



Canada Council  
for the Arts

Conseil des Arts  
du Canada

## WRITING AND PUBLISHING SECTION

### Grants for Professional Writers: Creative Writing

Follow these <b>three steps</b> to apply for this grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> section for details about the purpose of the program, who and what is eligible, grant amount, assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions about the program or the application process, contact one of the Program Officers indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>checklist</b> (Part F of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

### Deadlines

English-Language Grants: **1 October**

French-Language Grants: **1 April**

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

The Canada Council will not accept applications postmarked after the deadline, incomplete applications, or those submitted by fax or email.

### Further Information

Program Officers

Writing and Publishing Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, and enter the appropriate extension number

Creative Writing Grants (English-language writers)

**Paul Seesequasis**, paul.seesequasis@canadacouncil.ca, ext. 5482

**Peter Schneider**, peter.schneider@canadacouncil.ca, ext. 4685

Creative Writing Grants (French- and English-language writers)

**Andrée Laurier**, andree.laurier@canadacouncil.ca, ext. 5537

TTY: 1-866-585-5559

Fax: 613-566-4410

WRG28aE 02-11



## PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>The Grants for Professional Writers program covers subsistence, project and travel expenses. The <i>Creative Writing Grants</i> component gives Canadian authors (emerging, mid-career and established) time to write new literary works, including novels, short stories, poetry, children’s and young adults’ literature, graphic novels, exploratory writing and literary non-fiction.</p> <p>Exploratory writing is writing that uses technology to present literature in an innovative manner and (or) explores forms of literature outside the conventions of the novel, short story or poem.</p> <p>This program is open to Aboriginal artists and artists of diverse cultural and regional communities of Canada.</p>
<p><b>Eligibility</b></p>	<p><b>General Criteria</b></p> <p>To apply to the Canada Council for the Arts, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p>You must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the artistic field (not necessarily in academic institutions)</li> <li>• is recognized as a professional by his or her peers (artists working in the same artistic tradition), and</li> <li>• is committed to devoting more time to artistic activity, if possible financially.</li> </ul> <p>To meet the definition of a professional writer, you must also have:</p> <ul style="list-style-type: none"> <li>• at least one literary book published by a professional publishing house, <b>or</b></li> <li>• for fiction, a minimum of four texts of creative literary writing (e.g. short stories, excerpts from a novel) published on two separate occasions in literary magazines, recognized periodicals (including general interest magazines), or anthologies published by professional publishing houses, <b>or</b></li> <li>• for poetry, a minimum of 10 published poems is required, <b>or</b></li> <li>• for literary non-fiction, a minimum of 40 pages (10,000 words) of literary articles published in literary magazines, recognized periodicals or anthologies published by professional publishing houses.</li> </ul> <p>(For eligibility of publishers, please see the Canada Council for the Arts Publisher Eligibility criteria in its Book Publishing Support: Emerging Publisher Grants/Block Grants program on the Canada Council website.)</p> <p>Only literary publications that publish professional writers and are available to the general public are considered eligible. The author must receive compensation and have gone through an independent editorial selection process.</p> <p>Note that you should submit literature creation projects based on literary performance and spoken word to the Literary Performance and Spoken Word Program of the Writing and Publishing Section.</p>

