



Canada Council  
for the Arts

Conseil des Arts  
du Canada



**NSERC**  
**CRSNG**

## MEDIA ARTS SECTION

### Canada Council for the Arts/Natural Sciences and Engineering Research Council of Canada New Media Initiative

Follow these **three steps** to apply for a grant from this program:

<b>Step 1</b>	Read the <b>Program Guidelines</b> section 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 one of the Program Officers indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> and the forms required by the Natural Sciences and Engineering Research Council of Canada. Be sure to use the <b>checklist</b> (Part J of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

### Deadline

#### 15 April

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all 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. Neither council will contact you if your application is incomplete.**

### Further Information

#### *Canada Council for the Arts*

**Marie-France Thérien**, Program Officer  
marie-france.therien@canadacouncil.ca  
Telephone: 1-800-263-5588 (toll-free) or  
613-566-4414, ext. 5253

Media Arts Section  
Canada Council for the Arts  
350 Albert Street, P.O. Box 1047  
Ottawa ON K1P 5V8  
TTY: 1-866-585-5559  
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#### *Natural Sciences and Engineering Research Council of Canada*

**Katie Wallace**, Program Officer  
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## STEP 1 PROGRAM GUIDELINES

<p><b>Program Objectives</b></p>	<p>The New Media Initiative's objectives are to:</p> <ul style="list-style-type: none"> <li>• promote art/science creation research that leads to the development of high-quality artwork and sound science</li> <li>• promote integrated research methodologies, processes and outcomes that are of benefit to Canada and Canadians</li> <li>• encourage and support eligible artists and scientists/engineers to collaborate in areas of mutual interest, and</li> <li>• foster mutual understanding among disciplines and sectors and facilitate innovation, knowledge transfer and cross-disciplinary influence among new media artists, scientists and engineers.</li> </ul>
<p><b>Program Description</b></p>	<p>The Canada Council for the Arts (CCA) and the Natural Sciences and Engineering Research Council of Canada (NSERC) New Media Initiative is intended to promote collaboration between artists, scientists and (or) engineers thereby combining creativity with the development and application of new technologies and knowledge.</p> <p>The program is based on partnerships between artists and scientists/engineers, and it provides core support for research and implementation of integrated activities that reflect the program objectives. The New Media Initiative is also centred on themes/areas of mutual importance to the research partners.</p> <p>The CCA funds the artistic portion of successful projects and NSERC funds the scientific and (or) engineering research portion.</p> <p>Under this program, artists, scientists and engineers are creating novel and mutually beneficial ways of thinking and working collaboratively across their disciplines, making innovative contributions to the arts, sciences and industry. Collaborations among the disciplines are also contributing to the professional development of artists, scientists and engineers. The program is promoting the transfer of knowledge among sectors and disciplines, and helping to create new cross-disciplinary working methodologies between artistic and scientific domains.</p> <p>Proposed projects should lead to the creation of one or more new media artworks, namely, works in which the artists develop and apply new digital technologies using science- and engineering-based methodologies.</p> <p>The New Media Initiative emerged from existing programs of both councils: the CCA Media Arts Section's Grants to New Media and Audio Artists: Research and Production Grants and NSERC's Research Partnerships Program (RPP).</p> <p>This program is accessible to Aboriginal artists and artists of diverse cultural and regional communities of Canada.</p>
<p><b>Definitions</b></p>	<p><b>Media arts</b></p> <p><b>Media arts</b> are works in new media, audio, film and video. This program is only for <b>projects linked to new media</b> (please refer to the Project Eligibility section of these guidelines).</p>

<p><b>Definitions (continued)</b></p>	<p><b>Basic training in media arts</b></p> <p><b>Basic training</b> in media arts may include regular training (university or college) or a less structured form of training (production course, workshops, practical experience with media arts production, etc.).</p> <p><b>Independent Artwork</b></p> <p><b>Independent</b> means that the artist initiates and is the driving force behind the artwork. He or she must maintain complete creative and editorial control over the artwork. If other funding sources are included in the project budget, they must not require the artist to give up control over the artwork.</p> <p>These grants are not intended to support artworks created for the cultural industries of radio, television, film or commercial new media and such artwork will not count to determine the artist's eligibility.</p> <p><b>Professional Context</b></p> <p>In media arts, a <b>professional context</b> refers to venues and organizations (real or virtual) primarily devoted to presenting and where the selection of artworks is done by media arts professionals. These may be artist-run centres, exhibition centres, museums, galleries, festivals, competitions, recognized professionally curated web events, or other recognized presentation venues or organizations.</p> <p>Presentation contexts reserved for student productions are not considered to be professional contexts for media arts.</p>
<p><b>General Applicant Eligibility</b></p>	<p>There can be only one applicant from the artistic side (the CCA applicant) and one from the scientific side (the NSERC applicant) for each application. There are specific eligibility criteria for each of the two applicants, and these criteria are described below.</p> <p>Applicants are responsible for providing all information requested to confirm their eligibility and the eligibility of the proposed project. The CCA and NSERC will base their decisions about eligibility on the information provided in the application and cannot contact applicants for additional information.</p> <p>Applicants should note that meeting the eligibility criteria allows them to submit an application to this program. It does not, however, guarantee that they will receive a grant.</p> <p><b>If applicants have any doubts or concerns about their eligibility or the eligibility of the proposed project, they should contact one of the Program Officers indicated on page 1 of these application guidelines. They must do so well before the deadline.</b></p>
<p><b>Eligibility of CCA Applicant</b></p>	<p>The artist (the CCA applicant) must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada, at the time of the application deadline for the program. However, she or he does not have to be living in Canada when the application is submitted.</p>

**Eligibility of CCA Applicant (continued)**

The artist must meet the Canada Council's definition of a professional artist, which is an artist who:

- has specialized training in the artistic field (not necessarily in academic institutions)
- is recognized as a professional artist by his or her peers (artists working in the same artistic tradition)
- is committed to devoting more time to artistic activity, if financially possible, and
- has already presented her or his work in a professional context.

