



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## VISUAL ARTS SECTION

### Prix de Rome in Architecture for Emerging Practitioners

Follow these <b>three steps</b> to apply for a Canada Council for the Arts prize:	
<b>Step 1</b>	Read the <b>Prize Guidelines</b> for details about the purpose of the prize, who is eligible, amount of the prize, and application assessment process and criteria.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions about the prize or the application process, contact the Visual Arts Section officer listed below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>Checklist</b> (Part D of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

### Deadline

#### 1 October

If this date falls 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 date, incomplete applications, or those submitted by fax or email.**

### Further Information

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## STEP 1 – PRIZE GUIDELINES

<p><b>Prize Description</b></p>	<p>The Canada Council for the Arts Prix de Rome in Architecture for Emerging Practitioners is awarded to a recent graduate of a Canadian school of architecture who demonstrates exceptional potential in contemporary architectural design.</p> <p>The prize recipient will have the opportunity to broaden his or her knowledge of contemporary architecture culture by visiting a selection of works of architecture. The recipient will also be able to expand her or his professional skills through an internship at an internationally acclaimed architectural firm, anywhere in the world.</p> <p>Applicants must define a program of work and related travels including the sites they wish to visit and the firm where they wish to intern. The project can involve multiple trips to a number of destinations spread over a one-year period. Upon returning to Canada, the recipient must share his or her experience through public conferences, publications and (or) exhibitions.</p>
<p><b>Eligibility</b></p>	<p>To apply for this prize, you must:</p> <ul style="list-style-type: none"> <li>• be a Canadian citizen or have Permanent Resident status, as defined by Citizenship and Immigration Canada</li> <li>• have received a professional Bachelor or Master degree from a Canadian school of architecture that is certified by the Canadian Architectural Certification Board within 14 months prior to the deadline for submitting applications, and</li> <li>• be recommended by the Director of the school of architecture that issued the degree. (Note that the Director of a school may recommend <b>only one student</b> per competition.)</li> </ul> <p>This Canada Council for the Arts prize is accessible to Aboriginal artists and artists of diverse cultural and regional communities of Canada.</p>
<p><b>Amount of the Prize</b></p>	<p>The prize is \$34,000, to contribute towards the costs of the proposed program of work and related travels, and of the proposed public presentation.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>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, Canada’s two official languages, Aboriginal peoples, and the regional and cultural diversity of Canada. New committees are formed for each competition.</p>

<b>Assessment of Applications (continued)</b>	<b>Assessment Criteria</b> <p>The peer assessment committee will evaluate your application based on the following criteria (the relative weight given to each of the criteria is shown in brackets):</p> <ul style="list-style-type: none"><li>• artistic merit of your architectural projects (60 percent)</li><li>• quality of the proposed program of work and its relevance to your artistic and professional development (40 percent).</li></ul> <p>The assessment committee will also consider the potential effect of the project in terms of the current priorities of the Canada Council for the Arts, which include cultural diversity, Aboriginal architecture, international exchanges and young architects.</p>
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## STEP 2 – 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 the peer assessment committee. Also, committee members have a limited time in which to study each 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 shortly 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 will protect personal information as required by the Privacy Act.** The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*. All other information may be accessible to others under the Access to Information Act.

For this program, you are requested to indicate your year of birth, gender, cultural origin and language of communication on the application form. The Canada Council requires statistics in these areas for program planning, evaluation and policy development. The personal information you provide voluntarily on this application form will not be used to assess your application.

The Canada Council for the Arts may share information related to applications and awards 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 **four 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 the previous winners were and who was on the peer assessment committee?

Yes. A list of past winners is posted on the Canada Council's website at [www.canadacouncil.ca/prizes/prix\\_de\\_rome](http://www.canadacouncil.ca/prizes/prix_de_rome). You can find out who the peer assessors were in the news releases posted on the same web page.

### How will the prize be paid out if I am a prize recipient?

The prize will be paid in **two instalments**: the first (90 percent) when you have confirmed acceptance of the prize, and the balance (10 percent) once the Canada Council for the Arts has received and approved your final report describing the use of the prize.

