



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

VISUAL ARTS SECTION

Aboriginal Traditional Visual Art Forms Program for Organizations

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines section for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the Program Officer indicated below.
Step 3	Complete all sections of the attached application form and be sure to use the 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.

The Canada Council for the Arts is committed to equity and inclusion, and welcomes applications from diverse Aboriginal, cultural and regional communities, including people with disabilities.

Deadline

15 October

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

The Canada Council will not accept your application if it is postmarked after the deadline, incomplete, or submitted by fax or email.

Further Information

Jim Logan
 Program Officer
 Visual Arts Section
 Canada Council for the Arts
 350 Albert Street, P.O. Box 1047
 Ottawa ON K1P 5V8
 jim.logan@canadacouncil.ca
 1-800-263-5588 (toll-free) or (613) 566-4414, ext. 5266
 TTY: 1-866-585-5559
 VAGO28aE 08-11



PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program supports Aboriginal groups, collectives, cultural centres and other organizations to undertake activities that contribute to the knowledge, sharing, understanding and development of Aboriginal traditional art forms. Such activities include research-and dissemination (sharing the knowledge) of Aboriginal peoples’ traditional visual arts forms.</p> <p>For this program, the term “organization” is used in a general sense to include groups, collectives, cultural centres and other non-profit organizations.</p> <p>The term “Aboriginal traditional visual art forms” refers to activities by Aboriginal organizations that are directed toward the research, dissemination and documentation of objects within Aboriginal communities as well as the broader arts community. These activities involve high levels of technical knowledge and ability, and knowledge of materials and subject.</p> <p>Through their work, artists who practise Aboriginal traditional visual arts forms show their respect for and knowledge of the historical traditions and the development and context of their art form. They are committed to ensuring the survival of that knowledge for future generations.</p> <p>Aboriginal arts organizations can apply to this program or to any other Canada Council for the Arts program, if they meet the requirements in the program guidelines (including the eligibility criteria).</p>
<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Who can apply to this program?</p> <p>This program is open only to Aboriginal people of Canada, which the Canada Council defines as First Nations, Inuit and Métis people.</p> <p>Organizations must be non-profit and operated by a board of directors consisting of a majority of Aboriginal people. Groups, collectives, cultural centres and other organizations applying to this program must be operated by Aboriginal people and must have the support and recognition of other arts service professionals and organizations.</p> <p>What types of activities does this program support?</p> <p>This program has two components, and they support the following activities.</p> <p><i>Research Grants</i></p> <p>Under this component, Aboriginal organizations can apply for financial support to research the techniques and materials used traditionally by Aboriginal peoples in the making and use of artworks. Research projects can include activities to prepare for the creation of artworks and activities to regain knowledge for the benefit of the Aboriginal community at large.</p>

<p>Eligibility (continued)</p>	<p><i>Dissemination Grants (Sharing the Knowledge)</i></p> <p>Aboriginal organizations may apply for funding that will assist with the costs of producing documentation and publications about the history and contexts of Aboriginal traditional art forms. Such documentation can include catalogues, anthologies, brochures and booklets, as well as videotapes and CD-ROMs.</p> <p>Funding is also available for organizing workshops, lecture series, conferences and round-tables that expand the knowledge and understanding of Aboriginal traditional visual arts forms.</p> <p>What kind of art does this program fund?</p> <p>Both program components support work that is driven by a desire to create, preserve or share knowledge and understanding of Aboriginal traditional visual art forms as a means of artistic expression. These art forms include basketry, appliqué, beadwork, birchbark biting, quillwork, button blankets, Salish and Raven’s Tail weaving, Aboriginal pottery/clay techniques, wood-carving, and stone- and bone-carving. This is not a complete list, and others could be considered equally.</p> <p>What activities are not funded by this program?</p> <p>The following are not eligible for funding:</p> <ul style="list-style-type: none"> • studio and/or business set-up costs; • ongoing costs for previously operating studios and/or businesses, such as permanent staff salaries, general administration and maintenance costs; • capital expenses and the purchase of major equipment; • the costs of a permanent website; • costs of producing a line of commercial production items; • costs of copying or reproducing existing works; • commissioned projects; and • student projects. <p>Restrictions</p> <p>You are not eligible to apply to this program until all your overdue final reports for Canada Council grants have been submitted and approved.</p>
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<p>Grant Amount</p>	<p>How much is available and what costs can be covered?</p> <p>These grants cannot be used for projects that have already been completed or for expenses that took place before the program deadline.</p> <p><i>Research Grants</i></p> <p>Aboriginal organizations may apply for a maximum of \$20,000. Grants can be used to cover travel, subsistence (maximum of \$2,000 a month), equipment rental, and transcription and translation costs. Organizations may also apply for honorarium fees and administration costs related to the project.</p> <p><i>Dissemination Grants</i></p> <p>Organizations may apply for grants of \$3,000 to \$20,000. The grants are intended for publishing and translation costs as well as costs related to organizing workshops, lecture series and conferences and presenting exhibitions that contribute to the knowledge and understanding of Aboriginal traditional visual arts forms.</p> <p>For books and catalogues published in collaboration with established publishers, only the pre-printing costs can be included in your grant request.</p> <p><i>All Components</i></p> <p>Applicants located in the Far North (north of the 60th parallel) or in fly-in communities may apply for additional travel and accommodation costs. A maximum of \$5,000 is available for these additional costs.</p>
<p>Assessment of Applications</p>	<p>How does the Canada Council assess the applications?</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, which will be composed of three Aboriginal artists. The committee members must be recognized as Aboriginal artists in their communities. Committee members will be selected with consideration to fair representation of First Nations, Inuit and Métis, age group, gender, region, Canada’s two official languages and Aboriginal artistic cultural practices. New committees will be formed for each competition.</p> <p>The committee members will meet in Ottawa to discuss each application’s merit, compared with all other eligible applications. They will select successful applications based on the assessment criteria and the availability of funds.</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>What are the assessments based on?</p> <p>The main assessment criterion for both program components is the artistic merit of the proposal. The committee will also take into consideration the grant’s potential impact on the community/region the organization serves (within a national context).</p>