In addition, the artist must meet all of the eligibility criteria for a mid-career or established artist in one of the categories described below. Emerging artists are not eligible.

**Mid-career Artist in New Media**

For this category, the artist must:

- meet the general eligibility criteria of the Canada Council for the Arts detailed above
- have basic training in media arts
- have practised her or his art for four to seven full years, and
- have created at least two independent artworks in the new media and presented them in a professional context.

A **mid-career or established artist from a different artistic discipline** will be considered a mid-career artist in new media for this program if he or she:

- meets the general eligibility criteria of the Canada Council for the Arts detailed above
- meets the CCA's definition of a mid-career or established artist as defined by the CCA section in his or her discipline
- has completed at least five full years of recognized artistic practice
- during the five full years of practice, has presented her or his artworks nationally or internationally in a professional context (as defined by the CCA section in her or his discipline), and
- has basic training in new media or solid support from experienced individuals working in new media, such as recognized programmers or technicians.

**Established Artist in New Media**

For this category, the artist must:

- meet the general eligibility criteria of the Canada Council for the Arts detailed above
- have basic training in media arts
- have practised her or his art for more than seven full years, and
- have created a body of independent artworks in new media and presented it in a professional context.

<p><b>Eligibility of CCA Applicant (continued)</b></p>	<p><b>Eligibility of Students and of Works Produced in Course of Study</b></p> <p><i><b>Undergraduate Student</b></i></p> <p>An undergraduate student at a school, college or university <b>is not eligible</b> to apply to this program.</p> <p><i><b>Master's or PhD Student</b></i></p> <p>A master's or PhD student is eligible only if he or she meets the general eligibility criteria of the Canada Council for the Arts and the eligibility criteria for this program.</p> <p>In addition, the project presented in the application to this program cannot be related to the student's course of study. A letter from the graduate student's Program Director confirming this must be included with the application.</p> <p><i><b>Artworks Produced in Course of Study</b></i></p> <p>Artworks produced during basic training in media arts are not considered independent and will not count to establish the artist's eligibility.</p> <p>If an artwork was produced after basic training in media arts, but during another course of study, it may be considered in determining the artist's eligibility if the artwork was not related to the course of study. To confirm this, the artist must submit a letter from the director of the program in which he or she was enrolled.</p> <p><b>Types of Projects and Artworks That Do Not Establish Eligibility</b></p> <p>The following types of projects and works <b>do not count in establishing the artist's eligibility</b> to apply to this program:</p> <ul style="list-style-type: none"> <li>• industrial projects</li> <li>• projects carried out on contract for a government organization or a private enterprise, or projects produced by such an entity</li> <li>• commissions (except where the commission has allowed the artist to retain full editorial and creative control—the agreement signed with the artist must confirm this)</li> <li>• projects related to the cultural industries of commercial new media (including commercial video games)</li> <li>• educational or teaching projects</li> <li>• projects related to obtaining a degree at an educational institution</li> <li>• student projects</li> <li>• promotional projects</li> <li>• projects using new media simply as a tool to record, document or present artworks, whether or not they are completed</li> <li>• projects using new media as a tool to support another artistic discipline (for example, performing arts, music, literature and publishing, or design)</li> <li>• projects whose purpose is to convert a completed new media work from one format to another, without modifying the original artwork</li> </ul>
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<p><b>Eligibility of CCA Applicant (continued)</b></p>	<ul style="list-style-type: none"> <li>• new media productions that take a commercial or journalistic approach</li> <li>• artists' personal promotional web pages or other promotional supports</li> <li>• projects using new media as a tool to support film or video projects, multi-platform film or video projects, and film or video installation projects, and</li> <li>• artworks where the artist is not the principal artist or creator of the artwork.</li> </ul> <p><b>Other Restrictions</b></p> <p>The CCA applicant may submit <b>only one application</b> to this program at each deadline date.</p> <p>Also, he or she may submit <b>only one application</b> to a Canada Council grants to professional artists program and one application to a travel grants program each fiscal year (1 April to 31 March).</p> <p>A project or part of a project already supported by another Canada Council for the Arts program is not eligible to be submitted to this program.</p> <p>All final reports due for previous Canada Council grants must be received and approved before the application deadline for this program. If the applicant has not submitted all final reports, her or his application will not be eligible</p>
<p><b>Eligibility of NSERC Applicant</b></p>	<p>The scientist or engineer (the NSERC applicant) must meet the eligibility criteria established by the Natural Sciences and Engineering Research Council of Canada. These criteria are described in the <i>Program Guide for Professors</i>, which is on the NSERC website at <a href="http://www.nserc-crsng.gc.ca">www.nserc-crsng.gc.ca</a>.</p>
<p><b>Project Eligibility</b></p>	<p><b>Eligible Projects</b></p> <p>Only projects involving the creation of one or more independent new media artworks and related research in science or engineering are eligible.</p> <p>In the context of this program, projects must be related to one or more of the following: the design, production and application of software and hardware for IP networks and broadband optical networks; (tele)robotics; cognitive systems; artificial life agents; data visualization; bioinformatics; wearable computing; and advanced materials and devices such as active fabrics, sensors and microprocessors. However, collaboration among artists and scientists and/or engineers in the field of information and communications technology often take different forms, and project collaborations that include an industrial partner are encouraged.</p> <p>The artistic portion of the projects must show innovation and artistic expression. Innovation may consist of the renewal of formal elements in terms of style, technique or process. It can mean a contribution based on the uniqueness of the subject or content of the project, or on the uniqueness of the artist's perspective or process of expression.</p> <p><b>Ineligible Projects</b></p> <p>Projects are not eligible under this program if:</p> <ul style="list-style-type: none"> <li>• they support artworks created for the cultural industries of commercial new media, radio or television broadcasting</li> <li>• their purpose is to record or document existing artworks or to use existing technology in routine applications</li> </ul>

