



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## VISUAL ARTS SECTION

### Support to National Visual Arts Service Organizations

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, eligible organizations and activities, grant amount, application assessment process and criteria, and so on.
<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 the program officer 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 E) to confirm that you have completed all relevant sections of the form and have included all required support material.

### Deadline

**1 April 2011**

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

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

### Further Information

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Visual Arts Section

Canada Council for the Arts

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## PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>This program assists non-profit, Canadian service organizations whose primary focus is to develop and contribute to the vitality of the professional visual arts community. These service organizations, groups or associations provide assistance to their members which are directly involved in the creation, production and dissemination of Canadian visual arts.</p> <p>This support is intended for national visual arts organizations that provide information, resources, advice and advocacy to the professional visual arts milieu.</p> <p>These grants contribute towards general operating costs and will be awarded for three years.</p> <p>This program is open to Aboriginal arts organizations and arts organizations of diverse cultural and regional communities of Canada.</p>
<p><b>Program Objectives</b></p>	<p>The objectives of this program are:</p> <ul style="list-style-type: none"> <li>• to support non-profit organizations performing a vital service to professional visual artists and visual arts organizations</li> <li>• to contribute to national networks of visual artists and visual arts organizations, and</li> <li>• to increase the services available to the visual arts community, such as professional development, communication, advocacy and general services.</li> </ul>
<p><b>Eligibility</b></p>	<p>Canadian non-profit groups, associations or organizations can apply for these grants.</p> <p>An eligible organization must:</p> <ul style="list-style-type: none"> <li>• be a Canadian, non-profit incorporated organization, group or association (the majority of the board of directors must be Canadian artists or representatives of Canadian arts organizations)</li> <li>• have been in operation for at least two years, demonstrate sound financial management and have self-generated revenues that include other sources of funding and significant membership dues</li> <li>• have the mandate to represent, at the national level, professional artists and/or artistic organizations from an artistic discipline</li> <li>• be the main representative organization of their artistic discipline or broad specialization, as demonstrated by a broad membership, and make efforts to be inclusive/representative of Aboriginal, regional and culturally diverse communities; they must contribute to the areas that the Canada Council has specifically identified as a priority, and</li> <li>• make a significant contribution to serving the needs of Canadian artists and/or arts organizations engaged in the creation, production and dissemination of artworks; this will be illustrated by their action plan, track record and contribution to the community they serve through a range of activities encompassing research and analysis, communication and marketing, and professional development.</li> </ul>

<p><b>Grant Amount</b></p>	<p>Grants are awarded on the basis of the peer assessment committee recommendation and the funds available. It should be noted that the amount awarded may be less than the amount requested.</p> <p>The grant will be awarded for three years.</p>
<p><b>CADAC Financial and Statistical Reporting</b></p>	<p>The Canada Council for the Arts is collecting financial and statistical information through a new national online database called CADAC (Canadian Arts Data/Données sur les arts au Canada). This system will enable arts organizations applying for operating funding from public funders that are members of CADAC to submit their financial and statistical information in the same format.</p> <p>The following are member partners: the Alberta Foundation for the Arts; the British Columbia Arts Council; the Canada Council for the Arts; the City of Vancouver; the New Brunswick Department of Wellness, Culture and Sport; the Manitoba Arts Council; the Ontario Arts Council; the Saskatchewan Arts Board and the Toronto Arts Council.</p> <p>Previously, applicants to these funders were required to provide the same information in multiple formats on multiple occasions. CADAC is conducting discussions with other provincial, territorial and municipal arts funders to encourage them to join the partnership.</p> <p>You must use the “CADAC Financial Form for Arts Organizations” and “CADAC Statistical Form for Arts Organizations” to submit your financial and statistical information requested in Part D of the attached application form. You are encouraged to register your organization with CADAC as early as possible to give yourself enough time to assemble the required financial and statistical information.</p> <p><b>Please go to the CADAC website at <a href="http://www.thecadac.ca">www.thecadac.ca</a> to download the forms. For step-by-step instructions on this process, see Part D of the application form.</b></p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>Eligible applications will be evaluated by a peer assessment committee, composed of experienced professionals in the field of Canadian visual arts. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, Canada’s two official languages, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees will be formed for each competition.</p>

