



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

WRITING AND PUBLISHING SECTION

Literary Performance and Spoken Word Program: Creation and Production

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines section for details about the purpose of the program, who and what is eligible, grant amount, 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 the Program Officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the checklist (Part G) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadline

15 April

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

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

Further Information

Mona Kiame

Program Officer

Writing and Publishing Section

Canada Council for the Arts

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WRG31aE 02-11



PROGRAM GUIDELINES

<p>General Program Description</p>	<p>The Literary Performance and Spoken Word Program has two components:</p> <ul style="list-style-type: none"> • Creation and Production • Festivals and Performance Series (for organizations only) <p>The Festivals and Performance Series component has separate guidelines and forms.</p> <p>This program is open to Aboriginal artists and organizations and those of diverse cultural and regional communities of Canada.</p>
<p>Creation and Production Component Description</p>	<p>The Creation and Production component of the Literary Performance and Spoken Word Program supports literary projects that are not based on conventional book or printed magazine formats. Grants are for the creation, production, performance, broadcast or promotion of literary performance, spoken word and storytelling.</p>
<p>Eligibility of Applicant</p>	<p>Eligible Organizations</p> <p>Collectives, producers, publishers, or literary performance, spoken word and storytelling hosts that have proven experience in producing literary performance, spoken word or storytelling art are eligible to apply to this program.</p> <p>An artists' collective is a professional, non-incorporated group that has been in existence with the same core membership for at least two years of ongoing activity before the competition deadline. The majority of the members must be eligible as individual artists. The collective must have created or presented at least two literary performances, spoken word or storytelling that have been presented publicly or have received professional recognition. The application is made in the name of the artists' collective but information must be given about the members of the collective. If a grant is awarded, payments will be made to the name of the collective.</p> <p>Presenters not eligible for the Festival and Performance Series component may be eligible to apply to the Creation and Production component.</p> <p>Eligible Artists</p> <p>To apply to the Canada Council for the Arts, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p>You must also meet the Canada Council's definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> • 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), and • is committed to devoting more time to artistic activity, if possible financially.

<p>Eligibility of Applicant (continued)</p>	<p>Eligible individual applicants include:</p> <ul style="list-style-type: none"> • professional literary performers, spoken word artists or professional storytellers who have been paid in the past for their public literary performances or are recognized, in writing, by two established spoken word artists or storytellers, and • professional writers who wish to transform their work to the literary performance, spoken word or storytelling genre. <p>Collaborative projects are eligible. Collaboration is a one-time activity that takes place within a group of two or more professionals in literary performance, spoken word or storytelling. The group must work in the context of shared authorship or a collaborative process. Other artists or collaborators hired on the project cannot be considered as co-applicants. The applicant whose name appears first on the application form will be considered the lead applicant and responsible for the project. Each co-applicant is subject to the conditions enumerated in the program guidelines and the general grant conditions of the Canada Council for the Arts. If a grant is awarded, payments will be made to the lead applicant.</p> <p>Note that meeting the eligibility criteria allows you to apply, but it does not guarantee that you will receive a grant.</p>
<p>Eligibility of Activities</p>	<p>This component of the program supports literary performance, spoken word or storytelling projects that involve creation, production or dissemination (other than festivals or performance series that are eligible for the second component). Artists may also apply for financial assistance for professional development activities.</p> <p>Projects featuring artistic collaboration that enhance the development of the literary performance, spoken word and storytelling communities are encouraged.</p> <p>There are two types of creation grants:</p> <p><i>Literary performance</i></p> <p>Literary performance projects involve media or creative collaborations with other disciplines as long as the literary aspect is central. These projects may include film and video performances, digital creation, installation and other creative literary performances that present literature in innovative ways.</p> <p><i>Spoken word and storytelling</i></p> <p>Spoken word and storytelling projects involve performance with minimal or no cross-disciplinary components. A major consideration is use of voice and the originality of the work. These projects may include traditional and contemporary storytelling, slam-based works, dub, hip hop and other spoken word expressions.</p>

