



Canada Council
for the Arts

Conseil des Arts
du Canada

VISUAL ARTS SECTION

Performance Art Supplement for Artist-Run Centres 2010–11

Follow these three steps to apply for a Canada Council for the Arts grant:	
Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc. Be sure to read the Frequently Asked Questions About This Program page, too.
Step 2	Read the Important Information for Applicants section. If you still have questions about the program or the application process, contact the appropriate Visual Arts Section officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part G of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadline

15 October 2009

If the deadline 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 date, incomplete applications, or those submitted by fax or email. You will not be contacted if your application is incomplete.

Further Information

Visual Arts Section

Canada Council for the Arts

350 Albert Street, P.O. Box 1047

Ottawa ON K1P 5V8

Telephone: 1-800-263-5588 (toll-free) or 613-566-4414, and enter the appropriate extension number

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

Fax: 613-566-4332

Applicants from Ontario (northern part of the province and Toronto), Quebec, New Brunswick, Prince Edward Island, Newfoundland and Labrador, and Vancouver Island, contact:

Melinda Mollineaux, ext. 4122

melinda.mollineaux@canadacouncil.ca

Applicants from Ontario (Ottawa and western part of the province and Toronto), British Columbia (except Vancouver Island), Manitoba, Saskatchewan, Alberta, Nova Scotia, Yukon, Northwest Territories and Nunavut, contact:

Jim Logan, ext. 5266

jim.logan@canadacouncil.ca

April 2009 / VAG41E 4-09



STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>This component of the program offers supplementary financial assistance for performance art programming in artist-run centres currently receiving an operating grant through the Visual Arts Section’s Assistance to Artist Run Centres program.</p> <p>Artist-run centres provide artists and their audiences with an informed and professional forum for research, production, presentation, promotion and dissemination of new works in contemporary visual arts.</p> <p>This component contributes to performance arts activities, such as exhibitions, presentations, discussions, symposiums or publications on issues arising from performance art practices, and to related services offered to artists.</p>
<p>Eligibility</p>	<p>Eligible Applicants</p> <p>Eligibility is restricted to artist-run centres currently receiving an operating grant through the Assistance to Artist Run Centres operating program of the Visual Arts Section.</p> <p>Organizations that do not currently hold an operating grant from the Visual Arts Section are invited to apply for funding for their performance art activities through this Section’s program of Project Grants to Organizations in the Visual Arts, or through the Integrated Arts Program of the Inter-Arts Office.</p> <p>Applicants must be incorporated, non-profit Canadian organizations and must be directed by a board of which a majority of the members are practising visual artists.</p> <p>The principal mandate of centres must be to encourage research, production, presentation, promotion and dissemination of new works in contemporary visual arts. They must maintain a permanent, dedicated space that is accessible to the public.</p> <p>Centres supported by the Canada Council through the Visual Arts Section must pay professional artists’ fees to artists participating in their programming activities. These fees must meet or exceed the national standards.</p> <p>This Canada Council program is accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.</p>
<p>Grant Amount</p>	<p>Grants to a maximum of \$20,000 will be awarded. This grant is for activities that take place during the period of 1 April 2010 to 31 March 2011.</p> <p>Successful applicants must inform the Canada Council of any changes in their mandate, administrative structure, or other corporate features that would affect their eligibility for this program. Such changes may require the Canada Council to withhold or reduce the grant, as may significant changes in the activities that the applicant described in the original application.</p>

