



Canada Council
for the Arts Conseil des arts
du Canada

ABORIGINAL ARTS OFFICE

Elder and Youth Legacy Program

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines 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 Aboriginal Arts Program Officer indicated below.
Step 3	Complete all sections of the attached application form , and be sure to use the Checklist (Part E of the form) to confirm that you have completed the entire 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

15 May and 15 November

If either date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application form 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.

Note: Canada Council encourages submissions in any Aboriginal language which will be translated into English or French for the peer assessors.

Further Information

Noël Habel, Program Officer
Aboriginal Arts Office
Canada Council for the Arts
350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8

noel.habel@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 4178

TTY: 1-866-585-5559

ABG3E 03-12



PROGRAM GUIDELINES

<p>Mandate of the Aboriginal Arts Office</p>	<p>The Aboriginal Arts Office is committed to ensuring that the Canada Council's services and programs best meet the needs of Canada's First Nations, Inuit and Métis arts communities.</p> <p>The Office continually consults with the Aboriginal arts community to learn about current artistic practices, trends and issues and shares this knowledge with the Council and its various networks (agencies, organizations, government departments). It also collaborates with all divisions of the Council to ensure Aboriginal history, knowledge, perspectives and experience become a part of the organization's understanding and commitment to equity.</p>
<p>Overview of the Elder and Youth Legacy Program</p>	<p>Since the creation of the Aboriginal Peoples Collaborative Exchange program in the early nineties, many recommendations have been asking for better support for two underserved segments of the Aboriginal arts community: the Elders (senior artists) and the youth (ages 15-25).</p> <p>The Canada Council has come to the conclusion that Aboriginal Elders and youth, the two segments of the community involved in passing on art practices, have not been regularly supported by any of its funding programs. Through consultations and research with the Aboriginal arts community the Canada Council understood that often the Elders (senior artists) found the paperwork too cumbersome, and the youth of the communities were ineligible because of their age.</p> <p>The Elder and Youth Legacy program aims to resolve these barriers by offering program funding to Aboriginal organizations that wish to work with these two groups on a project basis. This program is not limited to traditional art forms; it encompasses all artistic practices both traditional and contemporary.</p>
<p>Program Description</p>	<p>Through this program, Aboriginal arts organizations can help Elders pass on the many art forms being practiced to the next generation.</p> <p>The program will also increase the Canada Council's capacity to serve Aboriginal Elders of this country, giving them opportunities to work with youth and pass on their legacy of artistic practice.</p> <p>Generally, projects should be designed as follows; the organization will choose the Elder who will work with their youth. That Elder will then help to decide the number of young people he or she will work with, and will help to select them.</p> <p>Strong applications will demonstrate a clear link between the Elders, participants, the artistic practice being shared, and the expenses to be covered by the grant.</p>