<p>Eligibility of Activities (continued)</p>	<p>Ineligible Projects</p> <p>The following are not eligible:</p> <ul style="list-style-type: none"> • upgrading in arts administration, academic work or work towards a graduate degree • written material intended for a book or magazine format • readings and other presentations based primarily on read text, theatrical or musical presentations • archival material • artists' residencies • creation of commissioned works for which the artist does not receive compensation for the use of his or her intellectual property • the cost of printed materials unless they are part of the essential packaging of a recording project • audio versions of books • exclusively educational projects • projects driven by competition or prizes, and • all promotional websites.
<p>Grant Amount</p>	<p>Amount Available</p> <p>Grants range from \$1,000 to \$25,000, depending on the nature of the project. Requests for the higher amounts are very competitive: for amounts higher than \$17,000, priority is given to projects involving artists with a significant profile.</p> <p>Eligible costs include creation, production and dissemination costs, and performance travel costs and fees. Where applicable, the performer's fees should also be included. Production costs associated with recording and promoting CDs, DVDs, film or video formats (such as video poems) are eligible.</p> <p>Literary Performance and Spoken Word Program grants may also be used to offset subsistence costs of the applicant only (to a maximum of \$2,000 per month) to allow an artist to concentrate on his or her project. Grant recipients will be expected to devote the majority of their time to the project for which they receive funding.</p> <p>These grants cannot be used for projects that have already been completed or for expenses that occur before the program deadline.</p>

<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition. Applications in English are submitted to an English-language committee; applications in French are submitted to a French-language committee.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes Its Grant Decisions,” 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>The assessment criteria are as follows:</p> <ul style="list-style-type: none"> • artistic and/or literary merit • literary presentation • the importance of the project in the development of an artistic process • marketing, performance or audience development plans, and • the budget, which must be clear and reasonable.
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IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application	<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. 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>
Personal Information	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note all the following conditions:</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. • You may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period. • You may apply for only one Canada Council grant to professional artists and one travel grant in any Canada Council fiscal year (1 April to 31 March). <p>Note: There is an exception to the condition that you can apply for only one grant to professional artists in any fiscal year. If you are an established professional artist who works in more than one discipline (for example, in both visual arts and music) and you meet the eligibility criteria as an established artist in both disciplines, you may apply to two different Canada Council grants to professional artists programs in one fiscal year. You must, however, accept or refuse the first grant that the Canada Council offers you (within two weeks of the date of the grant notification). If you accept the first grant offered, your other application will be withdrawn from competition.</p> <p>Each arts disciplines section has its own criteria regarding who is considered to be an established artist.</p> <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>Because grants and awards are taxable income, you may wish to receive the funds in the same year or years that you will have grant expenses. If your project or program of work will be carried out over two or more calendar years, you may request that your grant be paid in more than one installment.</p> <p>Tax Status</p> <p>Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p>
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<p>Grant Terms and Conditions (continued)</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 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>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p>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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The information you provide on the next two pages will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT (for collectives or organizations)

Category of applicant (check one only): Publisher Producer Presenter Collective

Name of collective or organization:

Name

Mailing address (please notify the Canada Council for the Arts of any changes):

Street and apartment/suite number

City

Province or territory

Postal code

_____ / _____

Telephone

Fax

Email

Website

IDENTIFICATION OF APPLICANT (for individuals)

Name of lead applicant: Ms. Mrs. Miss Mr.

Last name

First name and middle name

Mailing address (please notify the Canada Council for the Arts of any changes):

Street and apartment/suite number

City

Province or territory

Postal code

_____ / _____

Telephone

Fax

Email

Website

Name of co-applicant: (for collaborations, if applicable): Ms. Mrs. Miss Mr.

Last name

First name and middle name

Mailing address:

Street and apartment/suite number

City

Province or territory

Postal code

_____ / _____

Telephone

Fax

Email

Website

DECLARATION

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

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

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

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- If I am representing an organization or a collective, I will act as sole representative and I will keep the other participants informed of the contents and outcome of this grant application.
- I understand that I may apply for only one Canada Council grant to professional artists (and one travel grant) in any fiscal year (1 April to 31 March).
- I understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the Canada Council's decision.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Name of lead applicant or contact person

Position

Signature

Date

Name of co-applicant (if applicable)

Signature

Date

ORIGINAL SIGNATURES ARE REQUIRED.

