



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

THEATRE SECTION

Theatre Touring and Special Initiatives Program

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| Follow these three steps to apply for grant: | |
| Step 1 | Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amounts, 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 one of the Program Officers indicated below. |
| Step 3 | Complete all sections of the attached application form . Be sure to use the appropriate checklist (Part E or F 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.

Deadlines

1 May (generally, for projects taking place after the following August)

1 December (generally, for projects taking place after the following March)

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

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

Further Information

Nancy Guertin or Robert Allen

Program Officers

Theatre Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

nancy.guertin@canadacouncil.ca or

robert.allen@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5484 or 5488

TTY: 1-866-585-5559

THG6E 10-11



PROGRAM GUIDELINES

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| <p>Program Description</p> | <p>The objective of the Theatre Touring and Special Initiatives Program is to provide assistance to organizations that serve and reinforce Canada’s theatre touring and presenting infrastructure and contribute to the development of increasingly appreciative and knowledgeable audiences for theatre in Canada.</p> <p>There are two components to this program:</p> <ul style="list-style-type: none"> • Touring in Canada Grants <ul style="list-style-type: none"> a) Production Touring b) Festival Hosting • Special Initiatives Grants |
| <p>Program Objectives</p> | <p>Touring in Canada Grants</p> <p>This component is for Canadian professional theatre companies (including collectives and ad hoc groups) and Canadian theatre festivals. Production Touring refers to tours of Canadian productions within Canada. These applicants must fill out the application form pages for <i>Production Touring</i>. Festival Hosting refers to Canadian theatre festivals presenting Canadian theatre works. These applicants must fill out the application form pages for <i>Festival Hosting</i>.</p> <p>The objectives of this component are to:</p> <ul style="list-style-type: none"> • facilitate access to theatre across Canada • increase touring opportunities for theatre artists and companies • increase audience knowledge of and appreciation for theatre • enhance programming options for presenters, and • extend the life of theatre works and provide new performance opportunities. <p>Special Initiatives Grants</p> <p>This component provides assistance to Canadian professional theatre organizations for initiatives that serve the theatre touring or presenting community at large. The objectives of this component are to:</p> <ul style="list-style-type: none"> • create or reinforce theatre touring and presenting infrastructures, particularly in cases where the infrastructure is non-existent or underdeveloped • encourage new theatre presenting and touring opportunities • develop new audiences, and • encourage initiatives that will benefit large sectors of the theatre community. |