Program Objectives	<p>Funding from this program supports eligible activities that advance any of the following five objectives:</p> <ul style="list-style-type: none">• Encourage social and community environments that support the development of Aboriginal arts and artistic practices.• Ensure the transmission of artistic knowledge and expertise to cultivate the vitality of Aboriginal arts for Aboriginal youth.• Foster the development and ongoing skills enrichment of Aboriginal arts professionals amongst Aboriginal youth.• Offer direct opportunities for Elders to transmit their art practices to subsequent generations in the community.• Develop within the host organizations the common practice of bringing together Elders and youth in an artistic context.
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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>Eligible applicants</p> <p>It is strongly recommended that potential applicants speak to an Officer in the Aboriginal Arts Office to confirm their eligibility before submitting their request.</p> <p>Organizations applying to this program must be Aboriginal or have Aboriginal artists as a majority of their members. These artists must be Canadian citizens or permanent residents of Canada, as defined by Citizenship and Immigration Canada.</p> <p>The organization’s artistic direction must also be provided by Aboriginal artists of Canada. At least 51 percent of the directors on their board must be Aboriginal people, and one of these directors must sign the application.</p> <p>In Canada, Aboriginal peoples include First Nations, Métis and Inuit people.</p> <p>Organizations must show an ongoing commitment to Aboriginal arts. The organization must show that the Elder and Aboriginal youth participants have helped to develop the project outline, goals and objectives, and that they have set a timeline that works for them.</p> <p>Ineligible applicants</p> <ul style="list-style-type: none"> • First Nations Band Councils • Educational Institutions (schools, universities). <p>Examples of possible projects</p> <p>Example 1: A rural Aboriginal cultural organization will hire an Elder experienced in hand drum making and Cree songs to provide a six month workshop twice a week for local Aboriginal youth. Youth will learn how to handle materials such as hide, wooden frames, and sinew in addition to learning social round dance songs and traditional teachings regarding traditional Cree hand drums. This project will culminate in a community celebration event where the Aboriginal youth will perform songs they have learned on the drums that they have made through the workshop.</p> <p>Example 2: An urban Aboriginal film and video artist collective will hire a prominent filmmaker to provide a week long intensive workshop on film making for young emerging film artists focusing on the sensitivities of working with Aboriginal themes.</p> <p>Example 3: A national non-profit contemporary dance company will be working with an established traditional west coast dance artist to provide region specific instruction dance to a group of Aboriginal youth. The aspiring dancers will be given traditional teachings along with training in certain styles of west coast traditional dance.</p>
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<p>Grant Amount</p>	<p>You may request up to \$20,000.</p> <p>Eligible costs</p> <ul style="list-style-type: none"> • Travel for Elder and helpers (airfares and ground travel, excursion rates only) • Elder’s artistic fees and/or honoraria (based on standard CARFAC rates of \$2,000 per month) • Fees for Elder’s helpers, if required • Administration costs (10 percent of total budget) • Freight, shipping and insurance costs • Costs of materials, supplies and other miscellaneous items directly related to the work being created and/or to the legacy of the Elder • Equipment rental fees • Rental fees for workshop space • Promotional and marketing material expenses relative to dissemination or the recruitment of participants • Copyright fees and royalties to all living Canadian artists. <p>Established Aboriginal Elders/artists may include an additional cost of living allowance of up to \$2,000 per month for the duration of the project. The cost of living amount is in addition to the maximum grant amount and must be included in the budget submission. This amount is in addition to artist fees and is meant to defray the costs of living in two residences during the project. A résumé and letter of support must be provided for the established artist.</p> <p>The Canada Council defines established Aboriginal Elders/artists as those at a mature stage in their artistic careers and who have created an extensive body of work. They have also made a national and/or international contribution to their discipline through public presentation of their work. Letters of support from the community are strongly recommended if at all possible.</p> <p>Ineligible costs</p> <ul style="list-style-type: none"> • Expenses incurred before the deadline date • Capital expenses, permanent staff salaries, general administration and maintenance costs, and the costs of a permanent website • Publishing-related costs • Production costs related to music, film, dance, theatre, conferences or concerts • Cost of purchasing computers, electronic equipment or power tools • Costs associated with fundraising events, galas, and award ceremonies • Costs related to university research projects or studies • Honoraria for youth.
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<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Applications for the Elder and Youth Legacy Program are reviewed by a peer assessment committee selected from the Aboriginal arts community in Canada. This committee includes representatives from the disciplines most frequently represented in the applications to each competition. Committee members will be selected with consideration to fair representation of First Nations, Métis, and Inuit, gender, generations, Canada’s two official languages and Aboriginal artistic, cultural and regional practices. New committees will be formed for each competition.</p> <p>Peer assessment committee recommendations are final.</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 committee’s decisions will be based on the relative 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 committee will assess each application on the following criteria:</p> <ul style="list-style-type: none"> • The nature of the collaboration between the Elder and youth. • The compatibility of the work and experience of the Elder and youth with the host organization. • The host organization’s community connections through the arts, their record in serving and enriching these communities, and their ability to administer the proposed activities. • The artistic quality of the body of work already produced by the Elder. • The artistic quality of the proposed project. • Commitment from both Elders and youth to the proposed project demonstrated in their letters of commitment. • The clarity of the project’s activities matched with the expenses to be covered by the grant monies. • Demonstration that the project will enrich both the youth and the Elder’s art practice.
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IMPORTANT INFORMATION FOR APPLICANTS