NAME OF APPLICANT:

Literary Performance and Spoken Word Program: Creation and Production / 2

PART E – FINANCIAL INFORMATION

EXPENSES

Budget Summary

Please provide a detailed budget for your project on a separate sheet and complete the budget summary below. Complete only the part that relates to your proposal.

Subsistence (maximum of \$2,000 a month for each applicant) for _____ applicants for _____ months at \$ _____	\$ _____
Artists' fees paid to other artists (provide details of each artists' fee in the detailed budget)	\$ _____
Project costs (provide a breakdown of materials, equipment rental, etc.)	\$ _____
Travel costs (provide an itinerary, with dates and purpose of travel, on a separate sheet)	\$ _____
Other eligible expenses (please provide details)	\$ _____
Total expenses for project	\$ _____

GRANT REQUESTED

Amount requested (maximum of \$25,000 rounded to the nearest hundred dollars) \$ _____

OTHER REVENUES

If the total cost of the proposed project is greater than the amount requested, please list your other sources of funding below. Other sources include private sponsors, foundations, granting organizations, other levels of government, applicants (personal financial contributions) and donors.

The amount requested from the Canada Council plus the total from the other sources of funding should equal the total cost of the project. Indicate in the appropriate column whether the funds are confirmed or pending confirmation.

Other Sources of Funding	Amounts	Confirmed	Pending
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

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PART F – SUPPORT MATERIAL

You must submit **at least one** sample of audio or visual support material. You may include **up to three samples** of audiovisual and written support material (written work samples must be printed.)

Please select and provide the samples of material that best exemplify your accomplishments in the media in which you are proposing to work.

All support material must be clearly labeled.

The peer assessment committee will have a maximum of five minutes to review each applicant's support material. Therefore, please cue the support material to the part you wish the committee to review, or provide clear instructions to do so.

Item 1

- Written material (up to 20 pages)
- Website (at the address on the cover page; where websites are involved, it is recommended that you submit a copy of the site on a CD-ROM or disk)
- USB Key (audio-visual material only)
- DVD
- CD-ROM (format: MAC _____ PC _____ other _____)
- Other – please specify: _____

Title: _____

Completion or recording date: _____ Running time (where applicable): _____

Applicant's role in the production: _____

Brief description of how the support material relates to the proposed project: _____

Presentation instructions or notes: _____

Track number (if applicable): _____

PART F – SUPPORT MATERIAL (continued)**Item 2**

- Written material (up to 20 pages)
- Website (at the address on the cover page; where websites are involved, it is recommended that you submit a copy of the site on a CD-ROM or disk)
- USB Key (audio-visual material only)
- DVD
- CD-ROM (format: MAC _____ PC _____ other _____)
- CD-ROM (format: MAC _____ PC _____ other _____)
- Other – please specify: _____

Title: _____

Completion or recording date: _____ Running time (where applicable): _____

Applicant's role in the production: _____

Brief description of how the support material relates to the proposed project: _____

Presentation instructions or notes: _____

Track number (if applicable): _____

Item 3

- Written material (up to 20 pages)
- Website (at the address on the cover page; where websites are involved, it is recommended that you submit a copy of the site on a CD-ROM or disk)
- USB Key (audio-visual material only)
- DVD
- CD-ROM (format: MAC _____ PC _____ other _____)
- Other – please specify: _____

Title: _____

Completion or recording date: _____ Running time (where applicable): _____

Applicant's role in the production: _____

Brief description of how the support material relates to the proposed project: _____

Presentation instructions or notes: _____

Track number (if applicable): _____

PART G – CHECKLIST

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

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

- Identification of Applicant
- Declaration (an original signature is required)
- Part A – Name and Location of Applicant
- Part B – Description of Grant Request
- Part C – Profile of Applicant
 - Profile of organization or collective and of the members, if applicable (maximum of two pages)
 - Profile of artist(s) (maximum of two pages))
 - Two letters of support, if applicable
- Part D – Detailed Description of Project
 - Narrative description of project or activities proposed (maximum of five pages)
 - Work plan, including timelines
 - Marketing, presentation or audience development plan
- Part E – Financial Information
- Part F – Support Material (maximum of three samples)

New this year

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

Submit your application to:

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