<p><b>Eligibility (continued)</b></p>	<p>Playwrights who require funding to write a play should contact the Theatre Section. Screenwriters who require funding to write a screenplay should contact the Media Arts Section.</p> <p>The Canada Council for the Arts accepts writing projects in all languages. (If you submit a writing project in a language other than English or French, you must submit the original text along with a translated version in one of the official languages.)</p> <p>Collaborative projects are accepted in this program, and writers may collaborate with a maximum of two other professional artists from disciplines other than writing. One single artist makes the application.</p> <p>Full-time students are not eligible to apply.</p> <p>Note that meeting the eligibility criteria allows you to apply, but it does not guarantee that you will receive a grant.</p> <p><b>Ineligible Activities, Expenses and Past Publications</b></p> <ul style="list-style-type: none"> <li>• Upgrading in arts administration, academic work or work towards a graduate degree.</li> <li>• Promotion tours or book launches in Canada (eligible publishers can receive support for these activities from the publishing support programs of the Canada Council).</li> <li>• Publication, translation or promotion of books or periodicals.</li> <li>• Purchase or rental of computer equipment.</li> <li>• Cookbooks, bibliographies, guides, manuals, indexes, catalogues, books on personal growth or practical works, reference or technical works.</li> <li>• Commissioned works or works for which the author does not receive compensation for the use of his or her intellectual property (including self-published books).</li> <li>• Privately printed publications, writing published in community newspapers, student magazines, newsletters of associations or other organizations.</li> <li>• Web or electronic publications that are not professionally edited, that lack a selection process and do not in any fashion remunerate writers.</li> <li>• Co-authored publications by more than three writers or artists.</li> </ul>
<p><b>Grant Amount</b></p>	<p><b>Amount Available</b></p> <p>Applicants determine the amount of the grant, taking into consideration their needs, the period covered and the maximum allowable. <b>Applicants must round their total budget request to the nearest thousand.</b></p> <p>Applicants must intend to work on a new literary writing project, normally planned for book-length publication, unless they are applying for a grant of \$5,000 or less (for feature articles).</p> <p><b>Emerging Writers</b></p> <p>Grants for emerging writers are intended for writers who have published one literary book with a professional publishing house or a minimum of four literary texts in literary magazines or recognized periodicals. The grant amounts offered are from \$3,000 to \$12,000.</p>

<p><b>Grant Amount (continued)</b></p>	<p><b>Mid-career Writers</b>  Mid-career writers must have published between two and five literary books (all genres included) with a professional publishing house. The grant amounts offered are from \$3,000 to \$25,000.</p> <p><b>Established Writers</b>  Established writers must have published at least six literary books (all genres included) with a professional publishing house. The grant amounts offered are from \$3,000 to \$25,000.</p> <p><b>Subsistence Costs</b>  Typically, Creative Writing Grants are used to offset subsistence costs (to a maximum of \$2,000 per month) to allow writers to concentrate on their writing.</p> <p><b>Travel and Other Expenses</b>  Travel in connection with research for a writing project is eligible, as well as the cost of books, photocopies, and other expenses related specifically to the project. The purchase or rental of computer equipment is not eligible.</p> <p>These grants cannot be used for projects that have already been completed or for expenses that occur before the program deadline.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>Applications in English are submitted to English-language committees for assessment and selection; applications in French are submitted to French-language committees. Applications for writing projects in other languages are assessed by an expert knowledgeable in the candidate’s language of expression. This assessment, together with the translation in English or French provided by the applicant, is normally submitted to the peer assessment committee.</p> <p>Wherever possible, depending on the number of applicants to each competition, the Canada Council assesses the genres separately, as described on the application form. The three categories of writers are also assessed separately, whenever possible.</p> <p>Peer assessment committee decisions for this program are final recommendations.</p> <p>For further information on this subject, please see the document entitled Peer Assessment: How the Council Makes Its Grant Decisions, posted on the Canada Council’s website.</p> <p><b>Assessment Criteria</b></p> <p>The committee’s decisions will be based on the artistic merit of your project compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p>For Exploratory writing only, decisions will also be based on your use of innovative methods to achieve your literary goals.</p>

## IMPORTANT INFORMATION FOR APPLICANTS

<b>Processing the application</b>	<p><b>Acknowledgement of Receipt</b></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 was received; it does not confirm the eligibility of your application.</p> <p><b>Response Time</b></p> <p>You will be informed of the competition results by mail, approximately <b>20 weeks</b> after the application deadline. The Canada Council does not release results by telephone or email.</p> <p><b>Application Preparation</b></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><b>Format and Layout</b></p> <p>Where this applies, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format 8½ x 11 inches) printed on one side. These documents must not be bound, placed under plastic or stapled. Paperclips are acceptable, however.</p> <p>Colour printing on coloured sheets and/or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p>
<b>Personal Information</b>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

## Grant Terms and Conditions

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

- All your overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant.
- You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period.
- You may apply for only one Canada Council grant to professional artists and one travel grant in any Canada Council fiscal year (1 April to 31 March).