Processing the Application	<p>Acknowledgement of receipt</p> <p>The Canada Council for the Arts will send you a notice acknowledging that your 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 result of your application approximately 12 to 16 weeks after the application deadline. The Canada Council does not release results by telephone or email.</p> <p>Application preparation</p> <ul style="list-style-type: none">• You are responsible for providing all the information and support material requested.• The Canada Council will make decisions about your eligibility based on the information you provide in your application.• Submit only the material requested. Extra material will not be shown to the assessment committee.• Carefully choose the material you submit in support of your application as committee members have limited time in which to study each grant application.• Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted. <p>Format and layout</p> <p>Where this applies, all the documents requested and the application form must be submitted:</p> <ul style="list-style-type: none">• on separate sheets of white paper (letter format, 8½ x 11 inches)• printed on only one side• with a font size of 11 points or larger• with paper clips (documents cannot be bound, placed under plastic or stapled). <p>Colour printing on coloured sheets or in an unusual format makes photocopying difficult, it is therefore preferable to avoid using them.</p>
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<p>Personal Information</p>	<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 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.</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. <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>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>Changes to proposed projects</p> <p>Any changes to funded projects must be approved by the appropriate Program Officer before you carry them out.</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>



Elder and Youth Legacy Program

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

IDENTIFICATION OF APPLICANT (please inform the Canada Council if your address changes)

Name of organization:

Mailing address:

Street and apartment or suite number

City Province or territory Postal code

Telephone (residence) Telephone (business) 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

Please identify your Aboriginal group as one of the following: Inuit Métis First Nation

Name of nation: _____

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

As a representative of the organization:

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I confirm that the organization I represent meets these criteria.
- I accept the conditions of the program as outlined in the application guidelines and I agree to abide by the Canada Council's decision.
- I confirm that I will act as sole representative of the organization. I will keep the other participants informed of the contents and outcome of this grant application.
- I have already sent all overdue final reports for previous Canada Council grants. I understand that my application is ineligible if any final reports from previous projects have not been received and approved.
- 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 contact person (a director of the organization)

Signature (AN ORIGINAL SIGNATURE IS REQUIRED)

Date



Elder and Youth Legacy Program

The information that you provide from this point onward will be submitted to the 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.).

PART A1 – NAME AND LOCATION OF APPLICANT

Name of organization

City (Permanent address)

Province or territory

PART A2 – DESCRIPTION OF GRANT REQUEST

Amount that you are requesting from this program: \$ _____
(to a maximum of \$20,000 rounded to the nearest hundred dollars)

Briefly describe your project (10 to 15 words):

Identify the province, territory or the community where this project will take place:

Proposed start date: _____
(day/month/year)

Proposed end date: _____
(day/month/year)

NAME OF APPLICANT: _____

PART B – PROJECT DESCRIPTION

Provide a detailed description of your project. Remember to consider the assessment criteria (see below) when preparing your proposal. While your description must be detailed enough to give the assessors the information they need to make educated recommendations, it should be as clear, brief and focused as possible.

Please limit this part of your application to a maximum of **one** page. To make it easier for the Canada Council to make copies, print on one side only of white, 8½ x 11 inch paper. The description of your project may also be presented on an audio tape, CD-ROM or DVD (**five** minutes maximum).

The assessment committee will evaluate your application based on the assessment criteria and on the funds available. The decision to award a grant will be based on the relative merit of your proposal compared with all others in this national competition.

Assessment Criteria

- The nature of the collaboration between the Elder and youth.
- The compatibility of the work and experience of the Elder and youth with the host organization.
- The host organization's community connections through the arts, their record in serving and enriching these communities, and their ability to administer the proposed activities.
- The artistic quality of the body of work already produced by the Elder.
- The artistic quality of the proposed project.
- Commitment from both Elders and youth to the proposed project (demonstrated in their letters of commitment).
- The clarity of the project's activities matched with the expenses to be covered by the grant monies.
- Demonstration that the project will enrich both the youth and the Elder's art practice.

