



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## MEDIA ARTS SECTION

### Travel Grants to Media Arts Professionals

Follow these <b>three steps</b> to apply for this grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amounts, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions about the program or the application process, contact the Media Arts Section as indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> , and be sure to use the <b>checklist</b> (Part 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.

### Deadline

**Any time before your departure date.**

Applicants who wish to have the results before their departure should apply **at least ten weeks in advance**.

The Canada Council for the Arts will not accept applications postmarked after the departure date of your travel, incomplete applications or those submitted by fax or email.

### Further Information

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

ma.travelgrants@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5914

TTY: 1-866-585-5559

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## PROGRAM GUIDELINES

<p><b>Mandate of the Media Arts Section</b></p>	<p>Created to ensure the vitality and continued excellence of media arts, the Media Arts Section offers financial assistance to Canadian professional artists, groups, collectives and organizations that use film, video, new media and audio as their means of artistic expression or that contribute to making them better known and appreciated by audiences in Canada and abroad.</p> <p>As an informed observer of the media arts in Canada, the Section identifies issues and areas of intervention for the Canada Council for the Arts relating to the media arts.</p> <p>The Media Arts Section supports research and development as well as the creation, presentation, dissemination, distribution and acquisition of media artworks throughout Canada by giving priority to independent media arts practice; that is, practice in which the artist retains complete editorial and creative control over his or her work.</p>
<p><b>Program Description</b></p>	<p>This program has two components: <b>Travel Grants to Media Artists</b> and <b>Travel Grants to Independent Media Arts Critics and Curators</b>. Specific information is required for each of the components.</p> <p><b>Component 1: Travel Grants to Media Artists</b></p> <p>Travel grants assist Canadian professional independent media artists to travel for events or activities important to the development of their artistic practice or career. This component covers presentation and professional development travel.</p> <p><b>Component 2: Travel Grants to Independent Media Arts Curators and Critics</b></p> <p>This component of the program assists Canadian, professional, independent media arts curators and critics to travel outside their home region. It covers research, professional development and presentation travel.</p>
<p><b>Applicant Eligibility</b></p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p><b>General eligibility criteria</b></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>Applicants must be professional artists, curators or critics working in media arts (new media, audio, film and video) and must also meet the Canada Council's definition of a professional artist, defined as someone who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the artistic field (not necessarily in academic institutions)</li> <li>• is recognized as a professional artist by her or his peers (artists working in the same artistic tradition),</li> <li>• is committed to devoting more time to their artistic career if possible financially, and</li> <li>• has a history of public presentation of their work in a professional context.</li> </ul>

**Applicant Eligibility (continued)**

**Component 1: Travel Grants to Media Artists**

To be eligible under this component of the program applicants must also:

- have completed at least one independent film, video, new media or audio artwork that has been presented in a **professional context**.

Independent means that the artist initiates and is the driving force behind the proposed project. He or she must maintain complete creative and editorial control over the work. Contracts with other funders must not require the artist to give up such control.

A professional context means venues and organizations (real or virtual) primarily devoted to presentation. These may be artist-run centres, exhibition centres, museums, galleries, film clubs, television, cinematheques, festivals and competitions (other than those reserved for student productions), other recognized presentation venues or organizations where the selection of participants is made by media arts professionals.

Artists are encouraged to seek payment for the presentation, exhibition and dissemination of their completed works.

In the case of professional film and video artists, only directors may apply; producers are not eligible to this program. Scriptwriters are eligible to apply if they have already worked with established or mid-career film or video artists and at least one of their scripts has been used in an independent production by an established or mid-career film or video artist.

For new media or audio productions, only artists who initiated and maintained complete creative and editorial control over the work are eligible. Programmers, technicians, coordinators, assistants and other resource persons are not eligible.

**Component 2: Travel Grants to Independent Media Arts Curators and Critics**

Applicants must be established independent media arts curators or critics and meet the general eligibility criteria under this component.

An established curator is someone who has completed at least three programs of independent Canadian media artwork that have been presented in a professional context. An established critic is someone who has published a minimum of three articles or papers for an exhibition about independent Canadian media artists and their artworks.

**General restrictions**

**Undergraduate students** at a school, college or university **are not** eligible to apply to this program. **Graduate students** are eligible to apply only if they meet the Canada Council's definition of a professional artist, and the work presented is not related to their program of study. A letter from the applicant's program director is required to verify this information, and it must be included with the application.

