grants (provide details)	\$	\$
Private Support Subtotal	\$	\$
Public Support:		
Grant requested from this Canada Council program	\$	\$
Other grants: - federal (other than Canada Council)	\$	\$
- provincial or territorial	\$	\$
- municipal	\$	\$
Public Support Subtotal	\$	\$
TOTAL REVENUES	\$	\$
TOTAL EXPENSES	\$	\$
TOTAL REVENUES MINUS TOTAL EXPENSES	\$	\$

Note: You are required to round your grant request to the nearest thousand. Also, you must submit a balanced budget (revenues must equal expenses).

PART C2 – FINANCIAL INFORMATION: LONG-TERM PRODUCTION GRANTS

See the Grant Amount section in the application guidelines for eligible expenses and the maximum available. Complete the first two years of your budget in detail; a more general presentation is acceptable for years 3 and 4. Note that a maximum of 50 percent of the total grant can be spent in the first year.

EXPENSES					
	Project Budget Year 1	Project Budget Year 2	Project Budget Year 3	Project Budget Year 4	Final Report Only
Artistic Fees and Costs:					
Choreographer/collective's representative/artistic director	\$	\$	\$	\$	\$
Dancers (hourly wage, respecting CADA or UDA minimum) \$ _____ x _____ hours x _____ dancers	\$	\$	\$	\$	\$
Monitor, mentor, elder or guest choreographer (give name) _____	\$	\$	\$	\$	\$
Other collaborators:	\$	\$	\$	\$	\$
- composer	\$	\$	\$	\$	\$
- lighting designer	\$	\$	\$	\$	\$
- set designer	\$	\$	\$	\$	\$
- costume designer	\$	\$	\$	\$	\$
- other (indicate role)	\$	\$	\$	\$	\$
Travel (bus, train or plane) from _____ to _____	\$	\$	\$	\$	\$
Other artistic fees and costs (provide details)	\$	\$	\$	\$	\$
Artistic Fees and Costs Subtotal	\$	\$	\$	\$	\$
Creation and/or Production Costs:					
Studio rental (provide hourly cost and number of rental hours) \$ _____ x _____ hours	\$	\$	\$	\$	\$
Equipment rental	\$	\$	\$	\$	\$
Music CDs	\$	\$	\$	\$	\$
Costumes / Regalia (materials and creation)	\$	\$	\$	\$	\$
Masks	\$	\$	\$	\$	\$
Set and prop materials	\$	\$	\$	\$	\$
Royalties	\$	\$	\$	\$	\$
Videotapes	\$	\$	\$	\$	\$
Other (provide details)	\$	\$	\$	\$	\$
Creation and/or Production Costs Subtotal	\$	\$	\$	\$	\$
Technical and Administrative Fees:					
Stage manager	\$	\$	\$	\$	\$
Technical director	\$	\$	\$	\$	\$
Other technical costs (provide details)	\$	\$	\$	\$	\$
Administrator	\$	\$	\$	\$	\$
Publicist	\$	\$	\$	\$	\$
Other administrative staff (provide details)	\$	\$	\$	\$	\$
Technical and Administrative Fees Subtotal	\$	\$	\$	\$	\$
Theatre costs (self- or co-presentation)	\$	\$	\$	\$	\$
Promotional and/or marketing costs	\$	\$	\$	\$	\$
Pre-tour costs	\$	\$	\$	\$	\$
Agent's and/or booking fees	\$	\$	\$	\$	\$
Touring costs	\$	\$	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$	\$	\$

PART C2 – FINANCIAL INFORMATION: LONG-TERM PRODUCTION GRANTS (continued)					
REVENUES (please mark with an asterisk (*) all confirmed revenues)					
	Project Budget Year 1	Project Budget Year 2	Project Budget Year 3	Project Budget Year 4	Final Report Only
Earned Revenues:					
Box office Number of tickets _____ x \$ _____ per ticket	\$	\$	\$	\$	\$
Guaranteed fees (teaching and/or performing)	\$	\$	\$	\$	\$
Co-production revenues and commissions	\$	\$	\$	\$	\$
Program advertisements	\$	\$	\$	\$	\$
Concession	\$	\$	\$	\$	\$
Other (provide details)	\$	\$	\$	\$	\$
Earned Revenues Subtotal	\$	\$	\$	\$	\$
Private Support:					
Fundraising	\$	\$	\$	\$	\$
In-kind services (provide details)	\$	\$	\$	\$	\$
Foundation grants (provide details)	\$	\$	\$	\$	\$
Private Support Subtotal	\$	\$	\$	\$	\$
Public Support:					
Grant requested from this Canada Council program	\$	\$	\$	\$	\$
Other grants: - federal (other than Canada Council)	\$	\$	\$	\$	\$
- provincial or territorial	\$	\$	\$	\$	\$
- municipal	\$	\$	\$	\$	\$
Public Support Subtotal	\$	\$	\$	\$	\$
TOTAL REVENUES	\$	\$	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$	\$	\$
TOTAL REVENUES MINUS TOTAL EXPENSES	\$	\$	\$	\$	\$

Note: You are required to round your grant request to the nearest thousand. Also, you must submit a balanced budget (revenues must equal expenses).

