



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

CANADA COUNCIL FOR THE ARTS

Visiting Foreign Artists Program (Pilot Program): All Artistic Disciplines

The attached form must be used to apply to the Visiting Foreign Artists Program. Please read the application guidelines carefully before completing the application form, and keep a copy of the guidelines and the completed form. These documents contain essential information on the conditions of grants.

Deadline

The completed application form and all support material must be postmarked no later than **1 June 2006**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

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

Further Information

Please refer to the end of this document for contact information.

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

March 2006

VFAG1E 3-06



APPLICATION GUIDELINES – VISITING FOREIGN ARTISTS PROGRAM (PILOT PROGRAM): ALL ARTISTIC DISCIPLINES

PURPOSE

The Visiting Foreign Artists Program provides grants to Canadian professional arts organizations to encourage visits by individual professional foreign artists of outstanding achievement. Organizations may invite an individual artist from any foreign country.

While in Canada, the visiting foreign artist is to direct workshops, teach master classes for professional artists and/or, for Inter-Arts, Media Arts, Visual Arts, Theatre, Writing and Publishing, give artist talks. Visiting foreign artists will be expected to supplement the activities of their host organization rather than replace a staff member.

ELIGIBILITY

Professional Canadian arts organizations that have received at least one grant from the Canada Council for the Arts in the last three years are eligible to apply to this program. Organizations receiving operating funding cannot apply to this program for activities already supported by the Canada Council. Furthermore, they must state clearly how the activities of the visiting foreign artist would be distinct from their activities that the Canada Council is currently funding. This program will not support visits already funded by another Canada Council program.

Eligible organizations may submit up to three applications to each competition. Only one foreign artist may be invited per application.

All invited artists must be recognized as professionals in their discipline. The Canada Council defines a professional artist as someone who has specialized training in the field (not necessarily in an academic institution), who is recognized as such by her or his peers (artists working in the same artistic tradition), and who has a history of public presentation or publication.

All Canada Council for the Arts programs are accessible to Aboriginal artists or organizations and artists or organizations of diverse cultural and regional communities of Canada.

DEADLINE

The completed application form and all support material must be postmarked no later than **1 June 2006**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

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

GRANT AMOUNT

Grants are available in fixed amounts of \$500, \$750, \$1,000, \$1,500, \$2,000, \$2,500 or \$3,000. Grant requests should be based on the funding required to carry out the proposed project.

The Canada Council for the Arts will contribute towards the visitor's accommodation, per diem and transportation costs only. The program's maximum daily contribution for combined accommodation and per diem is \$100 per person per day.

Not all applicants will necessarily receive the full amount that they requested.

Retroactive funding is not available.

HOW TO APPLY

Requests to the Visiting Foreign Artists Program must be submitted on the attached application form.

Support Material

Applications must be accompanied by all the required support material, as indicated in the application form. They must be complete and must not refer to a previous grant application. If the required support material is not included, the application will be considered incomplete and will not be assessed. Only the requested information and material will be presented to the assessment committee. Only the slides will be returned to applicants. All other material submitted will be retained in the applicant's file at the Canada Council.

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

CONFIRMATION OF RECEIPT

The Canada Council will send, by mail, an immediate acknowledgement that the application has been received.

ASSESSMENT OF APPLICATIONS

Assessment Process

Applications to this program are assessed by a committee of officers or peers working in the arts discipline of the host organization. Grant decisions are based on the availability of funds, the merit of the project compared with all others in this national competition, and the program's assessment criteria (listed below). The decisions made by the committee are final recommendations for approval by the Canada Council.

Assessment Criteria

- The artistic achievements of the invited artist.
- The merit of the project and its impact on the host organization, the artistic communities served and the public.
- The host organization's past accomplishments.

Special consideration will be given to projects in areas identified as Canada Council priorities: interdisciplinary art, Aboriginal art, culturally diverse art, youth and young audiences.

NOTIFICATION OF RESULTS

Applicants will be notified of the results, in writing, approximately three months after the application deadline. Results are not released over the telephone or by e-mail.

PAYMENT OF GRANTS

All grants are paid by cheque, in one instalment, in Canadian funds only. Any unused funds must be returned to the Canada Council.

FINAL REPORT

All grant recipients must submit a final report providing a detailed description of the use of the grant, within three months after project completion.

ACKNOWLEDGEMENT OF CANADA COUNCIL SUPPORT

Successful applicants must acknowledge the support of the Canada Council for the Arts in all promotional material associated with activities supported by the grant.

CONFIDENTIALITY OF INFORMATION

The Privacy Act protects the personal information of individuals and provides them with a right of access to such information about themselves. Personal information will be maintained in Personal Information Bank CAC PPU 130. All other information may be accessible 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.

OTHER PROGRAM OF ASSISTANCE

Japan-Canada Fund

Projects eligible for support from the *Japan-Canada Fund*: The Government of Japan has supplied the Canada Council for the Arts with a sum of money to be used "to further strengthen the relations between Canada and Japan." This gift has led to the establishment of the *Japan-Canada Fund*, which supports performances, presentations and exhibitions by Japanese artists through programs of activities by established, professional Canadian presenters. It also assists Japan-Canada collaborations, residencies, co-presentations and co-productions that result in a public performance or exhibition in Canada. Requests for support from this fund are processed through existing Canada Council programs and peer assessment processes.

FURTHER INFORMATION

For more information about the *Visiting Foreign Artists Program*, contact the appropriate Canada Council Program Officer at the extensions listed below.