**Curators, critics and programmers** employed by an organization (such as festivals or artist-run centres) **are not** eligible. They may be eligible to apply to the **Audience and Market Development Travel Assistance** program for costs related to the presentation of works or new audience development projects..

Applicants who have any doubts about their eligibility or the eligibility of their project should contact the Media Arts Section well before submitting an application.

## Project Eligibility

### Component 1: Travel Grants to Media Artists

This component covers the following types of travel:

- **Presentation travel**, which allows media artists to present their independent artwork at recognized Canadian or international festivals or exhibition venues
- **Professional development travel**, which allows media artists to attend exhibitions, festivals, workshops, residencies, symposia, conferences, or to participate in mentorship or other professional development opportunities.

### Component 2: Travel Grants to Independent Media Arts Curators and Critics

This component covers the following types of travel:

- **Research travel**, which allows media arts curators and critics to undertake a research program, visit a studio or visit a presentation centre
- **Professional development travel**, which allows media arts curators and critics to participate in workshops, residencies, symposia, conferences or other professional development activities
- **Presentation travel**, which allows media arts curators to attend the presentation of an exhibition or program of independent artworks by Canadian media artists that they have curated.

### General restrictions

Applicants must be travelling a **minimum of 500 kilometers** from their point of departure.

Travel related to the research, development or production of an independent media arts project is not supported under this program (unless it is in the context of a workshop or residency). Applicants may incorporate these costs into a request to the **Grants to Film and Video Artists** or the **Grants to New Media and Audio Artists** programs.

The following types of projects **are also not** eligible for support and do not count in determining an applicant's eligibility:

- travel to attend an activity of a department of the federal government (including Canadian embassies abroad)
- development of financing for a project ("pitches")
- projects done on contract for, or produced by, a government agency or private company
- prospecting projects
- participation at film markets
- projects linked to market or audience development
- industrial or corporate projects
- instructional or educational projects
- calling card films or videos
- student or other non-professional events
- student projects done during a training program
- pilots for television or commercial television projects

<p><b>Project Eligibility (continued)</b></p>	<p><b>General restrictions (continued)</b></p> <ul style="list-style-type: none"> <li>• projects created during a competition/contest, which were only presented in that context</li> <li>• music videos</li> <li>• commercial video games</li> <li>• personal web sites or other promotional supports</li> <li>• public service announcements</li> <li>• conventional forms of film and television entertainment, such as police dramas, movies-of-the-week and news reports</li> <li>• projects using film, video, new media or audio simply as a tool to record or document existing artworks</li> <li>• productions involving commercial or journalistic approaches to film, video, new media or audio.</li> </ul>
<p><b>Grant Amount</b></p>	<p><b>Amount available</b></p> <p>Grants are available in fixed amounts of \$500, \$750, \$1,000, \$1,500, \$2,000 and \$2,500). Note: The fixed amounts of \$2,000 and \$2,500 are available only to applicants who are travelling to or from northern Canada or to international destinations other than the United States and Europe.</p> <p>These grants cannot be used for travel activities that occur before the date that the application is submitted.</p> <p>Applicants should apply for the fixed amount that will cover their travel costs, based on the most economical means of travel. They should also consider requesting support for their subsistence costs while travelling. More than one destination may be included in the same round trip. Applicants must justify the amount requested.</p> <p>The Canada Council may fund projects that are also funded by other public or private organizations, but not for the same expenses.</p> <p><b>Eligible expenses</b></p> <p>Eligible expenses may include the following:</p> <ul style="list-style-type: none"> <li>• tickets for inter-city travel (bus, train, ferry, airplane, etc.)</li> <li>• inner city travel (buses, subway, taxis, etc.)</li> <li>• accommodation, except in the case of residencies</li> <li>• per diem, except in the case of residencies</li> </ul> <p>The Canada Council reserves the right to reduce the amount requested.</p> <p><b>Ineligible expenses</b></p> <ul style="list-style-type: none"> <li>• Costs for the transportation of artworks</li> <li>• Installation</li> <li>• Materials</li> <li>• Supplies and equipment</li> <li>• Registration costs for workshosp, conference, residencies, etc.</li> <li>• Promotion</li> </ul>