IMPORTANT INFORMATION FOR APPLICANTS

<p>Processing the Application</p>	<p>Acknowledgement of Receipt</p> <p>The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of receipt indicates that the application has been received; it does not confirm that your application is eligible.</p> <p>Response Time</p> <p>You will be informed of the competition results, by mail, approximately four months after the application deadline. The Canada Council does not release results by telephone or email.</p> <p>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.</p> <p>Application Preparation</p> <p>You are responsible for providing all the information and support material requested to confirm your eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.</p> <p>It is important to inform the Canada Council for the Arts of any change of address.</p> <p>Do not submit originals. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applications are assessed on an equal basis.</p> <p>Format and Layout</p> <p>Where this applies, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format, 8½ x 11 inches) printed on one side. Use a font size of 11 points or larger. These documents must not be bound, placed under plastic or stapled. Paper clips are acceptable, however.</p> <p>Colour printing on coloured sheets or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<p>Personal Information</p>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p>Grant Terms and Conditions</p>	<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>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>Changes to Proposed Projects or Programs of Work</p> <p>If you cannot use part or all of the grant during the period stated in your application, for any reason, or if you decide not to carry out your proposed project or program of work, you must notify the Canada Council immediately. Any changes to funded projects or programs of work (for example, changes in the activity budget, to key creative personnel, or to the start or end date) must be approved by the appropriate Program Officer before you carry them out.</p> <p>Expiry Date of the Grant</p> <p>The grant funds will be available for your use for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your grant.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council Program Officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p>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 Accounting</p> <p>You will be required to submit a final report and financial accounting on how you used the grant. These reports must be submitted by the date identified in your grant notification letter.</p> <p>You must use the Part F1 – Final Report section of the application form for this purpose. Note that you must spend your grant money as you have indicated in Part C of the form. (If you are applying as an organization, you must also complete and submit the Part F2 – Financial Accounting section of the form.)</p>
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Canada Council
for the Arts

Conseil des Arts
du Canada

Aboriginal Traditional Visual Art Forms Program for Organizations

The information that you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT (Please inform the Canada Council if your address changes after you apply.)

Name of organization, friendship centre, collective or cultural centre:

Name of Contact Person

Last Name

First Name

Position

Mailing address

Street and suite number (or P.O. Box)

City (Community)

Province or territory

Postal code

Telephone (work)

Fax

Email

Website

DECLARATION

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

English French Inuktitut Other: _____

For your organization to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements. As a representative of the applicant 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 understand that my organization is not eligible to apply to this program until all of its overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's decision.
- I will act as the only representative of the organization, and I will keep its directors informed of the outcome of this application.
- 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 confirm that the statements in my application are complete and accurate, to the best of my knowledge.

Name: _____

Position: _____

Signature (an original signature is required)

Date

NAME OF APPLICANT:

Aboriginal Traditional Visual Art Forms Program for Organizations / 2

PART C – FINANCIAL INFORMATION

Provide information on the revenues and expenses planned for your proposed activity. You must present a balanced budget. In other words, your revenues must equal your expenses. Clearly indicate on the following page, for each expense category, the amount requested from the Canada Council for the Arts.