<b>Project Eligibility (continued)</b>	<ul style="list-style-type: none"> <li>• the proposal is mainly associated with professional or consulting services</li> <li>• the proposal is mainly associated with the acquisition and maintenance of scientific or artistic equipment, and (or)</li> <li>• technology is used as an instrument or tool to support an artistic practice other than in new media (for example, performing arts, music, literature and publishing, or design).</li> </ul>
<b>Period and Amount of Grant</b>	<p>New Media Initiative grants are awarded for <b>one to three years</b>.</p> <p><b>Amount Available to CCA Applicants</b></p> <p>The Canada Council for the Arts awards up to \$60,000 per year.</p> <p><b>Amount Available to NSERC Applicants</b></p> <p>The amount of support that NSERC may grant is not limited, but the average amount of its grants is \$130,000 per year.</p>
<b>Eligible Expenses</b>	<p>Grant funds cannot be used to cover expenses associated with the process of funding a project or expenses that occur before the deadline date.</p> <p><b>Eligibility of Expenses for CCA</b></p> <ul style="list-style-type: none"> <li>• Artists' subsistence costs for the time spent working on the project (up to \$2,000 per month).</li> <li>• Conference and workshop registration fees.</li> <li>• Rental costs for equipment, studios and other facilities.</li> <li>• Professional and other fees and honorariums (for programmers, technicians, specialized consultants or other collaborators).</li> <li>• Travel costs.</li> <li>• Costs of materials and supplies used for experimentation and research.</li> <li>• Software licence costs (for specialized software only).</li> <li>• Direct costs related to production of the artwork.</li> <li>• Costs of promoting, launching, reproducing and documenting the artwork (to a maximum of 5 percent of the amount requested from the Canada Council for the Arts).</li> </ul> <p>The purchase of production, studio or laboratory equipment to carry out a project or capital asset expenditures <b>are not eligible expenses</b> for the Canada Council for the Arts.</p> <p><b>Eligibility of Expenses for NSERC</b></p> <p>Eligible expenses for NSERC are outlined in the <i>Program Guide for Professors</i> under the heading Use of Grant Funds, in the Tri-Agency Financial Administration Guide section. This guide may be consulted on the NSERC website at <a href="http://www.nserc-crsng.gc.ca">www.nserc-crsng.gc.ca</a>.</p>

**Assessment  
Process for  
Applications**

***Step 1***

Before submitting the applications to the peer assessment committee for evaluation, the staff of each council will examine them to confirm the eligibility of the applicants and the project submitted.

At this stage, NSERC may appoint reviewers to assess the applications from a scientific viewpoint. The reviewers will then recommend whether the applications should receive a more in-depth assessment.

Applications that are not selected for a more in-depth assessment will be considered ineligible for the competition. The applicants will receive a letter, by mail, explaining the reasons for this decision. (Both applicants and the proposed project must meet the eligibility criteria of this program to move on to the peer assessment committee step.)

***Step 2***

Applications selected for further assessment will be sent to a peer assessment committee composed of practising new media artists (members invited by the CCA) and recognized science and (or) engineering researchers (members invited by NSERC).

In addition, for the NSERC portion of the proposals, the expertise of external reviewers from a specific scientific area may be required. If so, the external reviewers will be asked to make a written assessment of the application, which will be sent to the NSERC members of the peer assessment committee for their consideration as part of their own assessment. NSERC applicants are invited to provide the names of several potential reviewers using Appendix C of NSERC Form 101.

For the CCA portion of the proposals, peer assessment committee members are independent new media artists, or other experts in the field, recognized for their expertise and artistic accomplishments, as well as for their knowledge of new media art. Committee members are also selected to ensure fair representation of gender, genres, Aboriginal peoples, Canada's two official languages, and the regional and cultural diversity of Canada.

***Step 3***

Peer assessment committee members will meet to view the support material, discuss the proposals, and make a final assessment and recommendations concerning the grants to be awarded. The committee's assessment is based on the program's objectives and assessment criteria (see the list of assessment criteria below) and is made in the context of a national competition.

As the funds available to the program for each competition are limited, not all deserving projects will receive a grant.

**Decisions of the peer assessment committee concerning this program are final.**

**Assessment  
Criteria for  
Applications**

**Collaboration in Arts and Sciences**

- Focus and clarity of the objectives.
- Originality of the approach in relation to the state of the art.
- Appropriateness and quality of the collaboration and previous collaborative experience.
- Thoroughness of the literature review and (or) the historical and contemporary context for the research.
- Availability of the equipment and infrastructure required.
- Breadth and complementarity of expertise provided by the artist, the scientist/engineer and other participants.
- Appropriateness of the plans for managing an interdisciplinary project and team.
- Potential for significant impact on the arts and sciences.
- Potential to enhance the profile of cross-disciplinary research and new media practice with Canadian and international audiences.

**Artistic Merit**

- Quality, innovation and artistic expression of the project.
- Artistic merit of the applicant's previous work, as shown in the audiovisual support material.
- The individual artist's expertise in the proposed research area and his or her ability to carry it out.
- How the artistic research relates to current practices, with reference to the current and historical context.
- Extent to which the project expands or renews the principal areas of exploration in media arts.

**Scientific Merit**

- Significance of the technical/scientific issues and challenges.
- Potential for developing new knowledge, technologies and innovative applications of existing technologies.
- Extent to which new knowledge or technology is expected to have an impact on the field of research.
- The applicant's research record or, in the case of a new researcher, her or his potential for contributing to the project.