<p><b>Access Support</b></p>	<p>Applicants who are Deaf or have disabilities can apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible travel activities. The Canada Council may contribute toward the access-related expenses.</p> <p><b>Eligible expenses</b></p> <p>Eligible expenses may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• sign language interpretation</li> <li>• a personal attendant</li> <li>• a guide</li> <li>• rental of specialized equipment.</li> </ul> <p><b>Ineligible expenses</b></p> <ul style="list-style-type: none"> <li>• major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.)</li> <li>• services and supports for which an individual is already receiving funding, and/or</li> <li>• services and supports that are not directly tied to the activities supported by the grant.</li> </ul> <p>Requests are reviewed on a case-by-case basis. Please contact the Media Arts Section if you have any questions about your request for Access Support.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment process</b></p> <p>For this program, applications are assessed by a committee of Program Officers from the Media Arts Section.</p> <p><b>Assessment criteria</b></p> <p>The committee’s decisions will be based on the merit of your application compared with that of all other eligible applications, as well as on the availability of funds.</p> <p>The committee will base its review of applications on the assessment criteria listed below:</p> <ul style="list-style-type: none"> <li>• The merit and relevance of the proposed travel with regard to the development of the applicant’s artistic practice or career.</li> <li>• The merit and relevance of the activities, festivals, training facilities or other host organizations to be visited.</li> <li>• The applicant’s demonstrated understanding of the community, the activity or centre to be visited.</li> <li>• For presentation travel, the level of the artist’s commitment to identifying and increasing presentation and circulation opportunities of their work.</li> <li>• For residencies, the appropriateness of the "match" between the needs and goals of the resident artist and those of the host organization, and the availability of qualified professionals as mentors, advisors or resource persons to the resident artist.</li> </ul>

## IMPORTANT INFORMATION FOR APPLICANTS

<p><b>Processing the application</b></p>	<p><b>Acknowledgement of receipt</b></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 was received; it does not confirm the eligibility of your application.</p> <p><b>Response time</b></p> <p>You will be informed of the competition results by mail, approximately <b>ten weeks</b> after you submit your application. The Canada Council does not release results by telephone or email.</p> <p>If you have filled out the Travel Grants to Media Arts Professionals application form using <i>Go! Grants Online</i>, you will receive an electronic notice asking you to consult the status of your application to learn the result.</p> <p><b>Application preparation</b></p> <p>You are responsible for providing all the information and documents 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>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 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><b>Format and layout</b></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 12 points or larger. These documents must not be bound, placed under plastic or stapled. Paperclips are acceptable.</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><b>Personal Information</b></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><b>Grant Terms and Conditions</b></p>	<p><b>Before you apply for a travel grant,</b> please note all the following conditions:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> </ul> <p><b>If your application is successful,</b> the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p><b>Grant payment</b></p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form. 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><b>Tax status</b></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> <p><b>Changes to proposed projects</b></p> <p>Grant recipients who are unable to undertake their proposed travel or whose travel destination changes for any reason must notify the Media Arts Section immediately. As a result of such changes, the Canada Council for the Arts could decide to demand reimbursement of the funds received.</p> <p><b>Final report</b></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> <p><b>Acknowledgement of Canada Council for the Arts support</b></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>
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## Travel Grants to Media Arts Professionals

The information you provide on these two pages will not be submitted to the assessment committee.

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

Name of applicant (please provide your full legal name):  Mrs.  Miss  Ms.  Mr.

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First and middle names

\_\_\_\_\_  
Year of birth

**Permanent address:**

**Mailing address, if different from permanent address:**

\_\_\_\_\_  
Street and apartment number

\_\_\_\_\_  
Street and apartment number

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

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

\_\_\_\_\_  
Telephone (residence) Telephone (business)

\_\_\_\_\_  
Telephone (residence) Telephone (business)

\_\_\_\_\_  
Fax Email

\_\_\_\_\_  
Fax Email

### 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.
- 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.**

\_\_\_\_\_  
Signature (an original signature is required)

\_\_\_\_\_  
Date

\_\_\_\_\_

**ACCESS SUPPORT (if this applies)**

Applicants who are Deaf or have disabilities may apply for additional funds to cover expenses for specific services and support without which the applicant will not be able to travel. Please see the Access Support section in the program guidelines for details.

**Are you requesting funds to cover expenses for access support?**

No  Yes, Total amount requested: \$ \_\_\_\_\_

**Please describe the services and support required and indicate the cost**

**1. Services or support required (provide details):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_

**2. Services or support required (provide details):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_

**3. Services or support required (provide details):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_

**4. Services or support required (provide details):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_



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## Travel Grants to Media Arts Professionals

The information that you provide from this point onward will be submitted to the 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, staples, mount it in plastic, etc.).