PART D – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT 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.

Please send a **maximum of three items** on separate cued **videotapes** or **DVDs**.

Due to time limitations, the peer assessment committee may not be able to view all of the audiovisual material that you submit in support of your application.

<u>Item 1</u>	
Title:	Date:
Choreographer:	Venue:
Dancers:	Length of entire work:
Medium (videotape, DVD, CD, etc.):	Original format (16 mm, VHS, DVD, etc.):
Running time:	Presentation format (if different from above):
	Completion or recording date:
Brief description of how the support material relates to the proposed project:	
Special instructions or notes (please identify yourself in the work if applicable):	
Time indicator: From _____ to _____	Video standard: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (Specify chapters)
	Cued <input type="checkbox"/> Yes <input type="checkbox"/> No

<u>Item 2</u>	
Title:	Date:
Choreographer:	Venue:
Dancers:	Length of entire work:
Medium (videotape, DVD, CD, etc.):	Original format (16 mm, VHS, DVD, etc.):
Running time:	Presentation format (if different from above):
	Completion or recording date:
Brief description of how the support material relates to the proposed project:	
Special instructions or notes (please identify yourself in the work if applicable):	
Time indicator: From _____ to _____	Video standard: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (Specify chapters)
	Cued <input type="checkbox"/> Yes <input type="checkbox"/> No

<u>Item 3</u>	
Title:	Date:
Choreographer:	Venue:
Dancers:	Length of entire work:
Medium (videotape, DVD, CD, etc.):	Original format (16 mm, VHS, DVD, etc.):
Running time:	Presentation format (if different from above):
	Completion or recording date:
Brief description of how the support material relates to the proposed project:	
Special instructions or notes (please identify yourself in the work if applicable):	
Time indicator: From _____ to _____	Video standard: <input type="checkbox"/> VHS <input type="checkbox"/> DVD (Specify chapters)
	Cued <input type="checkbox"/> Yes <input type="checkbox"/> No

PART E – CHECKLIST

Please check the boxes below to confirm that all parts of the application form and the required support material are attached.

To be complete, your application must include the following items. Submit them in the order indicated below. A photocopy of this material with the exception of the cover page and personal information will be sent to the peer assessment committee members.

Please do not exceed the page limit.

- ☐ Cover page of the application form – Identification and Personal Information
- ☐ Declaration, with an original signature
- ☐ Part A1 – Name and Location of Applicant
- ☐ Part A2 – Description of Grant Request
- ☐ Part B – Detailed Project Description
 - ☐ Individuals: artistic statement (if applicable)
 - ☐ Collectives or companies: profile (if applicable)
 - ☐ Résumé or curriculum vitae
 - ☐ Short biographies for principal participating artists and collaborators (if applicable)
 - ☐ Project description
 - ☐ Timetable or calendar of activities
 - ☐ Written authorization (if applicable)
 - ☐ ACCP requirements (if applicable)
 - ☐ Letter of support (one letter required for first time applicants, emerging dance professionals and/or non-artistic dance professionals). This letter must be enclosed with your completed application form or **your application will be rendered ineligible.**
 - ☐ Letter(s) of agreement (this letter must be enclosed with your completed application form)
- ☐ Part C – Financial Information
- ☐ Part D – Detailed Description of Audiovisual Support Material
- ☐ Additional information to support your application (please provide details)

Please remember to keep a copy of your completed application form and the originals of all support material. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material.

APPENDIX A – ELIGIBLE ABORIGINAL DANCE GENRES AND SPECIALIZATIONS		
Genres	Sub-Genres	Specializations
Aboriginal	Powwow forms Contemporary Traditional/regional West coast Métis Inuit Plains	Accompanist Animator Artistic director Artists' management Arts administrator Choreographer Choreographic consultant/dramaturge Collective Composer Costume designer Dance company Dance therapist Dancer Designer Festival Film/video director Historian/researcher Multidisciplinary presenter Notator Photographer Presenter Producer/production company Publisher Rehearsal director Service organization Specialized presenter Stage manager Teacher Writer Elder