NAME OF APPLICANT: _____

PART C1 FINANCIAL INFORMATION

Complete **Section C2** of the following page to indicate your expenses.

Provide information on the revenues and expenses planned for your proposed activity. You must present a balanced budget. In other words, your revenues must equal your expenses.

The amount you are requesting from the Canada Council, as indicated below, should be the same as the amount marked in Part A2 and C2 of the application form. Round your total budget request to the nearest hundred (in other words, \$18,450 would become \$18,500).

Revenues

Show the revenues you are expecting (for the proposed activity only), indicating whether these revenues have been confirmed or are still unconfirmed.

	Confirmed	Unconfirmed	Amount
Canada Council grant requested in this application		<input type="checkbox"/>	\$ _____
Canada Council grants from other sections (specify)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Federal grants (other than Canada Council)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Provincial or territorial grants	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Municipal grants	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Private or corporate donations	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Workshop fees, admissions to lectures, etc.	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Cost-sharing with other organizations (specify)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Your contribution to the project			\$ _____
	Total Revenues		\$ _____

NAME OF APPLICANT: _____

PART C2- FINANCIAL INFORMATION		
Provide a comprehensive budget below, that shows expenses. Show the total cost of the project, and mark the expenses to be covered by the grant you are requesting. For a list of costs that this program will fund (and those that it will not), please see "Grant Amount" in the application guidelines.		
Organizations	Total Project Budget	Request to Canada Council
Elder's artistic fees	\$	\$
Established artist's (Elder/senior artists) living allowance (maximum of \$2,000 per month)	\$	\$
Travel	\$	\$
Equipment rental	\$	\$
Rental of space	\$	\$
Administration costs (maximum of 10 percent of total budget)	\$	\$
Freight, shipping and insurance costs	\$	\$
Materials, supplies related to the work being created	\$	\$
Promotional and marketing material expenses relative to the dissemination	\$	\$
Total Expenses	\$	\$

Notes on Eligible Expenses

Do not include federal and/or provincial/territorial taxes if your organization is registered for reimbursement of these taxes.

Capital expenses, permanent staff salaries, general administration and maintenance costs, and the costs of a permanent website are **not eligible**.

You must pay artists' fees, honoraria, copyright fees and royalties to all living Canadian artists whose work is presented. You must agree upon the amounts with the artists, and the fees must meet national standards when applicable.

NAME OF APPLICANT: _____

PART D1 – SUPPORT MATERIAL

Attach appropriate documentation to support the project you are proposing. Choose support material that responds to the assessment criteria for the program related to the elder involved. **You are welcome to submit material in any Aboriginal language of Canada, which the Canada Council will translate into English or French for the peer assessors, as necessary.**

Check all the boxes below that apply, to show what material you are submitting. Include this page with your application.

Complete Part D2 of the form to provide details for any audio or audiovisual material you are submitting.

Do not send the original audio visual material. The Canada Council is not responsible for the loss or damage of support material. Your support material will not be returned to you.

Please submit all of the following:

- A **one-page** description of the proposed activity or a recording (**five** minutes maximum) on an audio tape, CD-ROM or DVD. Explain how this is a unique opportunity for all of the participants to collaborate and to develop and create new works of high artistic quality.
- A profile of your organization.
- A detailed work plan and time frame.
- Resumés and/or biographical information for the Elder involved (maximum of **one** page).
- Original letters of agreement describing the collaboration and showing the commitment of the Elder and youth involved. (See Appendix A).
- Original letters of support (from the Aboriginal community or peers). (See Appendix B).
- A maximum of **three** items of other support material that relates to the proposed project (for example, news clippings, articles, catalogues, transcripts, photographs).

Please also provide one or more of the following, according to the artistic discipline of the Elder:

- Writing and publishing: Manuscripts (maximum of **20** pages) and your most recent publications, or audio recordings or a DVD of readings/storytelling.
- Visual arts: A CD-ROM or DVD of your most recent work (minimum of three pieces and maximum of 10).
- Media arts: Audio recordings and/or a DVD of your most recent work.
- Theatre: Scripts, photographs and/or a DVD of your most recent work.
- Dance: A DVD of your most recent work.
- Music: Recent recordings, including audio tapes, a CD-ROM and/or a DVD.
- Other: Specify the discipline and describe the support material you are submitting.

