



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

**ABORIGINAL ARTS OFFICE**

**Capacity Building Program for Aboriginal Arts Organizations:  
Project Funding**

Follow these <b>four steps</b> to apply for a Canada Council for the Arts grant:	
<b>Step 1</b>	Read the <b>Background Information for Applicants</b> section of these guidelines.
<b>Step 2</b>	Read the <b>Program Guidelines</b> section for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
<b>Step 3</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions about the program or the application process, contact one of the individuals indicated below.
<b>Step 4</b>	Complete all sections of the attached <b>application form</b> , and be sure to use the <b>checklist</b> (Part D of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

**Deadline**

**30 June**

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

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

**Further Information**

**Louise Profeit-LeBlanc**, Aboriginal Arts Coordinator  
Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, ext. 5212  
louise.profeit-leblanc@canadacouncil.ca

OR

**Lise Nadon**, Administrative Assistant  
Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, ext. 4222  
lise.nadon@canadacouncil.ca

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

TTY (TDD) machine, for hearing-impaired callers: 613-565-5194  
Fax: 613-566-4386

April 2009 / ABG8E 4-09



## STEP 1 – BACKGROUND INFORMATION FOR APPLICANTS

<b>Role of the Aboriginal Arts Office</b>	<p>The Aboriginal Arts Office supports the Canada Council for the Arts' strategic priority of Aboriginal arts. The definition of Aboriginal includes First Nations (Status and Non-Status), Métis and Inuit.</p> <p>This office was formerly known as the Aboriginal Arts Secretariat. It was established in 1994 to support Aboriginal programs and initiatives at the Canada Council through the advocacy and continued recommendations of the First Peoples Advisory Committee.</p> <p>The major mandate of the Aboriginal Arts Office is to serve as a liaison between the Aboriginal arts communities and the Canada Council. The Aboriginal Arts Coordinator, who oversees the work of the Aboriginal Arts Office, ensures that Aboriginal arts are being championed through a continued consultation with all Canada Council section heads, Aboriginal program officers, and the Director of the Arts Disciplines Division. The Coordinator also consults with other arts-related government agencies-- federal, provincial and territorial.</p>
<b>History of the Capacity Building Initiative</b>	<p>In May 2005, the Department of Canadian Heritage and the Canada Council for the Arts signed a memorandum of understanding for a three-year, \$5 million investment. Both parties agreed to equally share and fund an initiative to build the capacity of Aboriginal and culturally diverse arts organizations.</p> <p>For the Aboriginal Arts Office of the Canada Council for the Arts, the primary objective of the Capacity Building Initiative was to sustain a strong core of Aboriginal arts organizations active in First Nations (Status and Non-Status), Métis and Inuit artistic practices in Canada. This three-year initiative provided funds to several Aboriginal arts organizations to help increase their administrative capacity, develop their internal governance, and build their long-term strength and sustainability.</p>