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| <p>Eligibility</p> | <p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>General Eligibility</p> <p>To be eligible to apply, applicants must be Canadian professional theatre companies (including collectives and ad hoc groups) or Canadian theatre festivals. Collectives and ad-hoc groups must be made up of professional artists who are Canadian citizens or permanent residents of Canada. They do not need to be living in Canada when they apply.</p> <p>The Canada Council defines a professional artist as someone who:</p> <ul style="list-style-type: none"> • has specialized training in the artistic field (not necessarily in academic institutions) • is recognized as a professional by his or her peers (artists working in the same artistic tradition) • has a history of public presentation • is committed to devoting more time to artistic activity, if possible financially. <p>Please note that agents and managers are not eligible to apply to this program.</p> <p>Specific Eligibility Criteria</p> <p>Touring in Canada Grants component</p> <p>At least one performance must be confirmed in writing before the application is submitted.</p> <p>a) <u>Production Touring</u></p> <p>Non-profit professional theatre companies (including collectives and ad hoc groups) who have developed a tour are eligible.</p> <p>First-run tours to a co-producing partner’s locality are not eligible. Tours where the presenter does not guarantee a fee are not eligible.</p> <p>Tours within a 400-km radius within the province of origin of the company or groups are not eligible. However, Inter-provincial tours, regardless of distance, are eligible.</p> <p>b) <u>Festival Hosting</u></p> <p>Canadian theatre festivals presenting professional Canadian theatre works are eligible to apply to this program on behalf of companies programmed by the festival. These applicants must fill out the application form pages for <i>Festival Hosting</i>. Companies touring to additional venues than the festival should apply to Production Touring and include the festival booking on their itinerary.</p> <p>Special Initiatives Grants</p> <p>Canadian theatre organizations (in general, companies and presenters etc.) are eligible to apply to this component. Both one-time-only and recurring initiatives are eligible. However, if the initiative is recurring, the applicant must justify this recurrence and reapply each year for funding.</p> |
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| <p>Grant Amount</p> | <p>Amount Available</p> <p>There are no minimum or maximum amounts that may be requested or received through this program. Funding is dependent on the volume and nature of the requests and the availability of funds. Applicants might not receive the full grant amount requested, depending on the number of requests submitted to the competition and the peer assessment committee's evaluation.</p> <p>Special Initiative Grants will not exceed 50 percent of the proposed project's expenses.</p> <p>These grants cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline.</p> |
| <p>Assessment of Applications</p> | <p>Assessment Process</p> <p>It is the responsibility of the group, collective, company or festival submitting an application for <i>Touring in Canada Grants</i> to ensure that the Canada Council assesses the theatre production for which funding is being requested. Applicants must contact the Theatre Section to arrange the assessment before submitting an application.</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 have specialized knowledge of theatre touring and presenting, and who are recognized as professional artists by their peers. Committee members will also be selected with consideration to fair representation of artistic specialisations, gender, generations, Aboriginal Peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>For more information on this subject, please see Peer Assessment: <i>How the Council Makes Its Grants Decisions</i>, posted on the Canada Council's website.</p> <p>Assessment Criteria</p> <p>The peer assessment committee will base its review of applications on the assessment criteria listed below. The committee's decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p>Priority will be given to projects that involve at least one financial partner other than the Canada Council. Special consideration will be given to development projects in areas specifically identified as Canada Council Theatre Section priorities: Aboriginal theatre, culturally diverse theatre and theatre for young audiences.</p> |

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| <p>Assessment of Applications (continued)</p> | <p>Production Touring</p> <p>The assessment criteria for this component are:</p> <ul style="list-style-type: none"> • artistic quality of the touring production • demonstrated ability to co-ordinate a tour effectively • demonstrated understanding and development of the market served • a balance between expenses and diverse revenue sources, and the presenter's commitment to the tour and their financial commitment to the artists. <p>Festival Hosting</p> <p>The assessment criteria for this component are:</p> <ul style="list-style-type: none"> • the artistic quality of the touring production(s) • the motivation for programming choices by the presenter and their commitment to audience development, and • a balance between expenses and diverse revenue sources, and the financial commitment to the artists. <p>Special Initiatives Grants</p> <p>The assessment criteria for this component are:</p> <ul style="list-style-type: none"> • the project's potential to create or reinforce Canadian theatre touring and presenting infrastructures • the applicant's background and ability to carry out the project • the reasonable balance between projected revenues and expenses, and • the project's potential impact and beneficiaries. |
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ADDITIONAL INFORMATION ABOUT COMPLETING THE APPLICATION FORM

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| <p>Part A 1 – Identification</p> | <p>Name and address of applicant</p> <p>Applicant is defined as the company (including collectives or ad hoc groups), festival or organization requesting funding, or ultimately benefiting from Canada Council funding. The address should be that of the applicant. Successful applicants will receive cheques issued under their name.</p> |
| <p>Part A 2 – Component and Amount Requested</p> | <p>Please check the box for the component to which you are applying and indicate the amount requested. Verify the eligibility of costs requested.</p> |
| <p>Part A3 – Declaration</p> | <p>Please read carefully the Declaration and provide original signatures in the spaces indicated, together with the date of signature.</p> |
| <p>Parts B, C, D and E: General Information, Questions, Financial Information and Checklist and Supplementary Material</p> | <p>Parts B, C, D and E are specific to each component (<i>Touring in Canada Grants: a) Production Touring, b) Festival Hosting and Special Initiatives Grants</i>). Fill out the Parts appropriate to the component to which you are applying.</p> |
| <p>Part D – Financial Information: Budget</p> | <p>For <i>Special Initiatives Grants</i>, the application form does not include a Budget page. Applicants must provide a budget and a summary of proposed activities.</p> <p>Do not include GST or PST on all budget items if you are registered for reimbursement.</p> <p>REVENUES</p> <p>Guaranteed Fees</p> <p>Total the amounts listed under “revenue – guarantee” from the <i>Tour Summary</i>. A guarantee is the fee paid by a presenter for performances (if the fee paid by the presenter also includes a box office percentage, the potential realizable amount should be listed separately under box office revenues); guarantees will also include any revenue from workshops, radio and television broadcasts, demonstrations, etc. A presenter is an organization or a person that will contract the artist or the company to present a specific performance of the production or program of the artist in their venue (theatre, gymnasium, open space, outdoor space, etc.).</p> |