**Ability to Carry Out the Project**

- Quality of the work plan outlining the activities to be undertaken for the project.
- The CCA and NSERC applicants' expertise and track record in the technical areas of the project.
- Appropriateness and feasibility of the research methodology, and the likelihood of achieving the objectives within the proposed time frame.
- Appropriateness of the explanation and justification for each budget item identified in the expenses section of the application form.
- Relevance of the resources requested to the success of the proposed project or research activity.

**Preparing and Submitting the Application**

Applicants must complete the attached application form and attach certain NSERC forms and other related documents. A complete list of the documents required to apply to this program is provided in the checklist (Part J) of the attached form. The Additional Information for Completing the Application Form section provides details about how to complete the form and requested documents.

The form and all other requested documents must be submitted on separate sheets of white paper (8½ x 11 inches, printed on one side, in portrait format).

To facilitate their reproduction, the documents must be printed or typed in black ink. Coloured ink and coloured paper, or unusual formats, should not be used because they are difficult to photocopy.

It is also preferable for applicants to choose a typeface that is easy to read and that is at least 11 points in size, and to use standard margin widths.

**Submitting the Application:**

A **single copy** of the application (with original signatures) must be sent with the support material and postmarked on or before the deadline date, to the following address:

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

## ADDITIONAL INFORMATION FOR COMPLETING THE APPLICATION FORM

<p><b>Part C – Joint Project Schedule</b></p>	<p>The CCA and NSERC applicant must submit a joint schedule detailing the activities that will be undertaken during the period to be covered by the grant. In this schedule, you must specify the major milestones in the research and production of the work, deadlines and expected achievements.</p> <p><b>You cannot replace the joint project schedule with page 4 of NSERC Form 101. You must attach page 4 of Form 101 to the application form, with the joint schedule, and use the NSERC form to show the activities that will be performed solely by the NSERC applicant.</b></p> <p>It is strongly recommended that you take the following time limits into account when working out your project schedules:</p> <ul style="list-style-type: none"> <li>• It is permissible for you to begin the project before receiving the results of the competition. However, expenditures made before the deadline date are not eligible expenses.</li> <li>• You will be notified of the results of the competition about six months after the deadline date.</li> <li>• If a grant is awarded, the Canada Council will pay the first year funds once the CCA applicant has confirmed in writing that he or she accepts the terms and conditions of the funding and that the other sources of funding listed in the application budget have been confirmed. See Step 2 - Important Information for Applicants for more information.</li> </ul>
<p><b>Part D – Detailed Description of Audiovisual Support Material for CCA Applicant</b></p>	<p><b>General Instructions for CCA Applicant</b></p> <p>You must attach audiovisual support material to the application, and it must also be postmarked on or before the deadline date.</p> <p>Your support material must be documentation on artworks or excerpts of artworks that you have created or co-created. These may be previous professional realizations or artworks produced in studio or in collaboration with other artists.</p> <p>The peer assessment committee considers your audiovisual support material to be an important element when assessing the application. The support material must give committee members a good idea of the particular approach you use to create the works in new media (or in any other art form, if you are an artist from another discipline), your technical and realization skills, and your ability to carry out the proposed project.</p> <p>The CCA will make reasonable efforts to present your support material during the assessment meeting. However, you are responsible for testing the material before submitting it to ensure that it works properly, since the CCA cannot be held responsible for the material's failure to function. All support material must be independent and self-explanatory.</p>

**Part D – Detailed Description of Audiovisual Support Material for CCA Applicant (continued)**

Do not submit originals or “the only copy” of the material. The councils are not responsible for the loss or damage, however caused, of materials submitted in support of an application.

The audiovisual support material will be returned to you. The Canada Council for the Arts and the Natural Sciences and Engineering Research Council of Canada will retain for their records any other documents submitted.

**Number of Items of Audiovisual Material Required**

You **must submit at least one item of audiovisual support material on earlier artworks**. You may choose to submit an additional item (a maximum of **two items** of support material on earlier works). One item of material is equivalent to:

- documentation on an artwork or excerpts of artworks presented in video or audio format or appearing on a website (maximum total running time of the item must not exceed **five minutes**),

**OR**

- a maximum of **10 digital images**.

In addition, you may choose to submit a **third item**, but only if it is documentation (a sketch, demo, etc.) about the proposed project. The documentation may be in video or audio format or appear on a website (maximum total running time of the item must not exceed **five minutes**). It may also be presented in the form of digital images (maximum of **10 images**).

The peer assessment committee has a limited amount of time to view or listen to support material. It is therefore important for you to comply with the maximum number of items that you may submit and with the allowable presentation formats (see below).

**Identification of Audiovisual Support Material**

You must complete Part D of the application form to provide details on the items of audiovisual support material that you are submitting. This part includes, among other things, a space for descriptive and contextual information. Explain your creative role in the artworks presented, as well as the reason why you are submitting this material, what it illustrates and its relationship to the proposed project.

It is also important for you to indicate, with a label or directly on the support material, your name (as the CCA applicant) and the number of the item, which must be the same as the item number in Part D of the form.

**Part D – Detailed Description of Audiovisual Support Material for CCA Applicant (continued)**

**Hardware and Software Compatibility Requirements**

The audiovisual support material items you are submitting must be compatible with the hardware and software listed below:

***Macintosh***

- Apple Mac Pro 2 x 2.8 GHz Quad Core
- OS X Leopard
- 320 GB hard drive
- 2 GB of RAM
- 256 MB HD PCI Express Video Card
- CD-RW/DVD-RW/DVD-RAM reader
- Safari or Firefox browser with the following plug-ins: Flash, Shockwave, Adobe Acrobat, RealAudio, RealVideo and QuickTime

***PC (IBM-Compatible)***

- HP DC7600
- Windows XP, SP3
- 149 GB hard drive
- 2 GB of RAM
- 384 MB Intel Graphics Media Accelerator Q35
- CD-RW/DVD-ROM reader
- Microsoft Office XP, SP3
- Internet Explorer 6.X or 7.X equipped with the following plug-ins: Flash, Shockwave, Adobe Acrobat, Windows Media Player, RealPlayer and QuickTime

**Presentation Formats for Support Material**

You may submit your items of support material in a single medium, if you prefer (for example, two items on one DVD).