<p><b>Objectives of the Capacity Building Program</b></p>	<p>The role of the Capacity Building Program for Aboriginal Arts Organizations is to provide strategic support to Aboriginal arts groups, collectives and organizations. This support is intended to assist them in developing their administration, financial management and governance structures. The program also provides opportunities for organizational development and professional development.</p> <p>The objectives of the program are to:</p> <ul style="list-style-type: none"> <li>• support the development of the infrastructure of Aboriginal arts organizations in order to develop their artistic practices</li> <li>• increase the ability of Aboriginal organizations to manage and govern themselves</li> <li>• address funding gaps and lack of access to development opportunities for Aboriginal arts organizations.</li> </ul> <p>Capacity building can occur in virtually every aspect of a group, collective or organization, including programs, governance, human resources, administration, financial management, revenue diversification, marketing, outreach and communications.</p> <p>The Capacity Building Program is composed of the following three components. (See Appendix B for a summary of the essential details for all three components).</p> <ol style="list-style-type: none"> <li><b>1. The Flying Eagle</b> This component provides flexible, short-term (up to six months) support to Aboriginal arts groups, collectives, organizations, independent arts administrators, and artistic and cultural mediators. Grant funds may be used for organizational development and professional development.</li> <li><b>2. Capacity Building Program for Aboriginal Arts Organizations: Project Funding</b> This component provides support to Aboriginal arts groups, collectives and organizations for a specific project that will build organizational capacity or community capacity.</li> <li><b>3. Capacity Building Program for Aboriginal Arts Organizations: Multi-year Project Funding</b> Within the Multi-year Project Funding component, there are two categories of funding: Established and Emerging. <b>Established</b> funding provides support to Aboriginal arts organizations that already have a permanent infrastructure in place. It is for organizations that want to improve their administration, financial management and governance in ways that will lead to long-term sustainability. <b>Emerging</b> funding provides support to Aboriginal arts groups, collectives and organizations that are committed to building a permanent infrastructure by improving their administration, financial management and governance.</li> </ol>
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## STEP 2 – PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>This component provides focused project support to Aboriginal arts groups, collectives and organizations that are committed to building organizational capacity and (or) community capacity.</p> <p>The proposed activities must advance effective organizational governance and management. They can also aim at developing community engagement through the creation of opportunities that increase understanding and appreciation of Aboriginal artistic practices.</p> <p>Projects must demonstrate clear potential impact for the applicant and (or) the community. A needs assessment may help the applicant to define the critical elements that will increase its capacity and that it wishes to focus on.</p>
<p><b>Eligibility</b></p>	<p><b>Eligible Applicants</b></p> <p>To be eligible to apply to this component, your Aboriginal arts group, collective or organization must:</p> <ul style="list-style-type: none"> <li>• support Aboriginal artistic practices</li> <li>• have received at least one grant from the Canada Council for the Arts or from another arts granting body (federal, provincial, territorial or municipal).</li> </ul> <p><b>Note that for this component, the term “organization” includes groups and collectives, too.</b></p> <p>Your organization may apply to the Multi-year Project Funding <b>OR</b> the Project Funding component of this program. Your organization <b>may not</b> apply to both in the same Canada Council fiscal year (1 April to 31 March). Also, if your organization is successful in obtaining a grant from the Multi-year Project Funding component, it cannot apply to the Project Funding component while receiving multi-year support.</p> <p><b>Eligible Activities</b></p> <p>Proposed activities must advance organizational or community strength. Some examples of eligible activities are:</p> <ul style="list-style-type: none"> <li>• development of strategic, business, marketing or communication plans</li> <li>• development of an outreach strategy</li> <li>• networking and other professional development</li> <li>• board development</li> <li>• organization of gatherings, forums and conferences</li> <li>• web-based initiatives.</li> </ul> <p><b>Other Restrictions</b></p> <p>The grant period is a maximum of <b>one year</b>.</p>

<p><b>Grant Amount</b></p>	<p>You may apply for a maximum of \$25,000. Your organization may not be awarded the full amount that you request.</p> <p><b>Note that the Canada Council does not provide retroactive funding.</b> In other words, grant funds cannot be used to cover expenses that occur before the application deadline.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>The applications to the Project Funding component of this program will be evaluated by a multidisciplinary peer assessment committee. Committee members are professionals with experience in arts management and knowledge of Aboriginal artistic practices. The committee members are also chosen to ensure fair representation of First Nations, Métis and Inuit people, as well as of artistic disciplines, specializations, gender, Canada’s two official languages, and Aboriginal artistic cultural and regional practices.</p> <p>Canada Council program officers may also be asked to provide contextual information to the committee.</p> <p><b>Assessment Criteria</b></p> <p>To decide whether to award a grant, the peer assessment committee will compare the merit of your proposal with that of all others received in this national competition and will consider the funds available.</p> <p>The committee will evaluate your application for relevance and effectiveness, based on the program objectives and the following assessment criteria:</p> <ul style="list-style-type: none"> <li>• relevance of the needs and development assessment of your organization</li> <li>• merit, clarity and rigour of the infrastructure development objectives in supporting your organization’s mission statement and artistic activities</li> <li>• merit, clarity and rigour of the strategies proposed to achieve the stated objectives</li> <li>• impact of your organization’s activities on its audiences and community</li> <li>• relevance of the budget in relation to the proposed activities.</li> </ul>

## STEP 3 – IMPORTANT INFORMATION FOR APPLICANTS

### May I submit extra support material?

No. Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all applicants are assessed on the same basis.

### How will I know that my application has been received at the Canada Council for the Arts?

The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out a few days after your application has been received.

### Is my information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council will maintain your personal information in Personal Information Bank CAC PPU 115 (for individuals) and 130 (for organizations). All other information may be accessible to others under the Access to Information Act.

On a confidential basis, the Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies. This helps with program planning and evaluation of applications.

### When and how will I find out the results of my application?

You will receive the results, by letter, approximately **four months** after the application deadline. Note that, for privacy reasons, the Canada Council does not release results by telephone or email.

### Can I find out who got a grant and who was on the peer assessment committee?

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at [www.canadacouncil.ca/grants/recipients](http://www.canadacouncil.ca/grants/recipients). You can also contact the Canada Council, in writing, to request the list of peer assessors.