Assessment of Applications	<p>Assessment Process</p> <p>The Canada Council for the Arts makes its funding decisions through the peer assessment process. Requests are assessed by a committee composed of experienced professionals, chosen for their specialized involvement with and knowledge of performance art and artist-run centres across Canada. They are selected to reflect a broad range of professional experience and thought, and to provide fair representation of gender, generations, regional and cultural diversity, Aboriginal peoples and Canada’s two official languages.</p> <p>For this program, the decisions made by the peer assessment committee are final recommendations that are reviewed and approved by the Canada Council.</p> <p>Assessment Criteria</p> <p>The committee’s decisions are based on the availability of funds and the merit of the proposal in comparison with all other eligible applications, as measured against the following assessment criteria:</p> <ul style="list-style-type: none">• Overall artistic merit of the project (rigour, scope, originality and impact), taking into consideration the regional and cultural context. (60 percent)• The applicant organization’s ability to undertake the project, as indicated by its human resources and expertise. (30 percent)• The viability of the project budget, including a reasonable balance of revenues and expenses. (10 percent) <p>Be sure to thoroughly address each of these points in parts B to F of the application form. The decision to award a grant will be based on the relative merit of your proposal compared with all others received in this national competition, and on the funds available.</p>
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FREQUENTLY ASKED QUESTIONS ABOUT THIS PROGRAM

How does the Canada Council for the Arts define performance art?

Performance art is a multi-dimensional artistic practice that involves the live presence of the artist in a temporal dimension, often in a critical and process-oriented context.

How does the Canada Council define a professional artist?

The Canada Council for the Arts defines a professional artist as someone who has specialized training in the field (not necessarily in academic institutions), who is recognized as such by his or her peers (artists working in the same artistic tradition), who is committed to devoting more time to the artistic activity (if his or her financial situation allows that) and who has a history of public presentation in a professional context.

How is an exhibition defined?

An exhibition is broadly defined as a public presentation in a critical context of one or more artworks by one or more professional artists.

What is audience development?

Audience development refers to interpretation, education or marketing activities related to an exhibition or event and aimed at a non-specialized audience. Audience development may involve targeting, expanding and educating the audience, thereby increasing its access to the contemporary visual arts.

How are peer assessment committees formed?

For this program, peer assessment committee members may be independent practitioners such as artists, critics and curators, as well as arts professionals drawn from public art galleries, artist-run centres, artists' collectives and other professional organizations. New committees are formed for each competition.

How do these committees work?

Before a peer assessment committee meeting, the Canada Council sends photocopies of all eligible applications, bound in book format, to the committee members. At the committee meeting, members function as a team. They study applications, review support material, discuss the quality of each submission compared with the other submissions in the competition, and arrive at decisions on funding priorities.

Note that the peer assessment committee does not provide applicants with a critical analysis of their applications or support material.

What is a highly recommended grant?

After the peer assessment committee makes all the grant recommendations that can be covered by a competition's budget, the committee identifies a few further projects that it would recommend for support if more funds were available. If your application receives this recommendation, you will be informed of this status following the competition.

At the end of the Canada Council's fiscal year (1 April to 31 March), additional funds may become available for this program. If so, the funds may be used to award grants to some or all of the applications on the highly recommended grant list.

STEP 2 – 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. This ensures that all applications are assessed on the same basis. Also, committee members have a limited time in which to study each grant application.

How will I be informed that my application has been received at the Canada Council?

The Canada Council for the Arts 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.

Is my information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council maintains your personal information in Personal Information Bank CAC PPU 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, to assist with program planning and application evaluation.

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. You can also contact the Canada Council in writing to request the list of peer assessors, at least three months after you receive your results.

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

The terms and conditions will be outlined in the grant notification letter that you will receive if your application is successful. These are two of the conditions:

Final Report and Financial Accounting

The Canada Council cannot close your grant file until it has received a satisfactory final report and financial accounting from you. These reports are due no later than **three months** after the end of the grant period.

You must return any unused funds to the Canada Council.

Please note that, in accordance with our policy on final reports, any organization that does not submit a final report on or before the due date specified in the terms and conditions of their grant notification letter will not be eligible to apply to any other programs of the Canada Council for the Arts. Eligibility will be reinstated only when all final reports have been submitted and approved by the Canada Council.

It is the applicant's responsibility to verify whether any final reports are overdue.

Acknowledgement of Canada Council for the Arts Support

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.