***Instructions for Digital Images on CD-RW, CD-ROM, DVD-RW, DVD-RAM, DVD-ROM or USB Key***

- Submit jpg files only.
- Limit the files (images) to 1 MB.
- List each image in a separate file bearing the numbers and titles indicated in Part D (for example, 01title.jpg, 02title.jpg... 10title.jpg). Do not insert any symbol, special character or parentheses (#/-« »& | ...) in the file names.
- Be sure to include the extension in the file names.
- Do not submit images in a presentation format (PowerPoint, PDF, etc.).

<p><b>Part D – Detailed Description of Audiovisual Support Material for CCA Applicant (continued)</b></p>	<p><b><i>Instructions for Video or Audio Files on CD-RW, CD-ROM, DVD-RW, DVD-RAM, DVD-ROM or USB Key</i></b></p> <ul style="list-style-type: none"> <li>• Submit only independent files, that is, files that do not require the use of plug-ins.</li> <li>• Indicate whether the files need to be loaded onto the hard drive to be viewed or listened to.</li> <li>• Name the files using the numbers and titles indicated in Part D (for example, 01title.mov, 02title.mp3). Do not insert any symbol, special character or parentheses (#/-« »&amp;   ...) in the file names.</li> <li>• Be sure to include the extension in the file names.</li> <li>• For each file, specify the beginning and end of the portion that the assessment committee members should listen to or view.</li> </ul> <p><b><i>Instructions for Websites</i></b></p> <ul style="list-style-type: none"> <li>• Indicate the name and version of the browser that should be used.</li> <li>• Submit the exact URL.</li> <li>• Indicate the path for accessing the audiovisual support material on the website.</li> <li>• Make sure that the website remains operational for six months after the application deadline date. The Canada Council cannot be held liable if links are broken or servers are not in service.</li> </ul> <p><b><i>Instructions for CD or DVD Audio</i></b></p> <ul style="list-style-type: none"> <li>• State the numbers of the tracks to be listened to.</li> <li>• For each track, specify the beginning and end of the portion that the peer assessment committee members should listen to.</li> </ul> <p><b><i>Instructions for DVD Video (including Blu-ray HD)</i></b></p> <ul style="list-style-type: none"> <li>• Submit only NTSC-compliant DVDs.</li> <li>• State the chapter number or menu name.</li> <li>• Specify the beginning and end of the portion that the peer assessment committee members should view.</li> </ul> <p><b><i>Instructions for VHS Videotapes</i></b></p> <ul style="list-style-type: none"> <li>• Cue the tape so that it is ready to be shown.</li> <li>• Specify the beginning and end of the portion that the peer assessment committee members should view.</li> </ul>
<p><b>Part E – Joint Project Summary</b></p>	<p>You must submit a joint project summary, which means that it must be prepared by both the CCA and NSERC applicant. It should specify the context of the entire project and give an idea of its scope, the results expected and the significance of those results.</p> <p><b>The summary should be written in plain language and be a maximum of half a page. Please note that, if your application is successful, the summary may be made public.</b></p>

## **Part F – Joint Detailed Project Description**

### **Project Description Text**

The joint detailed project description is a very important part of your application. The CCA and NSERC applicant must prepare the project description jointly, and it must clearly demonstrate how the project meets the objectives, eligibility criteria and assessment criteria of this program (as listed in Step 1 of the application guidelines).

Write the description in plain language and ensure that it provides a clear explanation of what both applicants intend to create by the end of the period covered by the grant.

The description must not exceed **10 pages** of text and should include the following points:

- The concept driving the project and the expected research or production outcomes.
- Why the proposed collaboration is a good fit for this integrated program. Here the description should argue how your proposed project is innovative in bringing together new media arts and science practitioners in a way that could not be supported unless they were working collaboratively.
- The collaborative methodology and its rationale, and how the project will be managed.
- How the collaborators will evaluate their collaboration and research outcomes.
- The artistic concerns and the approach taken with respect to the artistic creation, with reference to the media arts community and especially to new media.
- A literature review and an explanation of the historical and contemporary context of the project, from both a scientific and an artistic perspective.
- The underlying technical and (or) scientific issues or complexities, along with an explanation of how they will be resolved.
- How participation in this project will enrich the professional experience of the individual artist, the scientist/engineer and other participants.
- How the results and work will be disseminated.
- The project's impact on the broader artistic and scientific communities, and its social, cultural, economic or environmental benefits to Canada.
- The plans for managing the intellectual property and copyright issues related to the proposed project.
- The names and titles of the other project team members, and their roles in the collaboration (if this applies).
- The nature of any industry participation and its contribution to the project (if this applies—remember to complete Form 183A for each industry partner).

### **Attachments to the Project Description**

You may choose to attach the following to your joint detailed project description. These elements **will not be counted in the 10-page maximum** for the text:

- diagrams, tables, drawings, sketches or plans, and (or)
- letters of agreement concerning rights, options and copyright (for stories, images, music, etc.).