Part D – Financial Information: Budget (continued)

Box office revenue

If your agreement with the presenter has a clause or provision on sharing box office revenue, you must provide a reasonable approximation of the potential realizable revenue.

Other Revenue

Other revenue includes tour sponsorships and donations in cash, sponsorships and donations in services/materials, fundraising, costs paid by presenters and any other type of funds provided for the tour.

For the purposes of your application you must record the value of donated materials and services as revenue when a fair value can reasonably be estimated and when the materials and services are normally purchased by you and would be paid for if not donated. For example, an organization that receives as a donation all or a portion of a service or material it would normally purchase, such as airline tickets, would record the donated portion as donation revenue and record the full cost as an expense at its fair value which, in this case, would likely be determined by a travel agent.

Presenters may, under certain circumstances, directly pay the costs of meals, accommodation, travel to the place of engagement, and material rented specifically for the performance, or may provide additional funds to cover these costs. These amounts, provided in addition to the guarantee, must be listed as revenue to indicate the real part of the earned revenues in this tour. Therefore, your budget will show the exact value of all amounts and costs paid by the presenters in the tour revenues. These paid costs should be treated in the same manner as donated services and goods, i.e., their equivalent cost will be listed in detail and specified in the appropriate expense category.

Applicant contribution

This should include all expenses not covered by the other sources of revenue and not eligible to be covered by the touring grant.

Canada Council Touring grant requested

The grants contribute to direct touring costs, such as travel, accommodation, per diem and transportation.

Include all other grant revenue specifically related to the touring project.

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| <p>Part D – Financial Information: Budget (continued)</p> | <p>EXPENSES</p> <p>Salaries and fees Include salaries or fees (including benefits) of performers, other artistic personnel, stage management and technicians who will be hired on a contract basis to tour the program. Annual salaries are not allowed anywhere in the budget.</p> <p>Royalties Include amounts paid to playwright, director, designer, composer, choreographer, etc. according to a percentage of revenues or a fixed fee per performance. Specify the percentage or the fee paid for each artist.</p> <p>Travel Include travel costs for performers, other artistic personnel, stage management and technicians. Fares can be estimated by consulting a travel agent with sufficient lead time to obtain the best possible rates.</p> <p>Per diems and accommodation Include amounts paid to performers, other artistic personnel, stage management and technicians as a daily allowance for meals and accommodation. Per diems should be detailed with the number of touring days and number of personnel. The Theatre Section has established a maximum daily rate of \$125 that includes meals and accommodation; if the accommodation is not included, the daily rate for meals is \$60 and accommodation should be noted in the space provided. If your allocation is higher than these rates, please indicate the real amount in this section.</p> <p>Transportation For company (or artist)-owned vehicles, the Canada Council Theatre Section’s contribution to the costs of gasoline, insurance and wear to all vehicles is \$0.45 per kilometre. Additional costs such as vehicle damage, tire replacement or pre-tour vehicle preparation are at the expense of the company or artists.</p> <p>Freight - equipment The same rates and conditions apply as above. List and specify the costs of permits, overweight or extra-volume charges for sets and equipment in the section “Ferries, tolls, other (specify).”</p> |
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| <p>Part D – Financial Information: Budget (continued)</p> | <p><i>OTHER EXPENSES: (Please List Separately)</i></p> <p>Agent’s fees List the fee paid to a contracted agent specifically hired (outside your company) to prepare and negotiate contracts for booking. Generally the fee would be a percentage of box office and guarantee revenues. Please specify this percentage. A maximum of 20 percent commission or fee on revenue is eligible for Canada Council Theatre Section support.</p> <p>Agent’s expenses Include the agent’s expenses for certain administrative and out-of-pocket expenditures. No agent’s expenses will be considered by the Canada Council Theatre Section if the maximum commission of 20 percent has been included.</p> <p>Insurance Specify insurance coverage (e.g., travel, material, etc.)</p> <p>Facility costs (<i>b</i>) <i>Festival Hosting only</i> Includes the costs of facility operation (rental, technical, salaries of ushers, benefits, front-of-house expenses, box office expenses, equipment, materials, etc.).</p> <p>Administration and marketing (<i>a</i>) <i>Production Touring only</i> List marketing and administration personnel who are hired on a contract basis specifically to manage or market the tour. No permanent salaries will be allowed as touring costs.</p> <p>Promotion/advertising (<i>a</i>) <i>Production Touring only</i> Any marketing or administrative expenses (promotional pre-tour, etc., please specify) are eligible, if justified. No specific contingency reserve can be included here.</p> <p>Total pre-production expenses (<i>a</i>) <i>Production Touring only</i> Applicants who wish the touring grant to cover all or part of pre-production costs must justify, on a separate sheet, the rationale for the pre-production investment for the projected program and explain why these costs are not covered by an applicant contribution or by the presenter fees. Extensive pre-production costs can bring into question the viability of the tour.</p> |
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**Part D2 – Tour
Summary**

