



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

VISUAL ARTS SECTION

Assistance to Practitioners, Critics and Curators of Architecture

Follow these three steps to apply for a Canada Council for the Arts grant:	
Step 1	Read the Program Guidelines for information about the purpose of the program, who and what activities are eligible for support, grant amount available and expenses covered, application assessment process and criteria, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Visual Arts Section officer listed 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 the form and have included all required support material.

Deadline

1 March

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all required support material must be postmarked on or before the deadline date.

The Canada Council will not accept applications that are postmarked after the deadline date, or those submitted by fax or email. Incomplete applications will not be accepted.

Further Information

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STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program provides grants to architecture professionals and architectural firms to help support special projects that promote contemporary Canadian works of architecture to a broad and diverse public.</p> <p>The purpose of this program is to promote:</p> <ul style="list-style-type: none"> • a better understanding of the role of architecture in helping to shape a rich physical, social and cultural environment in Canada • an appreciation of the artistic values of contemporary Canadian architecture. <p>This program provides funding to practitioners, critics and curators of architecture, as well as to architectural firms, to produce content for a public presentation of architecture, including built and (or) critical works or design research of architecture, landscape architecture or the urban environment.</p> <p>Projects must lead to the production of a book, exhibition, film or video, television program, radio program, multimedia program, series of articles or lectures, or other public event.</p> <p>This program also provides funding to professional competition advisors to enable them to develop material that is related to an architectural competition.</p>
<p>Eligibility</p>	<p>General Criteria</p> <p>To apply to this program as an individual, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. However, you do not need to be living in Canada to apply.</p> <p>To apply as an architectural firm, your firm must be at least 75 percent Canadian-owned and have its head office and executive in Canada.</p> <p>You must also meet the Canada Council’s definition of a professional artist, defined as 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 peers (artists working in the same artistic tradition) • has a history of presenting work publicly or being published <p>To meet the above definition as an architecture professional (practitioner, critic or curator of architecture, architectural firm or competition advisor), you must:</p> <ul style="list-style-type: none"> • have produced a professional body of work • have maintained a professional practice for at least three years after you completed your specialized training • specialize in architecture, landscape architecture, and (or) urban design <p>Note that meeting the eligibility criteria allows you or your firm to apply to the program. It does not, however, guarantee that you will receive a grant.</p> <p>This Canada Council program is accessible to Aboriginal practitioners and firms and those of diverse cultural and regional communities of Canada.</p>