<p><b>Part G – Resumé of CCA Applicant</b></p>	<p><b>Instructions for CCA Applicant</b></p> <p>Attach your resumé to the application. The resumé must clearly show that you meet the eligibility criteria of the Canada Council for the Arts and the program. It is preferable not to submit written biographies in paragraph form.</p> <p>Your application may be considered ineligible if the resumé does not clearly present the information needed to establish your eligibility for the program. Your resumé should include all of the following information:</p> <ul style="list-style-type: none"> <li>• the basic training you have taken in media arts, including the start and end dates of the training and (or) studies</li> <li>• a list of other training and courses of study you have completed, including the start and end dates of the training and (or) studies</li> <li>• a list of independent artworks in new media that you have produced, including the date they were completed</li> <li>• the professional context in which each of the independent new media artworks produced by you was presented, including the year of presentation, and</li> <li>• a list of your other artworks that have been professionally produced or exhibited.</li> </ul> <p>In addition, you may (but are not required to) submit:</p> <ul style="list-style-type: none"> <li>• a list of awards and honours received</li> <li>• a list of commissions received and collections that include your artwork</li> <li>• a list of exhibitions or presentations of artworks that you produced as a student or as a non-professional (it should be noted, however, that these artworks do not count in determining your eligibility to apply to this program)</li> <li>• a description of any other relevant experience, and (or)</li> <li>• a media kit not exceeding <b>five pages</b>.</li> </ul>
<p><b>Part I – Financial Information for CCA Applicant</b></p>	<p><b>Instructions for CCA Applicant</b></p> <p>You are asked to submit a reasonable, carefully thought-out proposal based on a well-researched budget.</p> <p>The total revenues and total expenses figures should be identical. If the total expenses figure in the application budget exceeds the amount applied for from this CCA program, you must list any other revenue sources.</p> <p>Be sure to list the revenues in the appropriate column to show whether they are confirmed or unconfirmed. For confirmed revenues, you must attach letters or agreements that confirm the contributions from other funders.</p> <p>Please note that the budget form in Part I is also available in Excel format on the Canada Council’s website.</p>

## STEP 2 IMPORTANT INFORMATION FOR APPLICANTS

### **May I submit extra support material?**

No. Submit only the material requested, and choose carefully the material you include. Extra material will not be shown to peer assessment committees. 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 be informed that my application has been received at the Canada Council?**

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

### **Is my information protected?**

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

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

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, to assist with program planning and evaluation.

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

You will receive the results, by mail, in October following the application deadline. For privacy reasons, the Canada Council and the Natural Sciences and Engineering Research Council do not release results by telephone or email. **Note that the councils will communicate only with the applicants whose names appear on the application form.**

### **How can I find out about other Media Arts Section programs?**

Consult the Canada Council's website at [www.canadacouncil.ca/mediaarts](http://www.canadacouncil.ca/mediaarts) for information on all Media Arts Section programs or to request a copy of the catalogue, *Programs and Awards for Media Artists and Media Arts Organizations*.

### **How will my grant be paid if I am successful?**

If a grant is awarded, the Canada Council grant for the first year of the project will be paid once you have certified, in writing, that you accept the terms and conditions of the grant. You must also certify that the other funding sources detailed in your application budget have been confirmed. If the funds from other sources have not been obtained, the payment will be made provided a revised budget has been approved.

### **Are Canada Council grants taxable?**

Yes, Canada Council grants and awards are taxable. Please note that the individual artist listed as the "CCA applicant" is considered the "payee" if a grant is awarded. The individual CCA applicant will automatically be issued a T4A at the end of the year. Tax-related questions should be directed to the Canada Revenue Agency, the provincial department/ministry or an accountant.

**What are the terms and conditions of receiving a grant from this program?**

The terms and conditions will be outlined in the grant notification that you will receive if your application is successful. One of the conditions is that both applicants (the artist and the scientist/engineer) must jointly submit a progress report to both councils, in the second year of the project. As part of the approval process, each supporting organization involved in the project (if this applies) will be asked to evaluate the report. A final report for the project is required three months after the completion date of the project. The completion date of the project is determined by the applicant in Part B of the application form.

Payment of the next instalment of the grant will depend on satisfactory progress on the research project and collaboration with the supporting organizations. It will also depend on the CCA's and NSERC's financial ability to provide the support.

## STEP 3 – APPLICATION FORM



Canada Council  
for the Arts

Conseil des Arts  
du Canada



**NSERC  
CRSNG**

### Canada Council for the Arts/Natural Sciences and Engineering Research Council of Canada New Media Initiative

The Privacy Act protects the personal information you provide on this page and will not be submitted to the peer assessment committee.  
The Canada Council for the Arts will maintain your personal information in Personal Information Bank CAC PPU 115 (individuals).

#### IDENTIFICATION OF APPLICANTS (inform both councils of any change in your addresses)

##### CCA APPLICANT INFORMATION

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

Last name

First and middle names

##### Permanent address:

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

Street address and apartment or suite number

Street address and apartment or suite number

City

City

Province or territory

Postal code

Province or territory

Postal code

Telephone (residence)

Telephone (business)

Telephone (residence)

Telephone (business)

Fax

Email

Fax

##### NSERC APPLICANT INFORMATION

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

Last name

First and middle names

##### Address of the institution:

Name of institution

Telephone (business)

Extension

Department, faculty or service

Fax

Street address and apartment or suite number

Email

City

Province or territory

Postal code



**DECLARATIONS**

Please read the appropriate Declaration section carefully, and then complete and sign it to confirm your agreement with all of the following statements.

**DECLARATION OF CCA APPLICANT**

Will you allow the CCA to put your names and address on its mailing list? **(This information will be used for Canada Council business only.)**  Yes  No

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

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have carefully read the Canada Council for the Arts eligibility criteria for this program, which are described in the application guidelines, and I meet those criteria.
- I understand that I may apply for only one CCA grant to professional artists and one travel grant in any fiscal year (1 April to 31 March).
- I accept the conditions of this program, which are described in the application guidelines, and I agree to accept the decisions of the Canada Council for the Arts and the Natural Sciences and Engineering Research Council of Canada (NSERC).
- I have already submitted all final reports for previous Canada Council grants. I understand that my application will not be eligible if any of my final reports have not been submitted to the Canada Council before the deadline date of this program.
- I am aware that the Canada Council is subject to the Access to Information Act and the Privacy Act, as noted in the application guidelines.
- I understand that I am responsible for submitting a complete application. Applications with insufficient information to determine my eligibility as an applicant or to evaluate the proposed project will be considered ineligible for the program.