Telephone: 1-800-263-5588 (toll-free) or
(613) 566-4414

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

Dance Section

Mark Shaub, ext. 5506
Email: mark.shaub@canadacouncil.ca

Inter-Arts Office

Claude Schryer, ext. 4204
Email: claudeschryer@canadacouncil.ca

Media Arts Section

Robin Dupuis, ext. 5253
Email: robin.dupuis@canadacouncil.ca

Music Section

Karen Barber-Ing, ext. 4243
Email: karen.barber-ing@canadacouncil.ca

Theatre Section

Sheila James, ext. 4148 (anglophones)
Email: sheila.james@canadacouncil.ca

Marie-Josée Miville-Deschênes, ext. 5024
(francophones)
Email: marie-josée.miville-
deschenes@canadacouncil.ca

Visual Arts Section

Pao Quang Yeh, ext. 5094
Email: paoquang.yeh@canadacouncil.ca

Writing and Publishing Section

Marcel Hull, ext. 4571
Email: marcel.hull@canadacouncil.ca

Fax: (613) 566-4390

Website: www.canadacouncil.ca

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

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Visiting Foreign Artists Program (Pilot Program): All Artistic Disciplines

If you are completing the application on a computer, please use the following format. Type or print in black ink. The Canada Council for the Arts will not accept applications submitted by fax or email.

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

PART A – IDENTIFICATION

Name of organization:	
Name and title of contact person:	Name of invited artist:
Address of organization:	Address of invited artist:
Street and apartment/suite number	Street and apartment/suite number
City Province/territory Postal code	City Province/territory Postal code
Telephone Fax	Country
Email	Website

PART B – SUMMARY OF PROJECT

Artistic discipline of the applicant organization:

Visual Arts Media Arts Writing and Publishing Theatre Dance Music Inter-Arts

Amount requested (according to the program guidelines): \$ _____

Title of the project and the dates of the visit:

PART C – DECLARATION

Please check the boxes below to confirm the following:

I have included the support material requested in this application form.

I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that my organization and the invited foreign artist meet these criteria.

I will act as sole representative of the organization, and I will keep the other participants informed of the contents and outcome of this grant application.

I have already sent, or have included with this application, all final reports for previous Canada Council grants. I understand that my application will be considered ineligible if any of my final reports are outstanding.

I accept the conditions of this program, and I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

I agree to abide by the Canada Council for the Arts' decision.

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

Signature (AN ORIGINAL SIGNATURE IS REQUIRED) _____ Date _____

PART D – DESCRIPTION OF PROJECT

In a maximum of two pages (maximum of 1,000 words), describe the proposed project. Please include the following:

- the nature and structure of the activity
- the impact of the activity on your organization
- the level of your organization’s engagement with the community or its benefit to the artistic community
- the artistic achievements of the invited artist
- a description of your organization’s accomplishments
- a description of public programming activities related to the visit and of its expected impact on the artistic community.

Please take into account, as appropriate, the Canada Council’s priorities, as listed under “Assessment Criteria” in the application guidelines. Print on one side only of white, 8½ x 11 inch paper.

PART E – AMOUNT REQUESTED

Accommodation and per diem costs (maximum of \$100 per day)
\$ _____ X _____ number of days

\$

Travel costs

\$

Total Amount Requested

\$

BUDGET SUMMARY*Revenues*

Contribution of host organization

\$

Other confirmed or pending funding sources (please specify):

Canadian

\$

International

\$

Earned revenue from the activity (if applicable)

\$

Other (specify)

\$

Total Revenues

\$

Expenses

Artist fees

\$

Marketing expenses

\$

Total accommodation and travel costs

\$

Other (specify)

\$

Total cost of proposed activity

\$

Total Expenses

\$

PART F – SUPPORT MATERIAL

Please check the boxes below to confirm that the following material is enclosed with this application.

FOR ALL APPLICANTS

- Description of the proposed workshop/workshops or master class/master classes (no longer than two pages)
 - Background on your organization
 - The curriculum vitae of the invited artist (maximum of three pages)
 - A letter of acceptance from the artist you have invited to your organization or event
- (Please print these on one side only of white, 8½ x 11 inch paper.)

ADDITIONAL SUPPORT MATERIAL**For Inter-Arts, Music, and Writing and Publishing Section Applicants**

- Recent audio or video examples of the invited artist's work. Please send three selections on one CD, or three tracks on three cued audio cassettes (one track per cassette), or on one indexed DAT.

For Media Arts Section Applicants

- A press kit of the invited artist.

For Visual Arts Section Applicants

- Ten 35mm slides or digital images of the invited artist's recent works, with a separate slide list that indicates slide number and the title, date, medium and dimensions of the artwork. For slides that document time-based works, you may describe **briefly** these components for each slide on a single separate page.
- For works that do not lend themselves to slide documentation, we will accept a clearly identified video (¾ or ½ inch), with a maximum running time of five minutes. If more than a single video is essential to support your application, we will accept only a compilation tape not exceeding a running time of 20 minutes. For works that require documentation in both slide and digital image as well as video formats, you may submit five slides or digital images along with a five-minute video.
- For invited critics and curators, submit clear photocopies of two published article or catalogue texts. Print on one side only of 8½ x 11 inch white, loose sheets.
- You may also include up to two catalogues or other publications written by and/or about the invited artist.

Note: For digital images, please consult *The Do's and Don'ts of Submitting Digital Support Material to the Visual Arts Section*. This document is available from the Visual Arts Section.