NAME OF ORGANIZATION:

PART B1 – PROFILE OF ORGANIZATION

Please describe the following aspects of your organization (maximum of **500 words** in total), printed on one side only of white 8½ x 11 inch paper, in a font larger than 10 points:

- mandate and main objectives
- brief history (include date established and principal events or accomplishments)
- structure: type of incorporation, names and titles of key personnel, names of members of the board of directors, number of employees (indicating the number of years they have been employed by the organization, and whether they are full- or part-time employees), number of members and membership structure, and a description of your organization’s volunteer services and contributions
- geographic location and artistic communities/audiences served
- facilities
- other relevant information.

PART B2 – PAST ACTIVITIES

Please summarize your organization’s principal activities that encourage the research, production, presentation, promotion and dissemination of new works in the contemporary visual arts, with particular reference to your past activities related to performance art (maximum of **900 words** in total).

PART C – PROPOSED PERFORMANCE ART ACTIVITY

Please summarize your organization’s proposed performance art activity or activities for 2010–11 (maximum of **900 words** in total). For each activity, please provide these details:

- date and title
- nature of activity: research, production, presentation, promotion, dissemination, publication, services to members and community, etc. (please be specific)
- names of participating artists or artists presented (indicate their provenance or locale)
- names of collaborators (curators, other professionals, organizations, partners, etc.)
- target community or audience, if applicable
- any other pertinent information.

NAME OF ORGANIZATION:

PART D – FINANCIAL INFORMATION			
Use this budget summary template to provide the financial information related to your proposed activity or activities . Make any budget notes as required on a separate page. Make sure that your budget is balanced (that is, total revenues equal total expenses).			
REVENUES			
Include anticipated revenues for the proposed activities (indicate whether confirmed or pending)			
	Confirmed	Pending	Amount
Canada Council Assistance to Artist-Run Centres: 2010–11 (Indicate the portion of your operating grant that is being allocated to this project, if applicable.)	√		\$
Other Canada Council grants (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Federal grants (other than the Canada Council for the Arts)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Provincial/territorial grants	<input type="checkbox"/>	<input type="checkbox"/>	\$
Municipal grants	<input type="checkbox"/>	<input type="checkbox"/>	\$
Private or corporate donations	<input type="checkbox"/>	<input type="checkbox"/>	\$
Admissions (box office)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Sponsorships and donations in cash	<input type="checkbox"/>	<input type="checkbox"/>	\$
Sponsorships and donations in services	<input type="checkbox"/>	<input type="checkbox"/>	\$
Promotional products	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Total project revenues			\$

NAME OF ORGANIZATION:

PART D – FINANCIAL INFORMATION (continued)	
EXPENSES	Amount
Presentation:	
• Artists' fees and honoraria for participation at event	\$
• Professional fees (programmers' and curators' fees)	\$
• Technical costs (including technicians' or projectionists' fees and installation costs)	\$
Didactic material:	
• Production	\$
• Distribution	\$
• Signage, lettering, labelling, etc.	\$
Publications (catalogues and books, digital materials):	
• Production	\$
• Distribution	\$
• Other (provide details)	\$
Marketing and promotion:	
• Documentation	\$
• Audience development	\$
• Website	\$
• Other (provide details)	\$
Total project expenses	\$
Total project revenues	\$

NAME OF ORGANIZATION:

PART E – POLICY ON ARTISTS’ FEES

In the table below, please describe your policy on artists’ fees and copyright payments and show the fees you would pay for your proposed performance art activities.

Policy:

Fees and copyright payments:

Non-circulating exhibition fees:

Solo \$ _____
 Duo \$ _____
 3 to 4 artists \$ _____
 Group \$ _____

Speaker’s fee \$ _____

Curator’s fee \$ _____

Writer’s fee (per word) \$ _____

Residence fee \$ _____

Presentation fees:

Performance Art: Solo \$ _____

Group \$ _____

Film and video \$ _____ / _____ minutes

Internet \$ _____ / _____ minutes

Reproduction rights \$ _____

Copyright \$ _____

Exhibition rights (borrowing of artworks from other collections):

Solo \$ _____

Duo \$ _____

3 to 4 artists \$ _____

Group \$ _____

Other fees (specify):

_____ \$ _____

_____ \$ _____

_____ \$ _____

Circulating exhibition fees:

Solo \$ _____

Duo \$ _____

3 to 4 artists \$ _____

Group \$ _____

NAME OF ORGANIZATION:

PART F1 – VISUAL SUPPORT MATERIAL

Visual documentation illustrating the work of the artists participating in the project.