Itinerary

If you are touring or presenting more than one production, please fill out the name of each production in boxes (A, B, C, etc). Please fill out one line for each day of the tour, indicating the specific activity that takes place on that day.

Date

The date of performance, taping, filming, workshop, etc. Engagements should be listed in chronological order, using one line for each day of the tour. If more than one performance is given on a same day, specify each performance, matinee (m) or evening (e) for each performance. If there are two matinee performances, write 2 (m). Travel days, set-up days and days off should also be listed.

When you reach the revenue columns, if the revenue is not specific to each performance or engagement then list the total revenue in the first entry.

Status

In this column, please specify the status of each of the engagements as they currently stand in accordance with the four categories listed below:

Contracted (c) - A formal agreement has been signed by the concerned parties.

Confirmed (f) - Negotiations have concluded; the fee, time and place have been specified and letters have been exchanged. This would indicate that the terms of the agreement are unlikely to change.

Tentative (t) - Contact with the presenter has been established and an interest has been expressed. Information has been exchanged, but details have not been fully worked out.

Speculative (s) - No verbal or formal agreement has been established with the presenter, but you should indicate your intention to tour to that city, based on past experience or following a meeting with a contact, for example.

Hall size

Indicate the size of the venue: that is the number of seats available for sale; for open spaces and gymnasiums, specify the maximum number of persons that can attend the performance.

Revenue

Guarantee

Include the negotiated fee with presenters, television, radio and workshop revenue, excluding GST and PST.

Box Office

This column applies to a performance paid through a guaranteed fee and a box-office split with the presenter; please indicate the estimated portion that you would receive.

IMPORTANT INFORMATION FOR APPLICANTS

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| <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>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 and (or) in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p> |
| <p>Personal Information</p> | <p>The <i>Privacy Act</i> 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 <i>Privacy Act</i>. 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 <i>Access to Information Act</i>.</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> |

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| <p>Grant Terms and Conditions</p> | <p>Before you apply for a grant, please note the following condition:</p> <ul style="list-style-type: none"> • 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. <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>Grant 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>The grant notification letter you will receive may also contain additional terms and conditions that you must fulfill before the grant is paid.</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>Successful applicants must acknowledge the financial assistance of the Canada Council for the Arts in all their documentation and in their publications and programs related to the grant.</p> <p>Details about the acknowledgement policy will be included with the grant notification letter.</p> <p>Final report</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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TOURING IN CANADA GRANTS: a) Production Touring

The information that you provide from this point onward will be submitted to a 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 – IDENTIFICATION OF APPLICANT

Name of organization or group:

City

Province or territory

Name of contact person responsible for this application

Position

PART B – GENERAL INFORMATION ABOUT THE PROPOSED ACTIVITY AND AMOUNT REQUESTED

Please provide the following information:

Title of the production(s): _____

Proposed tour: Where in Canada (cities/regions/provinces) are you proposing to tour?