### PART A – NAME AND LOCATION OF APPLICANT

Name of applicant (please provide your full legal name):

\_\_\_\_\_

Last name

\_\_\_\_\_

First and middle names

\_\_\_\_\_

City (permanent residence)

\_\_\_\_\_

Province or territory

### PART B – TYPE OF GRANT REQUEST AND FIELD OF SPECIALIZATION

Describe your field of specialization (audio, film, new media, video or other), or the specific art form or artistic tradition in which you work (animation, installation, documentary, website, etc.):

Under which component of this program are you applying?

Component 1: Travel Grants to Media Artists

**OR**

Component 2: Travel Grants to Independent Media Arts Curators and Critics

Indicate the amount you are requesting from this program:

\$500

\$750

\$1,000

\$1,500

\$2,000

\$2,500

In the space provided below, describe the travel you wish to undertake:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of the event: \_\_\_\_\_

Destination: \_\_\_\_\_ Departure/Return Dates: \_\_\_\_\_

**PART C – TRAVEL PROJECT OUTLINE**

**On separate pages and in your own words**, provide the information requested below using the assessment criteria described in the guidelines (maximum of **three** pages). Please print in black ink on one side only of 8½ x 11 white paper.

**Component 1: Travel Grants to Media Artists**

- Information on the venues (exhibitions, festivals, workshops, residencies, symposiums, conferences, mentoring activities, etc.) that the applicant will visit
- Details of the event the applicant will be attending, including a program of activities and a travel itinerary
- A description of the work being presented or, for an applicant who is speaking on a panel, an excerpt from or abstract of the paper to be presented
- A description of the relevance of the proposed travel for the development of the applicant's artistic practice or career
- For presentation travel, a description of the applicant's plans to use the travel to increase presentation and circulation opportunities for his or her work
- For artists residencies, a description of the relevance of the proposed residency to the applicant's artistic practice and a description of the resources available to the project (such as technicians, mentors and facilities).

**OR**

**Component 2: Travel Grants to Independent Media Arts Critics and Curators**

- Details of the event the applicant will be attending, including a program of activities and a travel itinerary
- A description of the program of work the applicant will be undertaking and/or will present or, for an applicant participating on a panel of experts, an excerpt from or summary of the paper to be presented
- A description of the relevance of the proposed travel for the development of the applicant's artistic practice or career, and other pertinent information on why the destination is important.

NAME OF APPLICANT:

<b>PART D – FINANCIAL INFORMATION : BUDGET</b>			
Please fill out the budget summary below, including all expenses and all sources of revenue (indicate whether they are confirmed or awaiting confirmation) and a breakdown of costs covered, where applicable, by the Canada Council for the Arts and other public or private funding agencies.			
<b>REVENUES</b>	<b>Confirmed</b>	<b>Pending</b>	<b>Actuals (for Final Report)</b>
Travel Grants to Media Arts Professionals	<del>                    </del>	\$	\$
Other Grants (please specify):			
	\$	\$	\$
	\$	\$	\$
Support from Event:			
	\$	\$	\$
	\$	\$	\$
Self-Generated Revenue:			
	\$	\$	\$
	\$	\$	\$
<b>Total Revenues</b>	\$	\$	\$
<b>BUDGET EXPENSES</b>	<b>Cost</b>	<b>Cost Covered by Canada Council</b>	<b>Actuals (for Final report)</b>
Inter-city travel (bus, train, airplane, etc.):			
	\$	\$	\$
	\$	\$	\$
Inner City Travel (taxis, buses, subway, etc.):			
	\$	\$	\$
	\$	\$	\$
Accommodation:			
	\$	\$	\$
	\$	\$	\$
Per Diem:			
	\$	\$	\$
Other Expenses (please specify):			
	\$	\$	\$
	\$	\$	\$
<b>Total Expenses</b>	\$	\$	\$
<b>Please ensure expenses equals revenues.</b>			

**PART E – SUPPORT DOCUMENTATION**

**No audiovisual support material is required for this application.**

Without all of the documentation requested below, the application will be considered as incomplete and will not be assessed.

**Information and support documentation required for Component 1: Travel Grants to Media Artists:**

- Letter(s) of confirmation/invitation from the host organization(s).
- An up-to-date résumé clearly describing the applicant's independent media arts productions and practice (maximum of **three** pages). The résumé should also clearly show that the applicant meets the program's eligibility criteria and should include:
  - basic training in media arts (please specify start and end dates)
  - a list of prizes and awards received, if applicable
  - a list of independent media artworks created (please specify the year, title and your role)
  - for each independent media artwork listed, provide the names of the events, dates of presentation and names of the professional venues or organizations.