Please submit a maximum of **10 minutes (total)** video documentation of the artists participating in the project. Label video or DVD with the following:

- artist’s name(s) _____
- titles of performance(s) _____
- date(s) performed _____

You may also submit up to 15 digital images of the artists’ work (please read Part F2: “The Do’s and Don’ts of Submitting Digital Support Material to the Visual Arts Section”). **Do not exceed the limit indicated above:** support material that exceeds this limit will not be presented to the committee. If further description is necessary, include it on a separate **single** page.

No.	Artist’s Name	Title	Length	Brief Description	Date
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					

NAME OF ORGANIZATION:

PART F2 – DO’S AND DON’TS OF SUBMITTING DIGITAL SUPPORT MATERIAL

IMPORTANT NOTICE:

If the digital support material submitted with your application does not follow the guidelines below, your application may be considered incomplete and may be withdrawn from the competition.

Do’s

- Submit PC-compatible files only.
- Submit jpg files only.
- Submit files at a resolution of 72 dpi only.
- Submit files of a maximum of 1024 x 768 pixels (height must not exceed 768 pixels).
- Submit files of 1 MB maximum.
- Submit RGB, sRGB or grayscale colour mode files only (no CMYK)
- Title each file (image) with a number, your initials, the year and title of your work.
- Ensure that the numbers for the first nine images begin with a zero (for example: **01**initialsyeartitle.jpg, **02**initialsyeartitle.jpg ... **15**initialsyeartitle.jpg). This will ensure that they are presented in the correct order, following your image list (Part F1).
- Save images directly on the CD-ROM or DVD-ROM, without creating folders.
- Mark each CD-ROM or DVD with your organization’s name.

for video files:

- Submit files that can be accessed with one of the following plug-ins: QuickTime, RealPlayer, Shockwave, Windows Media Player or Flash.

Don’ts

- Don’t submit slides.
- Do not put any special characters, symbols, periods, quotation marks or a space (such as #/-'&|...) in any file name.
- Don’t submit Mac files that are not fully PC compatible.
- Don’t submit any type of presentation (such as PowerPoint).
- Don’t submit compressed files (WinZip[®], Stuffit[®], etc.).
- Don’t include hyperlinks to Internet sites with your images.
- Don’t submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
- Don’t submit any files by email.
- Don’t submit any other component of your application electronically on your CD-ROM or DVD.

Test your material before submission to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

Any of the following software can help you edit your images: Adobe[®] Photoshop[®], Adobe[®] Illustrator[®], Microsoft[®] Photo Editor, Microsoft[®] Paint, CorelDRAW[™], Corel[®] PHOTO-PAINT[™], and Jasc[®] Paint Shop Pro[®].

NAME OF ORGANIZATION:

PART G – CHECKLIST

Please be sure to include the following materials with your application:

- Part A1 – Identification and Grant Period and Amount
- Part A2 – Declaration (with original signature)
- Part B1 – Profile of Organization
- Part B2 – Past Activities
- Part C – Proposed Performance Art Activity
- Part D – Financial Information
- Part E – Policy on Artists' Fees
- Part F1 – Visual Support Material

Optional:

- Selected dissemination tools and promotional material. These include catalogues, newsletters, leaflets, etc.
Send only material produced by your organization.

The Canada Council is not responsible for the loss or damage, whatever the cause, of support material.

Only the audiovisual and printed material will be returned to you. The Canada Council will retain, in your grant file, all other material you submit with your application.

Please remember to 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.