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



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# Prix de Rome in Architecture for Emerging Practitioners

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

## IDENTIFICATION OF APPLICANT (Please inform the Canada Council if your address changes.)

Name of applicant (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 or suite number \_\_\_\_\_ Street and apartment or suite number \_\_\_\_\_

City \_\_\_\_\_ Province or territory \_\_\_\_\_ Postal code \_\_\_\_\_ City \_\_\_\_\_ Province or territory \_\_\_\_\_ Postal code \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

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. This 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

Gender:  Male  Female Year of birth: \_\_\_\_\_

Are you an Aboriginal person of Canada? (The Canada Council defines Aboriginal peoples in Canada as First Nations, Métis and Inuit people.)  Yes  No

If you answered yes, please specify: \_\_\_\_\_

### OR

Do you consider yourself to be a person from a visible minority? (Examples of visible minority people, as identified under Canada's Employment Equity Act, include those who are Black, South Asian, Indo-Pakistani, Chinese, Japanese, Southeast Asian, Filipino, Pacific Islander, West Asian, Arab, Korean and Latin American.)  Yes  No

If you answered yes, please indicate which visible minority: \_\_\_\_\_

What is your home province or province of origin in Canada (place of birth or place you lived the longest in Canada)? \_\_\_\_\_

### LANGUAGE INFORMATION

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 whether you speak, read and (or) understand the following languages.

English:  Speak  Read  Understand

French:  Speak  Read  Understand

Do you speak, read and (or) understand any other language? If so, please indicate which language: \_\_\_\_\_

Speak  Read  Understand

Personal information collected on this form will be stored in the Personal Information Bank for the appropriate program.

PROTECTED WHEN COMPLETED

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## Prix de Rome in Architecture for Emerging Practitioners

Please note:

- Read the program guidelines carefully before completing the form.
- 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.
- The Canada Council for the Arts will not accept applications submitted by fax or email.
- Your application form must be complete and all required support material must be included.
- The information you provide from this point onward will be submitted to a peer assessment committee for review.

VISUAL ARTS SECTION, CANADA COUNCIL FOR THE ARTS, 350 ALBERT ST., P.O. BOX 1047, OTTAWA ON K1P 5V8

<b>PART A1 – NAME AND LOCATION OF APPLICANT</b>	
Name of applicant (please provide your <b>full</b> legal name):	
Last name	First and middle names
City	Province or territory
<b>PART A2 – ALMA MATER</b>	
Name of the school of architecture that issued your degree:	
<b>PART A3 – DECLARATION</b>	
<p>Will you permit the Canada Council for the Arts to include your name and address on its mailing list?  <b>(This information will be used for Canada Council business only.)</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><b>To be eligible for consideration, you must sign below to confirm all of the following statements:</b></p> <ul style="list-style-type: none"> <li>• I am a Canadian citizen or have Permanent Resident status, as defined by Citizenship and Immigration Canada.</li> <li>• I have read carefully the eligibility criteria for this prize, which are described in the application guidelines, and I meet these criteria.</li> <li>• I understand that I may apply for only one Grant to Professional Artists (excluding Travel Grants) each fiscal year (1 April to 31 March).</li> <li>• I have already sent all overdue final reports for previous Canada Council grants. I understand that my application will be not be eligible if any of my final reports have not been submitted and approved.</li> <li>• I accept the conditions of this prize and agree to accept the Canada Council’s decision.</li> <li>• 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.</li> </ul> <p><b>I certify that the information disclosed in this application is complete and accurate, to the best of my knowledge.</b></p>	
Signature (AN ORIGINAL SIGNATURE IS REQUIRED)	Date

NAME OF APPLICANT: \_\_\_\_\_

**PART B – PROGRAM OF WORK**

Summary of proposed project (10 to 20 words):

Proposed project timeline (it must start after the program deadline date and end within one year of the start date):

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

Describe the proposed program of work in 1,000 words or less. Include the following:

- a description of your architectural design interests
- a list of buildings or sites you wish to visit
- brief information on the architectural firm where you would like to intern
- information about the public presentation you would make at the end of your Prix de Rome in Architecture for Emerging Practitioners, if you were the prizewinner.

Present the information on a separate sheet of 8½ x 11 inch white paper. Print on one side only of the paper, and insert the description following this page.

**Note that if you exceed the word limit indicated, your request may be put at a disadvantage.**

NAME OF APPLICANT: \_\_\_\_\_

**PART C1 – SUPPORT MATERIAL**

**Submit the following required support material with your application:**

- A letter of recommendation from the director of the school of architecture that issued your degree.
- A letter of offer of employment from the foreign firm where you plan to intern.
- A curriculum vitae (CV)  
Your CV must be a maximum of **three pages**, on 8½ x 11 inch white sheets of paper, printed on one side only. Do not staple or bind it.
- A maximum of **20 images** on a CD-ROM or DVD (or a maximum of **15 images** if you are also submitting a video).
  - 1) Of these 20 images, 15 should illustrate your past architectural works.
  - 2) The final 5 images should illustrate your proposed use of the prize. These images may include:
    - buildings or sites that you intend to visit,
    - works by the firm where you intend to intern, and (or)
    - architectural works that relate to your research interests.
- A digital video of a maximum 3 minutes (if this applies).
- A list to accompany the digital images, which identifies each work and describes how it relates to your interests. Keep the description to a maximum of **one brief sentence per image**. For images of projects done in collaboration or within a professional firm, **you must also clearly describe your role**.