NAME OF APPLICANT: _____

PART D2 – GUIDELINES FOR SUBMITTING AUDIOVISUAL SUPPORT MATERIAL

Important notice: If the digital support material submitted with your application does not follow the guidelines below, your application may be considered incomplete and may 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.

Videos must be submitted on one DVD, DVD-R or CD-R.

Video files must be:

- in .avi, .mov, .mpg, or .mpeg format

Audio files must be submitted on a CD or a CD-R.

Audio files must be:

- Uncompressed in .aif, .aiff, .wav format or
- Lossless (.flac, .m4a, .mp4) or
- Compressed (.mp3, .wma).

Digital images must be submitted on a CD or DVD, without folders.

Image files must be:

- PC-compatible
- in jpg file format
- a maximum of 1 MB file size
- a maximum resolution of 1024 x 768 pixels, and
- RGB or greyscale colour mode only (no CMYK).

File names must be in the following format:

01initialsyeartitle.jpg (image number, applicant's initials, year of the work, title of the work). Do not put any special characters, symbols, periods, quotation marks (such as # / - " &) or spaces in any file name.

NAME OF APPLICANT: _____

PART D3 – DETAILED DESCRIPTION OF AUDIO OR AUDIOVISUAL SUPPORT MATERIAL

Please do not submit more than **10** digital images and the number of audiovisual material indicated in Part D1 of this form. Label all support material with your organization’s name, and number the items according to the listings below.

DIGITAL IMAGES

Please submit digital images on one CD-ROM or DVD.

If further descriptive information is necessary, include the additional details on a separate single page.

No.	Title	Date	Medium	Dimensions of artwork
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

AUDIO TAPES OR DVD

No.	Title	Year	Running time	Format
01				
02				

NAME OF APPLICANT: _____

PART E – CHECKLIST

Please check the boxes below to confirm that you have completed all parts of the application form and all required support material. You must include the following items in the order shown below:

- Identification of applicant
- Declaration (with an **original signature of the contact person**)
- Part A1 – Name and location of applicant
- Part A2 – Description of grant request
- Part B – Project description
- Part C – Financial information.
- Part D1 – Support material
 - A **one-page** description of the proposed activity or a recording (**five** minutes maximum)
 - A profile of your organization
 - A detailed work plan and time frame
 - Resumés and/or biographical information for the Elder involved (maximum of **one** page).
 - Letter(s) of agreement from all participating artists (Appendix A)
 - Letters of support (Appendix B)
 - A maximum of **three** items of other support material that relates to the proposed project (for example, news clippings, articles, catalogues, transcripts, photographs).
- Part D3 – Detailed description of audiovisual support material

Submit your application to:

Aboriginal Arts Office

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

NAME OF APPLICANT: _____

APPENDIX A – LETTERS OF AGREEMENT

Date:

From (name and address):

To Whom It May Concern:

I am pleased to provide this letter in support of the grant application of _____

(name of applicant). I have known _____ (Elder's name)

for _____ (length of time) in the capacity of _____ and

look forward to collaborating on the project described in this application.

Sincerely,

Signature of participant

Telephone

Send to:

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

NAME OF APPLICANT: _____

APPENDIX B – LETTERS OF SUPPORT

Date:

From (name and address):

To Whom It May Concern:

I am pleased to provide this letter in support of the grant application of _____

(name of applicant). I have known _____ (name of organization or elder)

for _____ (length of time) in the capacity of _____ and

would like to comment on their/his/her accomplishments as follows:

(Provide your opinion of the organization or elder's **artistic** accomplishments and quality of work. In your **judgment**, how will the applicant benefit should the Canada Council for the Arts award a grant?)

Based on the above, I recommend that the Canada Council for the Arts' peer assessment committee give this applicant its positive consideration.

Sincerely,

Signature of supporter

Telephone

Send to:

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