This résumé is a summary, in point form, of the applicant's professional experience and should not be presented as a biography in paragraph form.

**Information and support documentation required for Component 2: Travel Grants to Independent Media Arts Curators and Critics:**

- Letter(s) of confirmation/invitation from the host organization(s), except for research travel requests
- An up-to-date résumé clearly describing the applicant's professional independent media arts practice (a maximum of **three** pages). The résumé should also clearly show that the applicant meets the program's eligibility criteria and should include:
  - basic training received in the field (including year of completion)
  - a list of prizes and awards received, if applicable
  - for curators, a list of their major curated programs or exhibitions, including artists, dates, professional venues of at least three exhibitions or presentations of independent media artworks by Canadian artists
  - For critics, a selected bibliography of their published articles and texts, including a minimum of three articles or papers for an exhibition of independent Canadian media artists and their artworks

This résumé is a summary, in point form, of the applicant's professional experience and should not be presented as a biography in paragraph form.

- A copy of an article or text written by the applicant for a published catalogue or program.

**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 name on all items.

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

- Identification of applicant
- Declaration (an **original signature** is required)
- Access support (if this applies)
- Part A – Name and location of applicant
- Part B – Type of grant request and field of specialization
- Part C – Travel project outline (**three pages** maximum)

**Component 1: Travel Grants to Media Artists**

- Information on the venues
- Details of the event the applicant will be attending
- A description of the work being presented, or an abstract of the paper to be presented
- A description of the relevance of the proposed travel for the development of the applicant
- For presentation travel, a description of the applicant's plans to use the travel to increase presentation and circulation opportunities for his or her work
- For artists residencies, a description of the relevance of the proposed residency to the applicant's artistic practice and a description of the resources available to the project.

OR

**Component 2: Travel Grants to Independent Media Arts Critics and Curators**

- Details of the event the applicant will be attending
- A description of the program of work, or an excerpt from or summary of the paper to be presented
- A description of the relevance of the proposed travel for the development of the applicant, and other pertinent information on why the destination is important.
- Part D – Financial information: Budget
- Part E – Support documentation
  - Letter(s) of confirmation/invitation from the host organization(s), if applicable
  - An up-to-date résumé (maximum of **three** pages)
  - For curators and critics, a copy of an article or text written by the applicant for a published catalogue or program.

**New this year:**

- Voluntary Self-Identification form (included after the Guidelines and Application Form)  
You are encouraged to fill out this voluntary self-identification information 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:****Media Arts Section**

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



## Voluntary Self-identification Form

The Canada Council for the Arts is a federal Crown corporation created by an Act of Parliament, and it has certain legal obligations under the Canadian Charter of Rights and Freedoms.

The federal Privacy Act protects the personal information that you provide on this form.

The Canada Council for the Arts' mandate is to support the study, enjoyment and production of works in the arts. Moreover, the Canada Council would like to strengthen its positive impact on all professional Canadian artists. The Canada Council can better achieve these objectives if it knows more about who applies to its programs and who receives its funding.

The Canada Council is committed to equity, diversity and inclusion when providing grants and services to professional artists and arts organizations. Its policies reflect Canada's rich and complex reality, and the Canada Council uses its unique national perspective to identify and address issues related to access. The issues can be—but are not limited to—regional, cultural, racial, generational, language-based, Aboriginal-based, disability-based and (or) gender-based.

For this reason, you are encouraged to complete this voluntary self-identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. Individuals who are applying for a grant as members of a collective and (or) an ensemble are also encouraged to complete this form.

The form will be detached from program application forms. The information that you provide in this form will not be used to determine your eligibility.

### **How will the Canada Council use the information that you provide?**

Your voluntary self-identification information may be used to:

- generate statistics that will measure the impact of, and identify gaps in, funding
- ensure there is diversity in the membership of peer assessment committees, advisory committees and focus groups
- gather information to help the Canada Council with the design, review and evaluation of its programs
- plan outreach activities and targets
- report to the Canada Council Board and committees
- share information with other government departments, organizations and contractors with whom the Canada Council has a data sharing agreement (please refer to the consent option on page 4), and
- Identify applications for priority funding after they have been assessed as having equal merit with other applications.

### **How will the Canada Council protect the information that you provide?**

By submitting your personal information, you are consenting to its collection, use and disclosure in accordance with the Privacy Act. The Canada Council will use or disclose the information to others only for the purposes stated. If the Canada Council wishes to use your information for other purposes, it must first receive your written consent to do so.