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

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

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

### **Grant Payment**

The Canada Council will send you the grant money after it has received your grant acknowledgement form, which will be provided with your grant notification letter.

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

### **Tax Status**

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

### **Changes to Proposed Projects or Programs of Work**

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

<p><b>Grant Terms and Conditions (continued)</b></p>	<p><b>Expiry Date of the Grant</b></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><b>Acknowledgement of Canada Council for the Arts Support</b></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><b>Final Report</b></p> <p>You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p>
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Canada Council  
for the Arts

Conseil des Arts  
du Canada

## Grants for Professional Writers: Creative Writing

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

### IDENTIFICATION OF APPLICANT

Name of applicant (please provide your full legal name):  Mrs.  Miss  Ms.  Mr.

Last name

Permanent address:

Street and apartment/suite number

City Province or territory Postal code

Telephone (residence) Telephone (business)

Fax Email

First and middle names

Mailing address, if different from permanent address:

Street and apartment/suite number

City Province or territory Postal code

Telephone (residence) Telephone (business)

Fax Email

### DECLARATION

Will you permit the Canada Council for the Arts to include your name, address and email on its mailing list?  
(This information will be used for Canada Council business only, including surveys.)  Yes  No

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

To be eligible for consideration, you must sign below to confirm all of the following statements:

- I am a Canadian citizen or permanent resident of Canada 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 I meet these criteria.
- I understand that I may apply for only one Canada Council grant to professional artists (and one travel grant) in any fiscal year (1 April to 31 March).
- I understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program, and agree to accept the Canada Council's decision.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Signature (an original signature is required)

Date

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

PROTECTED WHEN COMPLETED

WRFO28aE 02-11



## Grants for Professional Writers: Creative Writing

The information that you provide from this point onward will be submitted to the peer assessment committee.

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

### PART A – NAME AND LOCATION OF APPLICANT

Name of applicant (please provide your full legal name):

\_\_\_\_\_

Last name

\_\_\_\_\_

First and middle names

City (permanent residence)

Province or territory

### PART B – DESCRIPTION OF GRANT REQUEST

Identify the type of writing you will undertake (select only one): You must identify which genre best describes your proposed project.

- Poetry                       Novel                       Short story                       Children’s and young adults’ literature  
 Graphic novel                       Non-fiction                       Exploratory writing

Indicate the dollar value of the grant you are requesting (according to the application guidelines).  
Select only one category. Please round the total amount requested to the nearest thousand.

Emerging Writer: \$ \_\_\_\_\_

Mid-career Writer: \$ \_\_\_\_\_

Established Writer: \$ \_\_\_\_\_

Period to be covered by this grant (grant period may not start before the application deadline):

From \_\_\_\_\_ to \_\_\_\_\_  
(day/month/year) (day/month/year)

### PART C – DESCRIPTION OF PROJECT

Describe your writing project, beginning with a brief summary of two or three sentences, followed by a more detailed description (if necessary, attach up to two additional pages). For collaborative projects (two or three contributors at most), only one writer should apply, but the description of the project should include information on all collaborators. Note that the writer who applies assumes full responsibility for the project and funding. (For these grants, collaborators may be professional artists from disciplines other than writing.) The peer assessment committee will evaluate your project and the sample of writing you have provided against the criteria described in the application guidelines.

**SUMMARY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF APPLICANT:

*Grants for Professional Writers: Creative Writing / 2*

**PART D – FINANCIAL INFORMATION: BUDGET**

Identify the types of expenses for which you will use this grant.