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

\_\_\_\_\_  
Signature of CCA applicant

\_\_\_\_\_  
Date

**(AN ORIGINAL SIGNATURE IS REQUIRED)**

**DECLARATION OF NSERC APPLICANT**

In which language do you prefer to communicate with the Natural Sciences and Engineering Research Council of Canada?     English     French

- I have carefully read the eligibility criteria for this program, which are described in NSERC's *Program Guide for Professors*, and I meet those criteria.
- I accept the conditions of this program, which are described in the application guidelines, and I agree to accept the decisions of NSERC and the CCA.
- I am aware that the Natural Sciences and Engineering Research Council of Canada is subject to the Access to Information Act and the Privacy Act, as noted in the application guidelines.
- I understand that I am responsible for submitting a complete application. Applications with insufficient information to determine my eligibility as an applicant or to evaluate the proposed project will be considered ineligible for this program.

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

\_\_\_\_\_  
Signature of NSERC applicant

**(AN ORIGINAL SIGNATURE IS REQUIRED)**

\_\_\_\_\_  
Date



Canada Council  
for the Arts

Conseil des Arts  
du Canada



**NSERC  
CRSNG**

**Canada Council for the Arts/Natural Sciences and  
Engineering Research Council of Canada New Media Initiative**

- **Read carefully the application guidelines, including the Additional Information for Completing the Application Form section.**
- **The information that you provide from this point onward will be submitted to a peer assessment committee for review.**
- **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.**

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

**PART A1 – NAME AND LOCATION OF APPLICANTS**

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

\_\_\_\_\_

Last name

\_\_\_\_\_

First and middle names

\_\_\_\_\_

City (permanent residence)

\_\_\_\_\_

Province or territory

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

\_\_\_\_\_

Last name

\_\_\_\_\_

First and middle names

\_\_\_\_\_

City (of institution)

\_\_\_\_\_

Province or territory

**PART A2 – GRANT AMOUNTS REQUESTED**

Please indicate the amounts you are requesting from each Council, rounded off to the nearest thousand dollars:

**Amount requested from the CCA:**

Year 1: \$ \_\_\_\_\_ (maximum of \$60,000)  
 Year 2: \$ \_\_\_\_\_ (maximum of \$60,000)  
 Year 3: \$ \_\_\_\_\_ (maximum of \$60,000)  
 Total: \$ \_\_\_\_\_

**Amount requested from NSERC:**

Year 1: \$ \_\_\_\_\_  
 Year 2: \$ \_\_\_\_\_  
 Year 3: \$ \_\_\_\_\_  
 Total: \$ \_\_\_\_\_

**PART A3 – CAA APPLICANT'S CATEGORY**

As an applicant for CCA funding, please indicate your category as an artist (check only one box). Consult the Eligibility of CCA Applicant section of the application guidelines for descriptions of these categories.

- Mid-career artist in new media
- Established artist in new media
- Mid-career artist from a different artistic discipline
- Established artist from a different artistic discipline



**PART D – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL FOR CCA APPLICANT**

You must submit **at least one item of audiovisual support** material on earlier artworks. Consult the Additional Information for Completing the Application Form section of the application guidelines for instructions about submitting your support material.

**ITEM 1**

If the material is to be viewed on a computer, please indicate the platform:  Mac  PC

No.	Title of Artwork (max. <b>10 digital images</b> , where this applies)	Type of Artwork	Applicant's Role or Share in the Creation	Date of Completion (month and year)
01				/
02				/
03				/
04				/
05				/
06				/
07				/
08				/
09				/
10				/

Please provide the context of the artwork or artworks you are submitting. Explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

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If you submit a website as support material, please indicate the full URL:

If the item is in video or audio format, please provide the following information:

Total running time: \_\_\_\_\_ (maximum of **five minutes**)

If necessary, mark the time: from \_\_\_\_\_ to \_\_\_\_\_

Provide instructions or notes on accessing the material (if you submit a website, please provide clear instructions as to what should be consulted on the site):

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**PART D – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL FOR CCA APPLICANT (continued)**

You may choose to submit a second item of audiovisual support material on earlier artworks. Consult the Additional Information for Completing the Application section of the application guidelines for instructions about submitting your support material.

**ITEM 2**

If the item is to be viewed on a computer, please indicate the platform:  Mac  PC

No.	Title of Artwork (max. of <b>10 digital images</b> , where this applies)	Type of Artwork	Applicant's Role or Share in the Creation	Date of Completion (month and year)
01				/
02				/
03				/
04				/
05				/
06				/
07				/
08				/
09				/
10				/

Please provide the context of the artwork or artworks you are submitting. Explain why the material is being submitted, what it illustrates and how it relates to the proposed project.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you submit a website as support material, please indicate the full URL:

If the item is in video or audio format, please provide the following information:

Total running time: \_\_\_\_\_ (maximum of **five minutes**)

If necessary, mark the time: from \_\_\_\_\_ to \_\_\_\_\_

Provide instructions or notes on accessing the material (if you submit a website, please provide clear instructions about what should be consulted on the site):

\_\_\_\_\_

\_\_\_\_\_

**PART D – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL (optional)**

You may choose to submit one additional item of support material (a sketch, demo, etc.), but only if it is about the proposed project. Consult the Additional Information for Completing the Application Form section of the application guidelines for instructions about submitting your support material.

**ITEM 3**

If the material is to be viewed on a computer, please indicate the platform:  Mac  PC

No.	Title of Image, Video or Audio File (maximum of <b>10 digital images</b> , where this applies)
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	

Please provide the context of the item you are submitting. Explain why the material is being submitted.