The amount you are requesting from the Canada Council, as indicated below, should be the same as the amount marked on pages 1 and 4 of the application form. Round your total budget request to the nearest thousand (in other words, \$18,600 would become \$19,000).

Revenues

Show the revenues you are expecting (for the proposed activity only), indicating whether these revenues have been confirmed or are still unconfirmed.

	Confirmed	Unconfirmed	Amount
Canada Council grant requested in this application		<input type="checkbox"/>	\$ _____
Canada Council grants from other sections (specify)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Federal grants (other than Canada Council)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Provincial or territorial grants	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Municipal grants	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Private or corporate donations	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Workshop fees, admissions to lectures, etc.	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Cost-sharing with other organizations (specify)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Your contribution to the project			\$ _____
	Total Revenues		\$ _____

NAME OF APPLICANT:

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PART C – FINANCIAL INFORMATION (continued)		
	Total Project Budget	Request to Canada Council
Artists', writers' or speakers' fees and rights	\$	\$
Honorarium fees for co-ordinators, curators, editors, designers and other professionals	\$	\$
Travel	\$	\$
Accommodation and per diem	\$	\$
Equipment rental	\$	\$
Rental of space	\$	\$
Installation/production	\$	\$
Interpretation/production	\$	\$
Documentation	\$	\$
Transportation	\$	\$
Packing and crating, for travelling exhibitions only (attach estimates)	\$	\$
Insurance (attach estimates)	\$	\$
Publication costs (attach estimates)	\$	\$
Other (specify)	\$	\$
	\$	\$
	\$	\$
Total Expenses	\$	\$

Notes on Eligible Expenses

- Do not include federal and/or provincial/territorial taxes if you are or your organization is registered for reimbursement of these taxes.
- Capital expenses, permanent staff salaries, general administration and maintenance costs, and the costs of a permanent website are not eligible.
- **You must pay artists' fees, honoraria, copyright fees and royalties to all living Canadian artists** whose work is presented. You must agree upon the amounts with the artists, and the fees must meet national standards.
- For books and catalogues published in collaboration with established publishers, only the pre-printing costs can be included in your grant request.

PART D1 – SUPPORT MATERIAL

In addition to the completed application form and the documents requested above, you must provide the support material indicated below.

. All support material of successful applicants will be kept, and visual support material of unsuccessful applicants will be returned to them.

Profile of the Organization

Submit a profile of your organization that describes its artistic mandate, structure, history and significant achievements, and states the year it was formed (maximum of three pages)

Curriculum Vitae or Résumé (maximum of three pages per artist)

Submit an up-to-date curricula vitae (résumés or biographies related to the proposed arts activities) of the artists involved in the project.

Letters of Support (if this applies)

Submit two letters of support (for a recommended format and wording, see Appendix A at the end of this form).

Friendship centres and cultural centres are not required to submit letters of support.

Financial Statements

Established organizations must provide their most recent financial statement.

Print Material (maximum of three items)

You may choose to submit material that documents projects that you have undertaken recently (publications, catalogues, and so on)

Digital Still Images and (or) a Video

Submit digital still images and (or) a video of work produced in the past three years, on one CD-ROM or DVD.

You may wish to use one digital image to provide an installation or exhibition view, and to give an idea of the dimensions of the work relative to the space (if this applies).

Submit **one of the following combinations:**

- **a maximum of 15 digital images**, for works that lend themselves to still documentation **OR**
- **one 10-minute compilation of videos**, for works that do not lend themselves to still documentation **OR**
- **10 digital images and one 5-minute video**, for works that require documentation in both formats.

Complete Part D2 of this application form, which requests details about the digital images and (or) video you are submitting. Note that your digital support material must conform to the Guidelines for Submitting Visual Support Material, which is Part D3 of this form.

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PART D2 – DESCRIPTION OF DIGITAL IMAGES AND VIDEO

Complete the following table (*see example*). If further descriptive information is necessary, include the details on a separate page (maximum of **one page**). Label all your support material with your name, and the item number (as below).

Present the images in date order, from the oldest to the most recent works.

DIGITAL IMAGES

No.	Title	Date	Medium	Dimensions
<i>e.g.</i>	<i>Title of my first digital image</i>	<i>2005</i>	<i>acrylic on canvas</i>	<i>60" x 90"</i>
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				

VIDEO (if this applies)

No.	Title	Year	Running Time	Format

PART D3 – GUIDELINES FOR SUBMITTING DIGITAL IMAGES AND VIDEO**IMPORTANT NOTICE:**

If the digital support material submitted with your application does not follow the guidelines below, your application may be considered incomplete and may be withdrawn from the competition.

Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

Digital images must be submitted on a CD-ROM or DVD, without folders. Image files must be:

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

File names must be in the following format: **01initialsyeartitle.jpg** (image number, applicant's initials, year of the work, title of the work). Do not put any special characters, symbols, periods, quotation marks (such as # / - " &) or spaces in any file name. The image numbers must correspond to the ones in the Detailed Description of Digital Images and Video, which is Part D2 of this form.

Videos must be submitted either on a DVD or as video files on a CD-ROM or DVD.

Video files must be:

- PC-compatible in .avi, .movg, .mpg, .mleg format
- viewable with QuickTime, RealPlayer, Windows Media Player or VLC
- a maximum of 1 GB file size, and
- a maximum resolution of 1024 x 768 pixels.

Please note that HD Video must be submitted on a DVD in .mp4 or .mkv format.

PART E – CHECKLIST

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Be sure to put your name on all items.

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

- Identification of Applicant
- Declaration (an original signature is required)
- Part A1 – Name and Location of Applicant
- Part A2 – Description Of Grant Request
- Part B – Description of Program of Work (**1,000** or fewer words)
- Part C – Financial Information: Budget
- Part D1 – Support Material
 - Profile of the Organization (maximum of **three pages**)
 - Up-to-date, complete curriculum vitae or résumé for participating artists (maximum of **three pages** each)
 - Two letters of support (if this applies)
 - Financial Statements (established organizations only)
 - Print Material (maximum of **three** items)
- Digital still images and (or) a video (a maximum of 15 digital images OR one 10-minute video OR a combination of 10 digital images and one 5-minute video)
- Part D2 – Description of Digital Images and Video

Submit your application to:

Visual Arts Section

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

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PART F1 – FINAL REPORT (to be completed by all grant recipients, at the end of the project)

Please keep this part of the form. If you receive a grant from the Canada Council, you will need this page when your project or proposed activity has been completed. Use this page to describe what your organization has accomplished with the financial assistance from the Canada Council for the Arts.

You must submit a final report within three months of completion of the project or activity for which the grant was given. Your organization must also submit a financial accounting detailing how the grant money was used. Use Part F2 of the form for this purpose.

You cannot apply for future grants from the Canada Council until you submit all final reports for previous grants.

Please describe the activities and/or projects you carried out with the grant that was awarded to your organization.

Describe how your organization benefited from the grant.

Describe any aspects of the project or activity that were not positive, and explain why they were not.

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PART F2 – FINANCIAL ACCOUNTING

List all revenues and expenses for the project. If any profit was generated by the project (in other words, if the revenues were greater than the expenses), you must submit the profit (up to the amount of the grant) to the Canada Council for the Arts.

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APPENDIX A – LETTERS OF SUPPORT (if this applies)

Date:

From (name and address):

To Whom It May Concern:

I am pleased to provide this letter in support of the grant application of _____

(name of applicant). I have known _____ for _____

(length of time) in the capacity of _____ and would like to comment on

this organization's accomplishments (organizations include groups, collectives and cultural centres) as follows:

(Provide your **expert** opinion of the applicant's **artistic** accomplishments and quality of work. In your **judgment**, how will the applicant benefit should the Canada Council for the Arts award a grant?)

Based on the above, I recommend that the Canada Council for the Arts' peer assessment committee give this applicant its positive consideration.

Sincerely,

Signature of supporter

Telephone

**Send to: Visual Arts Section, The Canada Council for the Arts,
350 Albert Street, P.O. Box 1047, Ottawa ON K1P 5V8**

NAME OF APPLICANT:

Aboriginal Traditional Visual Art Forms Program for Organizations / 11

APPENDIX A – LETTERS OF SUPPORT (if this applies)

Date:

From (name and address):

To Whom It May Concern:

I am pleased to provide this letter in support of the grant application of _____

(name of applicant). I have known _____ for _____

(length of time) in the capacity of _____ and would like to comment on

this organization's accomplishments (organizations include groups, collectives and cultural centres) as follows:

(Provide your **expert** opinion of the applicant's **artistic** accomplishments and quality of work. In your **judgment**, how will the applicant benefit should the Canada Council for the Arts award a grant?)

Based on the above, I recommend that the Canada Council for the Arts' peer assessment committee give this applicant its positive consideration.

Sincerely,

Signature of supporter

Telephone

**Send to: Visual Arts Section, The Canada Council for the Arts,
350 Albert Street, P.O. Box 1047, Ottawa ON K1P 5V8**