**Amount requested** (please round the total to the nearest thousand):

Subsistence \$ \_\_\_\_\_

Travel costs \$ \_\_\_\_\_

Other costs (materials, photocopies, etc.) \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**Payment of Grant and Reporting Requirements**

Grant payments are made in one or two instalments, in Canadian funds only.

**Should you be successful, how would you like the payment of the grant to be made?**

One instalment     Two instalments

**PART E – SUPPORT MATERIAL**

Applicants for Creative Writing Grants are required to complete and submit this application form, along with the required support material. The request must bear **original** signatures, even if the form submitted is a copy of the original. The form must be completed in English or French.

Applicants must submit a detailed list of their literary publications with the application form. This list will help the Canada Council to determine the eligibility of the writer and will assist the peer assessment committee in its deliberations.

Applications must be complete and include all relevant details on the project or program of work; they must not refer to a previous application.

**Other Support Material**

Support material counts for a great deal in the peer assessment committee's decision. Applicants are responsible for submitting the following documents in support of their application:

- A curriculum vitae or resumé of no more than **three pages**.
- A list of published literary books and/or magazine articles (the list should include the titles of the books or articles, the genre—such as novel, short story or poem—the names of the publishers or magazines, the dates and locations of publication, and the number of pages). Only book information must be listed in full; the list of articles in magazines, if there are many, may be selective.
- A sample of their work (**20 to 30 pages** or a **maximum of 9,000 words**, single-sided and suitable for photocopying), preferably in the same genre as the project submitted. Ideally, writing samples are related to the project; they can consist of one or more earlier texts, published or unpublished, and preferably recent. Manuscripts (other than poetry) must be typed or word processed and double-spaced. Published texts may be photocopied from the published version. Applicants planning a significant change in relation to earlier work are encouraged to include some pages of their current project. Clear one-sided photocopies, not books or original manuscripts, are required, of 21.5 cm x 28 cm (8½ x 11 inch) paper.
- Exploratory writing applications may also include DVDs, websites, digital images or USB key formats.

Applicants may also include up to three recent reviews of their work. (You may underline certain passages, but please do not use a highlighter pen because highlighting makes a photocopy hard to read.) Promotional articles and letters of reference are not accepted.

If you submit a writing project in a language other than English or French, you must submit the original text along with a translated version in one of the official languages. Applicants must also submit (on a separate sheet) the names, addresses (postal and email) and telephone numbers of two suggested independent assessors who can work in their language.

**The material submitted with the application will not be returned to applicants and will be destroyed after the competition.**

**PART F – CHECKLIST**

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

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

- Identification of Applicant
- Declaration (original signature is required)
- Part A – Name and Location of Applicant
- Part B – Description of Grant Request
- Part C – Description of Project (maximum of two pages)
- Part D – Financial Information: Budget
- Part E – Support Material:

**Mandatory**

- A curriculum vitae or resumé (maximum of **three pages**)
- A list of your publications, books and/or magazine articles, indicating the titles of the books or articles, the genre (novel, short story, poem, etc.), the names of the publishers or magazines, the dates and locations of publication, and the number of pages.
- A 20- to 30-page sample of your written work (manuscripts, other than poetry, must be typed or word processed and double-spaced).

**Other Material**

- Up to three recent reviews of your work (optional).
- For writing samples in languages other than English or French, the original text and translation in English or French, as well as information on two suggested independent assessors who can work in the applicant's language.
- DVDs, websites, digital images or USB key formats (for exploratory writing only)

**New this year**

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

**Submit your application to:**

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



## Voluntary Self-identification Form

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

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

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

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

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

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

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

Your voluntary self-identification information may be used to:

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

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

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

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

NAME: \_\_\_\_\_

If you have any questions regarding the provision of this voluntary self-identification information, please contact H el ene Pollex, Information Officer, Arts Services Unit, at 1-800-263-5588 or 613-566-4414, ext. 4075, or by email at [helene.pollex@canadacouncil.ca](mailto:helene.pollex@canadacouncil.ca).