**Personal information collected on this form will be stored in the personal information bank for the appropriate program.  
PROTECTED WHEN COMPLETED**

NAME: \_\_\_\_\_

If you have any questions regarding the provision of this voluntary self-identification information, please contact H el ene Pollex, Information Officer, Arts Services Unit, at 1-800-263-5588 or 613-566-4414, ext. 4075, or by email at [helene.pollex@canadacouncil.ca](mailto:helene.pollex@canadacouncil.ca).

Please complete this revised form even if you have provided self-identification information in the past. The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*.

To access, correct or revise your personal information, please provide a precise description of your personal information to the Access to Information and Privacy (ATIP) Coordinator:

**ATIP Coordinator**

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

[debbie.stenson@canadacouncil.ca](mailto:debbie.stenson@canadacouncil.ca)

Telephone: 1-800-263-5588 or 613-566-4414, ext. 4696

TTY: 1-866-585-5559

Fax: 613-566-4390

It will take you approximately 10 minutes to complete this form.

**Name:**

\_\_\_\_\_

Last name

\_\_\_\_\_

First name

**Year of birth:** \_\_\_\_\_

**Place of residence:**

City, town, hamlet, reserve or other place: \_\_\_\_\_

Province or territory: \_\_\_\_\_ Postal code: \_\_\_\_\_

**Region:**

Where **in Canada** do you consider to be your home? (This may be different from your current place of residence.)

Home city, town, hamlet, reserve or other place: \_\_\_\_\_

Home province or territory: \_\_\_\_\_

**Gender:**

Female

Male

Transgender

Other, please specify: \_\_\_\_\_

Personal information collected on this form will be stored in the personal information bank for the appropriate program.

**PROTECTED WHEN COMPLETED**

NAME: \_\_\_\_\_

**Citizenship:**

Check a box if you identify as a:

- Canadian citizen
- Permanent resident (as defined by Citizenship and Immigration Canada)
- Other, please specify \_\_\_\_\_

**Newcomer or immigrant:**

Check the box below if you identify as a:

- Newcomer or immigrant to Canada

If you checked this box, please indicate the year you immigrated to Canada: \_\_\_\_\_

**Official Languages:**

What is your preferred official language?

- English
- French

**First Language:**

Check one or more of the boxes below indicating the language(s) you first learned and still understand:

- English
- French
- Inuktitut
- Other Aboriginal language (please specify): \_\_\_\_\_
- Sign language (please specify): \_\_\_\_\_
- Other languages (please specify): \_\_\_\_\_

**Official-language minority communities:**

These are groups of people that share a common language, English or French, distinct from the linguistic majority of the province or territory in which they live, as defined in Section 41 of the Official Languages Act.

Check one of the boxes below if you identify as a:

- Anglophone official-language minority
- Francophone official-language minority

**Aboriginal/First Peoples of Canada:**

Check one of the boxes below if you identify as:

- First Nations
- Métis
- Inuit

Personal information collected on this form will be stored in the personal information bank for the appropriate program.  
**PROTECTED WHEN COMPLETED**

NAME: \_\_\_\_\_

**Ethno-Cultural Origin:**

Check only one of the boxes below if you identify as:

- Indigenous person from outside Canada (for example, Maori from New Zealand, Sami from Norway, Quechua from Peru) (please specify): \_\_\_\_\_
- Person of African, Asian, Middle Eastern, Latin American or mixed racial heritage—Mixed racial heritage means that your heritage includes at least one of the groups named here. (Note that the above corresponds to “**visible minority**,” as defined in the Employment Equity Act of Canada.) (Please specify): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

**Disability:**

Check the box below if you identify as a person with a disability.

- Please specify: \_\_\_\_\_

**AGREEMENT TO PROVIDE PERSONAL INFORMATION**

**Consent to share information:**

Please check one of the boxes below:

- I consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.
- I do not consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.

**I have signed on the signature line below to confirm that I agree to the following:**

- I have provided the personal information in this form with the understanding that it will be used only for the purposes stated in this form and that the Canada Council requires my written consent before it can use my personal information for any other purpose.
- The information I have provided is true and complete.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you complete this form by hand or on a typewriter, your original signature is required (not a photocopy). If you complete this form online, your email address will be accepted as your original signature.

**CANADA COUNCIL USE ONLY**—ATS contact: \_\_\_\_\_