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If you submit a website as support material, please indicate the full URL:

If the item is in video or audio format, provide the following information:  
 Total running time: \_\_\_\_\_ (maximum of **five minutes**)  
 If necessary, mark the time: from \_\_\_\_\_ to \_\_\_\_\_

Provide instructions or notes on accessing the material (if you submit a website, please provide clear instructions about what should be consulted on the site):

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**PART E – JOINT PROJECT SUMMARY**

Please attach a joint summary of your project (maximum of **half a page of text**) to this form. The summary must be prepared by both the CCA and NSERC applicant. **Consult the instructions for the project summary** in the Additional Information for Completing the Application Form section of the application guidelines.

**PART F – JOINT DETAILED PROJECT DESCRIPTION**

Please attach a joint detailed description of your project (maximum of **10 pages**) to this form. **This project description is a very important part of your application and must be prepared by both the CCA and NSERC applicant. Please consult the instructions about the joint detailed project description** in the Additional Information for Completing the Application Form section of the application guidelines.

**PART G – RESUMÉ OF CCA APPLICANT**

Attach your resumé to this form. **Consult the instructions for the resumé of the CCA applicant** in the Additional Information for Completing the Application section of the application guidelines.

- If you are a master's or PhD student, you must include a letter from the Program Director confirming that the project proposed in your application is not related to your course of study.
- To determine your eligibility, you may wish consideration to be given to a work produced after completion of your basic training in media arts, but while taking a different course of study. In this case, submit a letter from the Program Director confirming that this work was not part of the program in which you were enrolled.

**PART H – FORMS TO BE COMPLETED BY NSERC APPLICANT**

The NSERC applicant must complete the following forms and attach them to the application.

- **Personal Data Form**

Complete and attach NSERC Form 100 and any relevant appendices to this form.

- **Schedule and Budget Form**

Complete and attach NSERC Form 101 (the schedule and budget) and any relevant appendices to this form.

**Page 4 of Form 101 should include the activities that will be carried out solely by the NSERC applicant.**

The NSERC applicant's budget should **include only expenses and revenues related to the amounts requested from NSERC**. You may also attach letters or agreements concerning financial participation by other funders, if this applies.

- **Industry Partners Form**

Complete and attach NSERC Form 183A for each industry partner participating in the project, if this applies.

<b>PART I – FINANCIAL INFORMATION FOR CCA APPLICANT</b>		
<p><b>These pages are for the CCA applicant's budget. They should include only the revenues and expenses related to the amounts requested from the CCA. Consult the list of eligible expenses in the application guidelines.</b></p>		
<b>REVENUES</b>	<b>Amount Confirmed</b>	<b>Amount Unconfirmed</b>
Amount requested for Year 1 of the project		
Amount requested for Year 2 of the project		
Amount requested for Year 3 of the project		
<b>Other federal funding</b> (provide details):		
<b>Provincial or territorial funding</b> (provide details):		
<b>Municipal or regional funding</b> (provide details):		
<b>In-kind contributions</b> (provide details):		
<b>Fundraising</b> (from companies, individuals, foundations, etc. – provide details)		
<b>Other</b> (provide details):		
<b>Subtotal revenues</b>		
<b>Total revenues</b>		
Total revenues must equal total expenses		

EXPENSES	Amount requested from the CCA	Amount from other sources	Total
<b>A. Subsistence costs:</b>			
CCA applicant: type number of months here x type amount per month here number of months maximum \$2,000/month from the CCA			
<b>Subtotal A</b>			
<b>B. Conference and workshop registration fees</b> (provide details):			
<b>Subtotal B</b>			
<b>C. Rental costs for equipment, studios and other facilities</b> (provide details):			
<b>Subtotal C</b>			
<b>D. Professional and other fees and honoraria</b> (for programmers, technicians, consultants, etc.) (provide details):			
<b>Subtotal D</b>			
<b>E. Travel costs</b> (provide details):			
<b>Subtotal E</b>			



**PART J – CHECKLIST**

Use the following checklist to confirm that you have completed all relevant sections of the form and have included all required support material and documents. You must submit the items in the order shown below:

- Identification of Applicants
- Personal and Language Information (voluntary and only for the CCA applicant)
- Declarations (original signatures of applicants required)
- Part A1 – Name and Location of Applicants
- Part A2 – Grant Amounts Requested
- Part A3 – CCA Applicant's Category
- Part B – Brief Description of the Project
- Part C – Joint Project Schedule
- Part D – Detailed Description of Audiovisual Support Material (the completed forms)
- Part E – Joint Project Summary (maximum of half a page)
- Part F – Joint Detailed Project Description (maximum of 10 pages)
  - Diagrams, tables, etc. (optional)
  - Letters of agreement (optional)
- Part G – Resumé of CCA Applicant
  - A letter from the master's or PhD Program Director confirming that the project submitted is not related to the applicant's course of study (if this applies)
  - A letter from the Program Director confirming that an independent artwork was not part of the applicant's course of study (if this applies)
  - Attachments (optional – see application guidelines)
- Part H – Forms to be Completed by NSERC Applicant and Related Attachments
  - Personal data form (NSERC form 100 and any relevant appendices)
  - Schedule and budget form (NSERC form 101 and any relevant appendices)
  - Letters or agreements concerning financial participation by other funders (if this applies)
  - Industry partners form (NSERC form 183A, if this applies)
- Part I – Financial Information for CCA Applicant
  - Letters or agreements concerning financial participation by other funders (if this applies)
- Items of audiovisual support material (minimum of one item and maximum of two items by the CCA applicant + one optional item concerning the proposed project)

**Remember:**

- Do not bind your completed application (in other words, do not use spiral binding, mount it in plastic, staple it, etc.). You may use paperclips, however.
- Keep a copy of your completed form and all support material.
- Your application, together with all required support material, must be postmarked on or before the deadline date.