<p>Eligibility (continued)</p>	<p>Specific Applicant Eligibility</p> <p>In addition to meeting the general eligibility criteria above, you must meet the following specific criteria.</p> <p><i>Practitioner of Architecture and Architectural Firms</i></p> <p>Your works of architecture must have been the subject of at least three articles, publications, exhibitions or other public presentations.</p> <p><i>Critics and Curators of Architecture</i></p> <p>You must have produced, written or contributed to at least three articles, publications or public exhibitions on works of architecture.</p> <p><i>Architectural Competition Advisors</i></p> <p>You must meet the requirements set out in the guidelines of the Royal Architectural Institute of Canada (RAIC), and you must have organized or advised for at least one professional architectural competition.</p> <p>Eligible Projects</p> <p>The proposed public presentation must consist of at least 50 percent contemporary Canadian works of architecture. For this program, this means built works as well as works of critical or design research on architecture, landscape architecture or the urban environment completed after 1945. It includes buildings, landscapes and places.</p> <p>Projects are expected to be part of a collaborative arrangement between the applicant and a professional production and (or) distribution organization. Before you submit your application, you must have a confirmed agreement with a professional organization for the production and (or) distribution of a book, exhibition, film or video, television program, radio program, multimedia program, series of articles or lectures, or other public event.</p> <p>For the following applicants, eligible projects include:</p> <p><i>Practitioners of Architecture and Architectural Firms</i></p> <p>The commissioning of texts, photographs, films, models and other forms of documentation of their built projects and (or) design research.</p> <p><i>Critics and Curators of Architecture</i></p> <p>The research, writing, and other critical and (or) curatorial work about contemporary Canadian works of architecture.</p> <p><i>Architectural Competition Advisors</i></p> <p>The research, writing and other advisory work related to an architectural building competition (endorsed and limited) or ideas competition (open or limited), as defined by the RAIC. See the competition categories chart available on the RAIC website.</p>
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<p>Eligibility (continued)</p>	<p>Major Projects</p> <p>For major projects spread over several years, such as a book or major exhibition, different architecture professionals may submit separate applications to carry out separate parts of the same project. An individual applicant may receive a maximum of two consecutive grants to carry out distinct phases of the same major project.</p> <p>You must apply separately and for each phase. Each grant application must support a clearly defined and distinct segment or phase of the project with a separate budget. You cannot include the same expenses in multiple applications.</p> <p>There is no guarantee that all applications related to a single project or consecutive applications will be successful.</p> <p>Ineligible Projects</p> <p>The following projects are not eligible for support under this program:</p> <ul style="list-style-type: none"> • the design and (or) construction of works of architecture • graphic or industrial design projects or visual art installations • the pursuit of advanced studies • student projects or the teaching of architecture • the production of portfolios, specialized technical publications, or any other material that is not intended for public dissemination by a professional organization. <p>Other Restrictions</p> <p>If your architectural firm submits an application to this program, associates of your firm may not apply to the same competition as individuals.</p> <p>You may submit an application to the Professional Prix de Rome in Architecture, the Ronald J. Thom Award, and the Assistance to Practitioners, Critics and Curators of Architecture program in the same year.</p> <p>Applications to the Professional Prix de Rome in Architecture will be assessed first, followed by those for the Ronald J. Thom Award, and finally the Assistance to Practitioners, Critics and Curators of Architecture. If you are successful in any of the competitions listed above, your application will be withdrawn from subsequent competitions.</p> <p>You may apply for only one Canada Council grant to professional artists program (or to one deadline of that program) and one travel grant program in any fiscal year (1 April to 31 March). You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period.</p> <p>The Canada Council may fund projects that are funded by other public or private organizations, but not for the same expenses.</p> <p>All final reports due for previous Canada Council grants must be submitted before the application deadline for this grant program. If you or your firm has not submitted all final reports that are due, your application will not be eligible.</p>
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<p>Grant Amount</p>	<p>Amount Available</p> <p>The maximum grant amount that you can receive from this program is \$20,000.</p> <p>Grants are not intended to cover all the costs associated with approved projects. Also, you may not be awarded the full amount that you request.</p> <p>Retroactive funding is not available. In other words, you cannot use grant funds to cover any expenses that occur before the application deadline.</p> <p>Eligible and Ineligible Expenses</p> <p>Eligible expenses include (if they apply to your project):</p> <ul style="list-style-type: none"> • professional fees • the commissioning of photographs, models, videos, films and texts about contemporary Canadian buildings, landscapes, places, or design and (or) critical research • studies, analysis and documentation relating to a competition • transportation costs directly related to the project <p>Capital expenses and equipment purchases are not eligible expenses.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>The Canada Council for the Arts makes its funding decisions through a peer assessment process. Applications will be assessed by a committee composed of individuals who are recognized as experienced professionals by their peers and are chosen for their specialized knowledge in contemporary architecture, landscape architecture, the urban environment and public outreach.</p> <p>Committee members are also selected to ensure fair representation of a wide diversity of specializations, artistic practices, gender, Aboriginal peoples, generations, Canada’s two official languages, and the regional and cultural diversity of Canada.</p> <p>Assessment Criteria</p> <p>Applications will be evaluated and put in priority order based on the following assessment criteria:</p> <ul style="list-style-type: none"> • the artistic merit of the buildings, landscapes, places or works to be presented to the public; their suitability in relation to the curatorial intent; and the merit of the project’s critical or curatorial approach (60 percent) • the applicant’s capacity to complete the project in a professional manner, to maintain a high level of quality throughout all aspects of production and to respect the proposed deadlines (20 percent) • the project’s ability to reach a wide and (or) diverse audience and to foster an understanding and appreciation of contemporary Canadian architecture, landscape architecture and the urban environment (20 percent) <p>Special consideration will be given to projects that address current strategic priorities of the Canada Council for the Arts, including cultural diversity, Aboriginal architecture, and artists and organizations from an official-language minority community (French community outside the Province of Quebec or English community within Quebec).</p>

STEP 2 — IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

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

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

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

Is my information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council will maintain your personal information in Personal Information Bank CAC PPU 115 (individuals) or 130 (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 you indicate your year of birth, gender, cultural origin and language of communication on the application form. The Canada Council requires statistics in these areas for program planning, evaluation and policy development. The personal information that you provide voluntarily on this application form will not be passed on to the peer assessors.