## Capacity Building Program for Aboriginal Arts Organizations: Project Funding

Please read the application guidelines carefully before completing the form. If you are completing the application on a computer, use the following format. Type or print in black ink.

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

PART A1 – INFORMATION ON THE APPLICANT AND THE GRANT REQUESTED	
Name of applicant group, collective or organization:	Name of contact person:
Permanent address:	Address (if different from the applicant):
Street and apartment/suite number	Street and apartment/suite number
City	City
Province/territory	Province/territory
( )	( )
Postal code	Postal code
( )	( )
Telephone	Telephone
Fax	Fax
Email	Email
Website	Website
<p>Note that for this component, the term “organization” includes groups and collectives, too.</p> <p>Please check the boxes below to indicate the Canada Council disciplinary section or sections that have provided or are currently providing grant support to your organization:</p> <p><input type="checkbox"/> Dance    <input type="checkbox"/> Inter-Arts    <input type="checkbox"/> Media Arts    <input type="checkbox"/> Music</p> <p><input type="checkbox"/> Theatre    <input type="checkbox"/> Visual Arts    <input type="checkbox"/> Writing and Publishing</p> <p>Please check the boxes below to indicate the type of Canada Council support you are receiving:</p> <p><input type="checkbox"/> Project    <input type="checkbox"/> Annual    <input type="checkbox"/> Multi-year</p> <p>Please indicate any funding that your organization has received from another arts funding body (federal, provincial, territorial or municipal).</p> <p>Name of arts funding body: _____</p> <p>Type and amount of funding received: _____ \$ _____</p>	
<p><b>Amount requested in this application</b> (maximum of \$25,000): \$ _____</p> <p>You must round your request to the nearest thousand dollars.</p>	
<p><b>Project’s start date</b> _____ <b>and end date</b> _____</p> <p>(day/month/year) (day/month/year)</p> <p><b>Brief project description</b> (10 to 15 words; you must complete this section—it is the official description of your request):</p>	

**PART A2 – DECLARATION**

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

Please identify your Aboriginal arts organization as one of the following:

First Nations  Métis  Inuit

Name of nation: \_\_\_\_\_

Which of Canada's official languages do you prefer to use when communicating with the Canada Council for the Arts?  English  French

**Please sign below to confirm the following statements.**

As the organization's representative,

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines. I confirm that the organization I represent meets these criteria.
- I accept the conditions of this program as outlined in the application guidelines and agree to accept the Canada Council's decision.
- I will act as the only representative of the organization and will keep the other participants informed of the contents and outcome of this grant application.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.
- I have already submitted all overdue final reports for previous Canada Council grants. I understand that my application will not be eligible if any of my organization's final reports have not been submitted and approved.

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

\_\_\_\_\_  
Name of the organization's representative

\_\_\_\_\_  
Signature (AN ORIGINAL SIGNATURE IS REQUIRED)

\_\_\_\_\_  
Title of the organization's representative

\_\_\_\_\_  
Name of the organization's board member  
or artistic leader

\_\_\_\_\_  
Signature (AN ORIGINAL SIGNATURE IS REQUIRED)

**PART B – PROFILE OF APPLICANT AND DESCRIPTION OF PROPOSED ACTIVITIES**

The information requested below is directly related to the criteria that the peer assessment committee will use to evaluate your application. The criteria are described, in detail, in the application guidelines. Be sure to address these criteria when describing your organization's proposed capacity building project activities.

To decide whether to award a grant, the committee will compare the merit of your proposal with that of all others received in this national competition and will consider the funds available.

While your submission must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, please be brief, clear and focused in your text.

**Do not submit more than five pages for Part B.**

To make photocopying easier, please print on one side only of 8 ½ x 11 inch, white paper. Include the following information:

- Your organization's mandate and mission statement.
- Past activities that illustrate your organization's commitment to development and (or) community engagement.
- The proposed project activities and how they will respond to the objectives of this component of the Capacity Building Program for Aboriginal Arts Organizations.
- The names of professionals who will be participating in the proposed activities (you must provide letters of agreement from them—use the format in Appendix A).

**PART C – FINANCIAL INFORMATION**

Provide an itemized list of revenues and expenses for the capacity building activities that your organization proposes to carry out if it receives a grant from the Project Funding component.

Attach notes to this section, if you feel that they are needed. Be sure to explain clearly how the expenses listed below relate to your proposed capacity building activities, as described in Part B.

Please provide audited financial statements or independent financial reviews for your organization's most recently completed fiscal year. If these are not available, please explain the reason.