Do not submit originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material.

Only the visual support material will be returned to you after the competition. The Canada Council will keep all other documentation submitted with your application in your applicant file. Note that Council will keep the visual material submitted by the applicant who wins the Prix de Rome in Architecture for Emerging Practitioners.

NAME OF APPLICANT: \_\_\_\_\_

**PART C2 – DESCRIPTION OF IMAGES AND VIDEO**

Submit a maximum of **20 digital** images on CD-ROM or DVD. If you are submitting both images and a video, you may submit a maximum of **15 images**. Refer to the Do's and Don'ts of Submitting Digital Support Material to the Visual Arts Section (Part C3).

**IMAGES**

No.	Name of the Project or Site	Creator	Date
01.			
02.			
03.			
04.			
05.			
06.			
07.			
08.			
09.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

**VIDEO** Maximum 3 minutes (if this applies)

No.	Name of the Project or Site	Creator	Year	Running Time	Format

NAME OF APPLICANT: \_\_\_\_\_

**PART C3 – DO’S AND DON’TS OF SUBMITTING DIGITAL SUPPORT MATERIAL TO THE VISUAL ARTS SECTION**

**IMPORTANT NOTICE:** If the digital support material submitted with your application does not follow the guidelines below, your application may be considered incomplete. It may, therefore, be withdrawn from the competition.

- Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.
- Note that digital support material is viewed during the peer assessment committee meeting, using a projection system.
- Use any of the following software to edit your images: Adobe Photoshop, Adobe Illustrator, Microsoft Photo Editor, Microsoft Paint, CorelDRAW, Corel PHOTO-PAINT, and Jasc Paint Shop Pro.

**Do’s**

If submitting images:

- Submit PC-compatible files only.
- Submit jpg files only.
- Submit files at a resolution of 72 dpi only.
- Submit files of a maximum of 1024 x 768 pixels (height must not exceed 768 pixels).
- Submit files of 1 MB maximum.
- Save images directly to the CD-ROM or DVD, without creating folders.
- Submit RGB, sRGB or grayscale colour mode files only (no CMYK).
- Title each file (image) with a number, your initials, the year and the title of the work. Ensure that the numbers for the first nine images begin with a zero (for example: **01**title.jpg, **02**title.jpg ...**20**title.jpg). This will ensure that they are presented in the correct order, following your image list.
- Do not put any special characters, symbols, periods, quotation marks or spaces (such as #/-'&| ...) in any file name.
- Mark each CD-ROM or DVD with your name.

If submitting a video file:

- Submit a file that can be accessed with one of the following plug-ins: QuickTime, RealPlayer, Shockwave, Windows Media Player or Flash.

**Don’ts**

- Don’t submit originals.
- Don’t submit slides.
- Don’t submit Mac files that are not fully PC compatible.
- Don’t submit any type of presentation (such as PowerPoint).
- Don’t submit compressed files (using WinZip, Stuffit, etc.).
- Don’t include hyperlinks to Internet sites with your images.
- Don’t submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
- Don’t submit any files by email.
- Don’t submit any other component of your application electronically on your CD-ROM or DVD.

NAME OF APPLICANT: \_\_\_\_\_

#### **PART D – CHECKLIST**

Please include the following items, in the order shown below.

- Cover page of application: Identification of Applicant
  - Personal and Language Information (voluntary)

A photocopy of the following print material will be sent to the peer assessment committee members.

- Part A1 – Name and Location of Applicant
- Part A2 – Alma Mater
- Part A3 – Declaration (an **original signature** is required)
- Part B – Program of Work
- Part C1 – Support Material:
  - Letter of recommendation
  - Letter of offer of employment
  - Curriculum vitae
  - Digital images on CD-ROM or DVD
  - Digital video (if applicable)
  - Description of digital images
- Part C2 – Description of Images and Video

Your application must be accompanied by all the required documentation. It must be complete and must not refer to a previous grant application. Only the documentation requested by the Canada Council will be submitted to the assessment committee.

**Please remember to keep a copy of your completed form. Your application, with all required support material, must be postmarked on or before the deadline date.**