Please complete this revised form even if you have provided self-identification information in the past. The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*.

To access, correct or revise your personal information, please provide a precise description of your personal information to the Access to Information and Privacy (ATIP) Coordinator:

**ATIP Coordinator**

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

[debbie.stenson@canadacouncil.ca](mailto:debbie.stenson@canadacouncil.ca)

Telephone: 1-800-263-5588 or 613-566-4414, ext. 4696

TTY: 1-866-585-5559

Fax: 613-566-4390

It will take you approximately 10 minutes to complete this form.

**Name:**

\_\_\_\_\_

Last name

\_\_\_\_\_

First name

**Year of birth:** \_\_\_\_\_

**Place of residence:**

City, town, hamlet, reserve or other place: \_\_\_\_\_

Province or territory: \_\_\_\_\_ Postal code: \_\_\_\_\_

**Region:**

Where **in Canada** do you consider to be your home? (This may be different from your current place of residence.)

Home city, town, hamlet, reserve or other place: \_\_\_\_\_

Home province or territory: \_\_\_\_\_

**Gender:**

Female

Male

Transgender

Other, please specify: \_\_\_\_\_

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

**PROTECTED WHEN COMPLETED**

NAME: \_\_\_\_\_

**Citizenship:**

Check a box if you identify as a:

- Canadian citizen
- Permanent resident (as defined by Citizenship and Immigration Canada)
- Other, please specify \_\_\_\_\_

**Newcomer or immigrant:**

Check the box below if you identify as a:

- Newcomer or immigrant to Canada

If you checked this box, please indicate the year you immigrated to Canada: \_\_\_\_\_

**Official Languages:**

What is your preferred official language?

- English
- French

**First Language:**

Check one or more of the boxes below indicating the language(s) you first learned and still understand:

- English
- French
- Inuktitut
- Other Aboriginal language (please specify): \_\_\_\_\_
- Sign language (please specify): \_\_\_\_\_
- Other languages (please specify): \_\_\_\_\_

**Official-language minority communities:**

These are groups of people that share a common language, English or French, distinct from the linguistic majority of the province or territory in which they live, as defined in Section 41 of the Official Languages Act.

Check one of the boxes below if you identify as a:

- Anglophone official-language minority
- Francophone official-language minority

**Aboriginal/First Peoples of Canada:**

Check one of the boxes below if you identify as:

- First Nations
- Métis
- Inuit

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

NAME: \_\_\_\_\_

**Ethno-Cultural Origin:**

Check only one of the boxes below if you identify as:

- Indigenous person from outside Canada (for example, Maori from New Zealand, Sami from Norway, Quechua from Peru) (please specify): \_\_\_\_\_
- Person of African, Asian, Middle Eastern, Latin American or mixed racial heritage—Mixed racial heritage means that your heritage includes at least one of the groups named here. (Note that the above corresponds to “**visible minority**,” as defined in the Employment Equity Act of Canada.) (Please specify): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

**Disability:**

Check the box below if you identify as a person with a disability.

- Please specify: \_\_\_\_\_

**AGREEMENT TO PROVIDE PERSONAL INFORMATION**

**Consent to share information:**

Please check one of the boxes below:

- I consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.
- I do not consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.

**I have signed on the signature line below to confirm that I agree to the following:**

- I have provided the personal information in this form with the understanding that it will be used only for the purposes stated in this form and that the Canada Council requires my written consent before it can use my personal information for any other purpose.
- The information I have provided is true and complete.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you complete this form by hand or on a typewriter, your original signature is required (not a photocopy). If you complete this form online, your email address will be accepted as your original signature.

**CANADA COUNCIL USE ONLY**—ATS contact: \_\_\_\_\_