<p><b>Assessment of Applications (continued)</b></p>	<p><b>Assessment Criteria</b></p> <p>National service organizations that meet the eligibility criteria will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> <li>• impact and accessibility of activities, including communication and professional development activities offered to the community</li> <li>• effectiveness of arts advocacy activities</li> <li>• relevancy and quality of services to the artistic discipline or specialization served, and</li> <li>• development of a viable multi-year action plan to achieve the mandate of the organization, using sound financial and professional management and examples of past successful results.</li> </ul>
<p><b>Fair Notice to Organizations</b></p>	<p>When the peer assessment committee has concerns about the health of an organization, it may put the organization on concerned status. This may occur if the organization shows <b>one or more</b> of the following signs:</p> <ul style="list-style-type: none"> <li>• having a major deficit (10 percent or more of its annual operating budget) or showing evidence of not being financially viable</li> <li>• having a significantly reduced audience (where this differs from the organization’s stated intentions)</li> <li>• not demonstrating the ability to plan for the future</li> <li>• not addressing major artistic concerns, such as a lack of artistic direction, declining quality of activity, or failure to achieve its activity plan</li> <li>• not meeting contractual obligations or minimum requirements outlined in the application guidelines, or</li> <li>• demonstrating management practices that do not conform to generally accepted practices in the discipline.</li> </ul> <p>In such cases, the assessment committee will issue a warning and can recommend a reduction in the grant amount (generally up to 10 percent). All candidates that receive a first warning will receive annual funding. If they submit an application the following year, their situation will be re-evaluated by a peer assessment committee.</p> <p>If the organization receives a second unsatisfactory evaluation, the peer assessment committee can recommend a further grant reduction (generally 10 percent or more).</p> <p>If the organization receives a third unsatisfactory evaluation, removal from the program is possible. In this case, the candidate will be advised to apply for project assistance.</p> <p><b>Note:</b> The Canada Council reserves the right to reduce, withdraw, delay or suspend a grant in the second or third year of the multi-year cycle if it has concerns about the viability of the organization, as determined by the criteria in the Fair Notice Policy.</p>

## IMPORTANT INFORMATION FOR APPLICANTS

### May I submit extra support material?

No. Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to peer assessment committees. Committee members have a limited time in which to study each grant application. This ensures that all applications 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 a few days after your application has been received.

### Is my information protected?

The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council for the Arts will protect personal information as required by the Privacy Act. The information is stored in a series of Canada Council data banks described in *Info Source*, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.

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

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

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

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

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

### What are the terms and conditions of receiving a grant from this program?

The terms and conditions will be outlined in the grant notification letter that you will receive if your application is successful. These are two of the conditions:

#### Payment of Grant

The Canada Council will release the first-year payment upon receipt of a letter accepting the grant with acknowledgement of its conditions.

The second-year and third-year grants will be paid upon receipt and approval of an interim report from the organization that includes:

- an audited financial statement
- a budget, and
- a program of activities accomplished and planned.

Any significant changes in the mandate, objectives, structure, program of activities and/or operating budget of the organization must be reported immediately to the Visual Arts Section.

## **Final Report**

If you are successful in receiving a grant from this program, you must provide a final report on your grant-supported activities. You will be given more details on this requirement in your grant notification letter.

## **Acknowledgement of Canada Council Support**

You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant-supported activities. Details about the acknowledgement policy will be included with the grant notification.



### Support to National Visual Arts Service Organizations

- 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, and so on).
- If you are completing the form on a computer, use the following format.

**PART A1 – IDENTIFICATION OF APPLICANT**

Name of organization:

Name and title of contact person:

Address of organization:

Street and apartment/suite number

City

Province/territoire

Postal code

Telephone

Fax

Email

Website

**PART A2 – GRANT PERIOD AND AMOUNT**

Period to be covered by this grant: 2011-12 to 2013-14

Amount requested from this program for each year: \$ \_\_\_\_\_

Applicant's financial year-end: (day/month/year) \_\_\_\_\_

**PART A3 - CADAC ID**

You must provide your CADAC ID below.

Applicant's CADAC ID: \_\_\_\_\_

**Note:** Go to the CADAC (Canadian Arts Data/Données sur les arts au Canada) website at [www.thecadac.ca](http://www.thecadac.ca) to register your organization. You will receive your CADAC ID through an email confirmation from CADAC.