Touring dates: Beginning _____ Ending _____

People on tour: Performers: _____

Technicians: _____

Other personnel: _____

Total number of people on tour: _____

Number of performances: _____

Amount requested: \$ _____

PART C – QUESTIONS FOR PRODUCTION TOURING

Please answer the following questions. Use separate sheets of paper as required. To facilitate processing, print on one side only of 8½ x 11 inch white paper, with a type size larger than 11 points.

1. **Describe the production you propose to tour.** Please include a short synopsis of the production, a list of artists involved with brief biographies for each, and any other relevant information. If the production is a premiere, please also provide the artistic motivation for this project.
2. **Why do you plan to tour this production?**
3. **What is the rationale for your proposed itinerary?**
4. **Include the mandate of your company or group. If touring is not in your mandate, please explain how this tour fits with your mandate.**
5. **Please justify, if needed, your budget details such as number of people on tour, pre-production expenses, promotional costs, etc.**

PART D – FINANCIAL INFORMATION: BUDGET AND TOUR SUMMARY

Please complete the Production Touring Budget and the Tour Summary using the Excel documents that are posted on the Canada Council's website or that can be obtained by contacting the Theatre Section.

Do not include optioned performances when completing the Budget and Tour Summary.

Before completing the Excel documents, carefully read the eligibility criteria in the *Application Guidelines* and the *Additional Information for Completing the Application Form* section in the guidelines.

PART E –SUPPORT MATERIAL

You must submit the material indicated below (in addition to submitting the completed application form and the documents requested in the form).

- Contracts and/or letters of agreement (All applicants should attach a copy of at least one letter of agreement or contract with a presenter.)
- Video/DVD
- Press kits
- Photos
- URL (website address) if an excerpt of the show is available on your website or on youtube.

Only the audiovisual material will be returned to you. All other material submitted with your application will be kept in your file. Do not send originals. The Canada Council for the Arts is not responsible for the loss or damage, of material submitted in support of an application.

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 organization's name and the title of the proposed project or projects on all items.

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

Application Form

- Name and Address of Applicant
- Component you are applying to and amount requested
- Declaration (**original signatures are required**)

Touring in Canada Grants: a) Production Touring

- Part A – Identification of Applicant
- Part B – General Information About the Proposed Activity and Amount Requested
- Part C – Questions for Touring in Canada Grants
- Part D1 – Financial Information: Budget
- Part D3 – Tour Summary
- Part E – Support Material
 - Contracts and/or letters of agreement
 - Video/DVD
 - Press kits
 - Photos
 - URL (website)

Submit your application to:

Theatre Section

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



TOURING IN CANADA GRANTS: b) Festival Hosting

The information that you provide from this point onward will be submitted to a 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 – IDENTIFICATION OF APPLICANT

Name of organization or group:

City _____ Province or territory _____

Name of contact person responsible for this application _____ Position _____

PART B – GENERAL INFORMATION ABOUT THE PROPOSED ACTIVITY AND AMOUNT REQUESTED

Please provide the following information:

Title of the production(s): _____

Producing company(ies) and city of origin: _____

Proposed activity: Provide the name of the event or component of the event, as well as the hosting activity.

Touring dates: Beginning _____ Ending _____

People on tour: Performers: _____
 Technicians: _____
 Other personnel: _____
 Total number of people on tour: _____

Number of performances: _____

Amount requested: \$ _____

PART C – QUESTIONS FOR FESTIVAL HOSTING

Please answer the following questions. Use separate sheets of paper as required. To facilitate processing, print on one side only of 8½ x 11 inch white paper, with a type size larger than 11 points.