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

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

You will receive the results, by mail, approximately **four months** after the application deadline. 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 see a description of all projects funded by this program, since its creation, on the Canada Council's website at www.canadacouncil.ca/visualarts/architecture. You can also access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. To request the list of peer assessors, contact the Canada Council in writing.

Are Canada Council grants taxable?

Yes, Canada Council grants and awards are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. You should contact the Canada Revenue Agency or your provincial or territorial revenue department with any tax-related questions.



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IDENTIFICATION OF APPLICANT

Indicate whether you are applying as an individual or firm, and provide the applicant's full legal name:

Individual (practitioner, critic, curator or competition advisor)

Last name

First and middle names Mrs. Miss Ms. Mr.

Architectural firm (architecture, landscape architecture or urban design)

Name of firm

Contact person Mrs. Miss Ms. Mr.

CONTACT INFORMATION FOR ALL APPLICANTS

Permanent address:

Street address and apartment or suite number

City Province or territory Postal code

Mailing address, if different from permanent address:

Street address and apartment or suite number

City Province or territory Postal code

Email

(____) _____
Telephone (residence)

(____) _____
Telephone (business)

Website

(____) _____
Fax

DECLARATION

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

To be eligible for consideration, you must sign the next page to confirm all of the following statements.

All applicants:

- 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 have submitted all final reports due for previous Canada Council grants. I understand that my application will not be eligible if any final reports that are due have not been submitted to the Canada Council before the application deadline for this grant program.

Applicants applying as individuals:

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I understand that I may apply for only one Canada Council grant to professional artists and one travel grant program in any fiscal year (1 April to 31 March).



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DECLARATION (continued)

Architectural firms:

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and the firm I represent meets these criteria.
- I will act as the only representative of the applicant firm. I will keep the other participants informed of the contents and outcome of this grant application.

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

Name of applicant or applicant's representative

Position

Signature (AN ORIGINAL SIGNATURE IS REQUIRED)

Date

PERSONAL AND LANGUAGE INFORMATION

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 in the assessment of your application and will not be passed on to the assessors. It will be used for *administrative and statistical purposes only*.

This section is to be completed only by applicants who are applying as *individuals*. Firms are not required to complete this section.

Your response to the following questions is voluntary.

PERSONAL INFORMATION

Gender: Male Female

Year of birth: _____

Are you an Aboriginal person of Canada? (The Canada Council for the Arts defines Aboriginal people in Canada as First Nations (Status and Non-Status), Métis and Inuit people.)

Yes. Please indicate which group: _____ No

OR

Do you consider yourself to be a person from a visible minority? (Examples of visible minority people, as identified under Canada's Employment Equity Act, are those who are Black, South Asian, Indo-Pakistani, Chinese, Japanese, Southeast Asian, Filipino, Pacific Islander, West Asian, Arab, Korean and Latin American.)

Yes. Please indicate which visible minority: _____ No

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

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



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LANGUAGE INFORMATION

What is your preferred language of communication? English French

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

English French

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

English: Speak Read Understand

French: Speak Read Understand

Do you speak, read and (or) understand an Aboriginal language? If so, please indicate which language:

_____ Speak Read Understand

Do you speak, read and (or) understand any other languages? If so, which languages?

_____ Speak Read Understand

_____ Speak Read Understand

NAME OF APPLICANT: _____

PART B – DESCRIPTION OF PROJECT (continued)

Description of Project Partners (maximum of one page)

Briefly describe the following:

- the organization responsible for the public presentation
- the sponsor and (or) organizing parties for the competition (if this applies)
- tasks to be commissioned to third parties, and the practices of these third parties (if this applies)

PART C – SUPPORT MATERIAL

On separate sheets of paper, provide the following support material.