**PART A4 – DECLARATION**

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

**For your organization to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.**

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets these criteria.
- I understand that the organization that I represent 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 as outlined in the application guidelines and I agree to abide by the Canada Council for the Arts 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 certify that the statements in this application are complete and accurate, to the best of my knowledge.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position/title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(An original signature is required.)**

**PART A5 — STRUCTURE OF YOUR ORGANIZATION**

Complete Part A5 to provide information on the structure of your organization, or submit a separate sheet that provides the information requested. Corporate affiliations are requested for information purposes only. They include organizations of which your organization is a professional member.

<b>Board of Directors</b>	<b>Details of Incorporation (if applicable)</b>
President or chairperson:  Past president:  Treasurer:  Other Board Members:	The organization is incorporated under the following name:    Type of charter:    Date of charter:   Charitable licence number:

<p><b>Permanent Staff</b> (names and titles)</p>
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<p><b>Number of Full-Time Employees</b></p>	<p><b>Corporate Affiliations (if this applies)</b></p>
<p><b>Number of Part-Time Employees</b></p>	

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**PART B — PROFILE OF YOUR ORGANIZATION**

Please describe your organization, and the events or activities that have marked its development. Use a maximum of **1,000 words** (approximately **two pages**), on separate sheets and print on one side only of white, 8½ x 11 inch paper, in a font size of 12 points or larger.

Please address the points below:

- The mandate of your organization
- A brief history (including milestones and accomplishments)
- Your organization's current objectives
- The context in which you work; how, for example, you see your organization within the ecology of your discipline in a regional, national and, if applicable, international context.

**PART C – DESCRIPTION OF MAJOR ACTIVITIES**

You must submit a multi-year action plan for 2011-12, 2012-13 and 2013-14 detailing your organization's major activities. Outline any other activities that contribute to the impact your organization has on its communities. If applicable, provide a report on the activities described in your last grant request.

**PART D – FINANCIAL AND STATISTICAL INFORMATION**

To submit your **financial** and **statistical** information for this application, you must use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” at [www.thecadac.ca](http://www.thecadac.ca).

**CADAC Financial Form for Arts Organizations Requirements**

Applicants are required to submit financial information for the current year (2011-12), the next two years (2012-13 and 2013-14) and the two previous years (2009-10 and 2010-11).

**CADAC Statistical Form for Arts Organizations Requirements**

Applicants are required to submit statistical information to CADAC for the current year (2011-12) and for the two previous years (2009-10 and 2010-11).

**Follow these steps to download, complete, upload and submit the forms to CADAC:****STEP 1**

Register your organization with CADAC at [www.thecadac.ca](http://www.thecadac.ca) as early as possible to ensure that you have enough time to assemble the required financial information.

**STEP 2**

Consult the *CADAC User Guide* and the video tutorials.

**STEP 3**

Download, complete and upload and submit in CADAC the “CADAC Financial Form for Arts Organizations” and “CADAC Statistical Form for Arts Organizations”. Repeat this step if you need to add to and (or) change your financial or statistical information or if you are filling out the form for another year.

**OR**

Enter your financial and statistical information directly in CADAC and submit it to CADAC.

**STEP 4**

Submit your organization’s signed financial statements to CADAC, if you have them in an electronic version. If not, mail your signed copies to CADAC at the address below.

**CADAC FINANCIAL STATEMENTS SUBMISSION**

350 Albert Street,  
P.O. Box 1047,  
Ottawa, ON K1P 5V8

**Please be aware that beginning in January 2011, the following type of financial statement will be required when you report for the 2010-11 fiscal year and onward.** If your organization’s last Canada Council annual operating grant was:

- \$100,000 or more, you will be required to submit an audited financial statement
- between \$50,001 and \$99,999, you will be required to submit a review engagement, and
- \$50,000 or less, you will be required to submit an internal financial statement.

If your organization is a new applicant to this program, you can submit internally prepared financial documents.

**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 organization's name on all items.

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

- Part A1 – Identification of Applicant
- Part A2 – Grant Period and Amount
- Part A3 – CADAC ID
- Part A4 – Declaration with **original signature**
- Part A5 – Structure of your Organization
- Part B – Profile of your Organization
- Part C – Description of Major Activities
- Part D – Financial and Statistical Information
  - “CADAC Financial Form for Arts Organizations,” submitted electronically to CADAC
  - “CADAC Statistical Form for Arts Organizations,” submitted electronically to CADAC
  - Signed financial statements submitted electronically to CADAC (**audited financial statements** or a **review engagement**—see the instructions in Part D)

**Send your application to:**

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