**REVENUES**

	Confirmed (√)	Pending (√)	
Canada Council grant requested in this application		√	\$
<b>Public funds:</b>			
Canada Council capacity building grants from other sections, such as Developmental Support to Aboriginal Theatre Organizations grants (provide details):			\$
Federal grants (other than Canada Council)			\$
Provincial or territorial grants			\$
Municipal grants			\$
<b>Private or corporate donations</b> (provide details):			\$
<b>Earned revenues:</b>			\$
<b>Other, such as cost-sharing with other institutions or in-kind</b> (provide details):			\$
			\$
<b>Total revenues</b>			\$

**EXPENSES**

	For the Activities Proposed in This Application
Artistic or administrative fees for leaders (provide details):	\$
Artistic fees for presentation (provide details):	\$
Technical fees	\$
Animation fees for speakers, workshop leaders, etc.	\$
Material and communication costs	\$
Travel expenses directly related to the project activities	\$
Space or equipment rental costs (provide details):	\$
Technology or new media costs	\$
Other costs (provide details):	\$
	\$
<b>Total expenses</b>	\$

**PART D – APPLICATION AND SUPPORT MATERIAL CHECKLIST**

Please check the boxes below to confirm that you have completed all parts of the application and have attached the required support material.

Type or word-process all documents, using black ink. Print on one side only of white, 8½ x 11 inch paper.

For this component, **you are not required to submit** artistic support material (such as digital images, CDs, videotapes, manuscripts or catalogues). Artistic support material that is received will not be shown to the peer assessment committee.

- Part A1 – Information on the Applicant and the Grant Requested
- Part A2 – Declaration (two **original signatures** are required)
- Part B – Profile of Applicant and Description of Proposed Activities
- Letters of agreement from participating professionals (using the format in Appendix A)
- Part C – Financial Information (revenues and expenses for the proposed project activities, and notes if they are needed)
- Audited financial statements or independent financial reviews (or an explanation if these are not available)

Please remember:

- You should keep a copy of your completed form.
- Your application must be postmarked on or before the deadline date. The Canada Council will not accept applications submitted by fax or email.
- All overdue final reports for Canada Council grants must be submitted and approved before you can apply to this program.

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 \_\_\_\_\_ for \_\_\_\_\_ (length of time) in the capacity of \_\_\_\_\_ and look forward to participating in 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**

<b>APPENDIX B – SUMMARY OF THE COMPONENTS OF THE CAPACITY BUILDING PROGRAM FOR ABORIGINAL ARTS ORGANIZATIONS</b>						
	<b>TITLE AND DESCRIPTION</b>	<b>ELIGIBILITY</b>	<b>POSSIBLE ACTIVITIES</b>	<b>TIME FRAME</b>	<b>AMOUNT</b>	<b>DEADLINE</b>
1	<b>The Flying Eagle</b> This component provides flexible short term (up to six months) support to Aboriginal arts organizations/groups and independent arts administrators for organizational development and professional development.	<b>All organizations, independent arts administrators and artistic mediators</b> No previous arts grant required. No previous experience necessary.	Organizational assessments, 3-year plans, travel costs to participate in conferences or workshops, tuition for professional development, internships, mentorships, coaching and for consultants.	Up to 6 months	Up to \$4,000/yr.	15 January, 1 May and 1 September
2	<b>Project Funding</b> This component provides support to Aboriginal arts organizations/groups to build organizational capacity or community capacity for a period up to one year.	<b>All organizations</b> One previous arts grant from the Canada Council for the Arts or other arts granting body (federal, provincial, territorial or municipal).	Strategic, business, marketing or communication plans, networking, professional development activities, organization of activities that engage Aboriginal communities (forum, conferences, web-based initiatives), etc.	Up to 1 year	Up to \$25,000	30 June
3	<b>Multi-year Project Funding</b> This component provides two levels of funding to Aboriginal arts organizations. The <b>Established</b> level is for organizations that already have a permanent infrastructure in place and want to improve their administration, financial management and governance that lead to long-term sustainability.	<b>Established</b> 2 or more CCA grants; 5 years in existence; year-round operations; overall annual budget of over \$100,000; diversity of revenue; 2 permanent staff positions.	General management, human resources management, governance and board development, financial management, revenue diversification, community outreach, marketing and audience development, etc	3 years 2009-2012	Up to \$30,000/yr	30 June 2012
	The <b>Emerging</b> level is for groups, collectives and organizations that are committed to building a permanent infrastructure and improving governance and management that lead to its long-term sustainability.	<b>Emerging</b> 1 CCA grant; 2 years in existence; 1 staff position; overall annual budget under \$100,000.	(Same as above)	3 years 2009-2012	Up to \$20,000/yr	30 June 2012