1. Provide a brief description of your festival, its mandate and artistic vision. (maximum one page)
2. Describe the production(s) you are presenting and explain how they fit into the mandate and vision of your company or festival. Please include a short synopsis of the production(s), a list of artists involved with brief biographies, promotional material and any other relevant information.
3. Please provide a rationale for costs outside the number of performers and essential technical staff touring. Include one shipping quote per production.
4. Provide a copy of a contract or a letter of agreement for each production you are presenting.

PART D – FINANCIAL INFORMATION: BUDGET AND TOUR SUMMARY

Please complete the Festival Hosting Budget and the Tour Summary using the Excel documents that are posted on the Canada Council's website or that can be obtained by contacting the Theatre Section.

Before completing the Excel documents, carefully read the eligibility criteria for costs in the *Application Guidelines* and the *Additional Information for Completing the Application Form* section in the guidelines.

PART E –SUPPORT MATERIAL

You must submit the material indicated below (in addition to submitting the completed application form and the documents requested in the form).

- Contracts and/or letters of agreement (All applicants should attach a copy of at least one letter of agreement or contract with a presenter.)
- Video/DVD
- Press kits
- Photos
- URL (website address) if an excerpt of the show is available on your website or on youtube.

Only the audiovisual material will be returned to you. All other material submitted with your application will be kept in your file. Do not send originals. The Canada Council for the Arts is not responsible for the loss or damage, of material submitted in support of an application.

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 organization's name and the title of the proposed project or projects on all items.

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

Application Form

- Name and Address of Applicant
- Component you are applying to and amount requested
- Declaration (**original signatures are required**)

Touring in Canada Grants: b) Festival Hosting

- Part A – Identification of Applicant
- Part B – General Information About the Proposed Activity and Amount Requested
- Part C – Questions for Touring in Canada Grants
- Part D1 – Financial Information: Budget
- Part D3 – Tour Summary
- Part E – Support Material
 - Contracts and/or letters of agreement
 - Video/DVD
 - Press kits
 - Photos
 - URL (website)

Submit your application to:

Theatre Section

Canada Council for the Arts
350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8



SPECIAL INITIATIVES GRANTS

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

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- 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 – IDENTIFICATION OF APPLICANT

Name of organization or group:

City

Province or territory

Name of contact person responsible for this application

Position

PART B – GENERAL INFORMATION ABOUT THE PROPOSED ACTIVITY AND AMOUNT REQUESTED

Please provide the following information:

Proposed activity: Briefly describe the proposed activity. Describe which organizations are involved and where the activity will take place.

Amount requested: \$ _____

PART C – QUESTIONS FOR SPECIAL INITIATIVES GRANTS

Please answer the following questions. Use separate sheets of paper as required. To facilitate processing, print on one side only of 8½ x 11 inch white paper, with a type size larger than 11 points.

1. Provide a brief description of your organization, its mandate and mission statement.
(maximum one page)
2. Provide an outline of your proposed initiative.
3. Explain the rationale behind your proposal. Indicate how it will impact the dissemination of professional theatre in Canada, and include a list of the organizations and/or communities that will be served. Also indicate if this proposal is a one-time only activity, a new activity that will continue, or a recurring activity. If this is a recurring activity, please provide a rationale for continued support.
(maximum of three pages)
4. Provide a work plan for your proposed activity.
(maximum of two pages)

PART D – BUDGET AND ACTIVITY SUMMARY

For *Special Initiatives Grants*, the application form does not include a Budget page. Provide your own detailed budget for the entire project, including other revenue sources. You must also provide an activity summary in a format suitable to your proposed activities.

If this is a recurring activity, please provide a column on the same budget page indicating the results of the last edition of this activity.

Before working on your budget, carefully read the eligibility criteria for costs in the *Application Guidelines* and the *Additional Information for Completing the Application Form* section in the guidelines.

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 and the title of the proposed project or projects on all items.

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

Application Form

- Name and Address of Applicant
- Component you are applying to and Amount Requested
- Declaration, with **original signatures**

Special Initiatives Grants

- Part B – General Information About the Proposed Activity and Amount Requested
- Part C – Questions for Special Initiatives Grants
- Part D – Budget and Activity Summary

Submit your application to:

Theatre Section

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