



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

WRITING AND PUBLISHING SECTION

Grants for Professional Writers: Creative Writing

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 or are confused about the program or the application process, go to the Canada Council's website or contact one of the Writing and Publishing Section Officers indicated below.
Step 3	Complete all sections of the attached application form , and be sure to use the checklist (Part F) 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. **You will not be contacted if your application is incomplete.**

Further Information

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
TTY (TDD) machine, for hearing-impaired callers: 613-565-5194

Creative Writing Grants (English-language writers)

Paul Seesequasis, ext. 5482

Email: paul.seesequasis@canadacouncil.ca

Peter Schneider (Acting Program Officer), ext. 4685

Email: peter.schneider@canadacouncil.ca

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

Andrée Laurier (Program Officer), ext. 5537

Email: andree.laurier@canadacouncil.ca

Fax: 613-566-4410

February 2008 / WRG28aE 2-08



STEP 1 – PROGRAM GUIDELINES

<p>Program Description</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 literature, graphic novels and literary non-fiction.</p> <p>Note that you should submit literature creation projects based on the spoken word to the Spoken Word and Storytelling Program of the Writing and Publishing Section.</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>Eligibility</p>	<p>General Criteria</p> <p>Applicants must be Canadian citizens or have Permanent Resident status, as defined by Citizenship and Immigration Canada. They must be recognized professional writers who have had:</p> <ul style="list-style-type: none"> • at least one literary book published by a professional publishing house, or • 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, or • for poetry, a minimum of 10 published poems is required, or • 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. <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>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>Eligibility (continued)</p>	<p>Applicants may apply for one Grant to Professional Artists program (or to one deadline of that program for creation) per fiscal year (between 1 April and 31 March). Individual artists may receive up to two Grants to Professional Artists from the Canada Council in any 48-month period. Artists may also submit one request for a Travel Grant per year.</p> <p>Applicants must have submitted a final report on their use of any previous Canada Council grant to be eligible to apply to this program.</p> <p>Only established professional artists who work in more than one discipline, and meet the eligibility criteria as established artists in both disciplines, may apply to two different Grants to Professional Artists programs per fiscal year. The artist 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 artist's other application will be withdrawn from any subsequent competition in that fiscal year.</p> <p>This Canada Council program is accessible to Aboriginal artists or arts organizations and artists or arts organizations of diverse cultural and regional communities of Canada.</p> <p>Ineligible Activities, Expenses and Past Publications</p> <ul style="list-style-type: none"> • Upgrading in arts administration, academic work or work towards a graduate degree. • Promotion tours or book launches in Canada (eligible publishers can receive support for these activities from the publishing support programs of the Canada Council). • Publication, translation or promotion of books or periodicals. • Purchase or rental of computer equipment. • Cookbooks, bibliographies, guides, manuals, indexes, catalogues, books on personal growth or practical works, reference or technical works. • 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). • Privately printed publications, writing published in community newspapers, student magazines, newsletters of associations or other organizations. • Web or electronic publications that are not professionally edited, that lack a selection process and do not in any fashion remunerate writers. • Co-authored publications by more than three writers or artists.
<p>Grant Amount</p>	<p>Applicants determine the amount of the grant, taking into consideration their needs, the period covered and the maximum allowable. Applicants must round their total budget request to the nearest thousand.</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>Grants are not retroactive.</p>

<p>Grant Amount (continued)</p>	<p>Emerging Writers</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>Mid-career Writers</p> <p>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>Established Writers</p> <p>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>Subsistence Costs</p> <p>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>Travel and Other Expenses</p> <p>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>Assessment of Applications</p>	<p>Applications for Creative Writing Grants are submitted to a peer assessment committee composed of three writers. Committee members are selected to ensure as fair a representation of literary genre, gender, Aboriginal peoples, and the regional and cultural diversity in Canada as possible. 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>All applications are judged on the basis of literary or artistic merit. Most years, approximately 20 percent of applicants receive a grant.</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 for approval by the Canada Council.</p>

STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

No. Submit only the material that the guidelines request, and carefully choose the material you include. Extra material will not be shown to peer assessment committees. Also, 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 know that my application has been received at the Canada Council for the Arts?

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out up to four weeks after your application has been received.

Is my personal information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council maintains your personal information in Personal Information Bank CAC PPU 115. 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 for the Arts requires statistics in these areas for program planning, evaluation and policy development. The personal 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.

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 evaluation of applications.

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

You will receive the results, by letter, approximately **20 weeks** 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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Grants for Professional Writers: Creative Writing

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

Your personal information will be maintained in Personal Information Bank CAC PPU 115. Please note that the information you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION AND PERSONAL INFORMATION

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

Last name

First and middle names

Permanent address:

Mailing address, if different from permanent address:

Street and apartment/suite number

Street and apartment/suite number

City Province or territory Postal code

City Province or territory Postal code

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Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

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Fax Email

Fax Email

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 (to be completed by the lead applicant)

Gender: Male Female

Year of Birth: _____

Are you an Aboriginal person of Canada? Yes. Please indicate which group: _____ No

Do you identify as a visible minority? Yes. Please indicate which group: _____ No

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

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

LANGUAGE INFORMATION (to be completed by the lead applicant)

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

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 or understand any other language? If so, please indicate which language:

Speak Read Understand



Grants for Professional Writers: Creative Writing

Please note:

- Read the program guidelines carefully before completing the form.
- The Canada Council for the Arts requires only one copy of this application form, completed in black ink to facilitate duplication, and one copy of your support material.
- The Canada Council for the Arts will not accept applications submitted 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.

WRITING AND PUBLISHING 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

First and middle names

City (permanent residence)

Province or territory

PART A2 – 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

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.
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria. I agree to abide by the Canada Council's decision.
- I understand that I am eligible for only one Grant to Professional Artists (excluding Travel Grants) per year.
- 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 received and approved.
- I accept the conditions of this program, and 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 certify that the statements in my application are true and complete, to the best of my knowledge.

Signature

Date

AN ORIGINAL SIGNATURE IS REQUIRED.

NAME OF APPLICANT:

Grants for Professional Writers: Creative Writing / 3

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

Successful candidates are expected to provide a final report on the use of their grant. Writers are not eligible for future grants until they have reported on the use of any previous grants from the Canada Council for the Arts.

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 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.
- 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.

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.

Applicants are asked not to overload their applications; only the requested documents will be submitted to the assessment committee.

Originals should not be submitted. The Canada Council is not responsible for the loss or damage, whatever the cause, of support documents. The material submitted with the application will not be returned to applicants and will be destroyed after the competition.

PART F – CHECKLIST

You must include the following items in the order shown below. The Canada Council will send a photocopy of this material to the peer assessment committee members.

- Cover page of application – Identification and Personal Information
- Part A1 – Name and Location of Applicant
- Part A2 – Declaration with original signature
- Part B – Description of Grant
- Part C – Description of Writing Project (maximum of two pages)
- Part D – Financial Information: Budget
- Part E – Support Material:

Mandatory

- A professional resumé (maximum of three pages, typed or word processed).
- 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.

Please remember to:

- keep a copy of your completed form and support material
- submit your application by the deadline date to: Writing and Publishing Section
Canada Council for the Arts
350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8