- **Schedule** (maximum of one page)

Outline the key tasks, dates and deadlines for the proposed project and the public presentation.

- **Curriculum Vitae or History of Firm** (maximum of three pages)

Provide a recent curriculum vitae (for individuals) or an outline of the firm’s history. Include information on relevant professional training and certification, projects, publications and awards.

- **Letters of Commitment**

Submit a letter of commitment from the organization that will produce the publication, exhibition, film, video, media program, architectural competition or event.

For **competitions only**, submit letters of commitment from the sponsor and organizing parties stating that the competition will follow the RAIC’s guidelines for architectural competitions for the type of competition being pursued. For building competitions, you should also include proof of endorsement by the RAIC or the appropriate provincial or territorial association of architects.

- **Critical Texts, Articles or Catalogues** (maximum of 15 pages in total)

For practitioner: include one to three texts dealing with your work.

For critic or curator: include three published texts you have written.

For competition advisor: include a total of three critical texts and competition briefs that you have written.

PART D1 – VISUAL SUPPORT MATERIAL

Submit a maximum of **20 digital images** and **1 video** documenting your past work and (or) the work to be presented in the public presentation. This may include images of the exhibition design or venue.

All visual support material must be submitted as digital images and (or) videos on CD or DVD and must conform to the following guidelines. Test your material before submission to ensure that it is formatted correctly.

Guidelines for submitting digital support material:

Image files must conform to the following:

- PC-compatible files
- .jpg file format
- maximum 1 MB file size each
- maximum resolution of 1024 x 768 pixels
- RGB or greyscale colour mode only (no CMYK)

Video files must conform to the following:

- PC-compatible files
- maximum 1 GB file size
- maximum resolution of 1024x768 pixels
- maximum **5-minute** running time
- viewable with one of the following applications without additional plug-ins: QuickTime, RealPlayer or Windows Media Player

Files must be named according to the following format:

##initialsyeartitle.jpg (image number | applicant’s initials | year of the work | title of the work)

example: 01JD2009mywork.jpg

NAME OF APPLICANT: _____

PART D2 – DETAILED DESCRIPTION OF DIGITAL IMAGES AND VIDEO

Complete the following table for the digital images and (or) video you are submitting. If further descriptive information is necessary, include the details on a separate, **single** page.

For works created as part of a collaboration or within a professional firm, clearly indicate your role.

DIGITAL STILL IMAGES

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

VIDEO (if this applies)

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

NAME OF APPLICANT: _____

PART F – CHECKLIST

Use the following checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Be sure to include the applicant's name and the title of the proposed project on all items.

Submit the items in the order shown below. A photocopy of the following material (except the cover pages of the application, which is confidential) will be sent to the peer assessment committee members.

- Identification of Applicant, Contact Information for All Applicants and Declaration (with an **original signature**)
- Personal and Language Information (voluntary, to be completed by individuals only)
- Part A1 – Name and Location of Applicant
- Part A2 – Description of Grant Request
- Part B – Description of Project
- Part C – Support Material
 - Schedule (maximum of one page)
 - Curriculum vitae or history of firm (maximum of three pages)
 - Letters of commitment (see Part D1 for details of the requirements)
 - Critical texts, articles or catalogues (maximum of 15 pages in total—see Part D1 for details of the requirements)
- Part D1 – Visual Support Material
 - Digital still images (a maximum of **20 images**, on a CD-ROM or DVD)
 - Digital video (optional—one only, on a CD-ROM or DVD)
- Part D2 – Detailed Description of Digital Images and Video
 - Additional description of images and video (optional—maximum of one page)
- Part E - Financial Information (projected revenues and expenses—balanced budget required)

Remember:

- Keep a copy of your completed form and all support material. Do not submit originals.
- Your application must be postmarked on or before the deadline date.
- The Canada Council will not accept applications submitted by fax or email.
- The Canada Council retains all visual support material for successful applicants.
- The Canada Council is not responsible for the loss or damage of support material.