



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Grants to Professional Musicians (Individuals): Non-Classical Music

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 process and assessment, etc.
Step 2	Read the Important Information for Applicants section. If you still have questions or are confused about the program or the application process, go to the Canada Council's website or contact the Music Section Officer indicated below.
Step 3	Complete all sections of the attached application form and be sure to use the checklist (Part F) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

1 March or **1 November**

If either of these dates falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all 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. You will not be contacted if your application is incomplete.

Further Information

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STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program offers grants to professional Canadian musicians working in non-classical music of all world cultures. Grants provide successful applicants with the opportunity to pursue their own artistic and creative development.</p> <p>Professional musicians include instrumentalists, singers, composers, arrangers, performers and singers/songwriters. There are three categories of applicants:</p> <ul style="list-style-type: none"> • emerging artists • mid-career artists and • established artists. <p>A definition of each category is provided in the Eligibility section, below.</p> <p>Grants cover subsistence, transportation and project costs related to a program of work lasting from a few weeks to a year.</p> <p>A studio at the Cité Internationale des Arts in Paris, with living accommodation, is also available to a Canadian musician, at moderate cost. The studio may be used for a period of three months to one year, from 1 September to 31 August. Individual musicians may indicate their interest in the studio in the “Grants to Professional Musicians (Individuals)” application form, as part of their project description. Only applicants who apply to the 1 March deadline can be considered for the studio.</p>
<p>Eligibility</p>	<p>Applicant Eligibility</p> <p>To apply to the Canada Council, you must be a Canadian citizen or have Permanent Resident status, as defined by Citizenship and Immigration Canada. Canadian citizens need not be residents of Canada when they apply.</p> <p>You must also meet the Canada Council for the Arts’ definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> • has specialized training in the field (not necessarily in academic institutions) • is recognized as such by his or her peers (artists working in the same artistic tradition) • is committed to devoting more time to artistic activity, if he or she can afford to • has a history of public presentation. <p>To apply to this program, you must also meet the eligibility requirements of one of the following categories of applicants:</p> <ul style="list-style-type: none"> • emerging artists are those who have completed their basic training (university graduation or equivalent in specialized or self-training). They must have had an active professional career for at least two years, in addition to performances while in academic settings or as part of specialized training programs

<p>Eligibility (continued)</p>	<ul style="list-style-type: none"> • mid-career artists are no longer full-time students and will have completed their formal studies at least five years before applying to this program. They must have had an active professional career for at least five years • established artists are those who have made a nationally or internationally recognized contribution to music over a number of years and are still active in their profession. <p>All Canada Council for the Arts programs are accessible to Aboriginal artists and artists of diverse cultural and regional communities of Canada.</p> <p>Restrictions</p> <p>You may apply for only one Canada Council Grant to Professional Artists per year. The Canada Council will also accept from you one request for a Travel Grant per fiscal year.</p> <p>You can receive a maximum of two Grants to Professional Artists from the Canada Council in any 48-month period.</p> <p>You must have submitted all outstanding final reports for previous Canada Council grants before you can apply to any Canada Council program for professional artists.</p> <p>Your proposed project start date can be any time after the deadline date but should not exceed eight months of the deadline date.</p> <p>Note: If you are an established professional artist who works in more than one discipline, and you meet the eligibility criteria as an established artist in both disciplines, you may apply to two different Grants to Professional Artists programs per fiscal year. You must, however, accept or refuse the first grant offered by the Canada Council, within two weeks of the date of the grant notification. If you accept the first grant offered, your other application will be withdrawn from competition. Each disciplinary section defines its own criteria for determining who is considered to be an established artist.</p> <p>Project Eligibility</p> <p>You can use these grants:</p> <ul style="list-style-type: none"> • for advanced studies in composition or performance, privately or at an institution (the Canada Council considers advanced studies to be those beyond a Bachelor of Music degree or equivalent private or self-training) • to compose • to arrange • to research new genres or forms of music that will be used in the performance or composition of new works • for collaborative creation projects involving no more than two musicians (for example, projects can involve two composers, or a composer and a librettist/lyricist) • to attend workshops for individual professional artistic development.
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<p>Eligibility (continued)</p>	<p>You cannot use these grants:</p> <ul style="list-style-type: none"> • for projects that have been completed already • for projects related to music therapy • for projects involving composition commissioning (refer to the <i>Residencies and Commissioning of Canadian Compositions</i> program for commissions) • to cover capital costs, such as the purchase of computers, software, musical instruments, microphones or amplifiers • to cover recording studio costs or subsistence (i.e. living costs) while doing a recording project (refer to the <i>Grants for Specialized Music Sound Recording</i> program) • to cover promotional costs (refer to the <i>Career Development Program</i>) • to cover rehearsal or production costs (refer to the <i>Concert Production and Rehearsal Program for Aboriginal, Classical, Folk, Jazz and World Music</i> program) • for collaborative advanced training projects, i.e. for duos, trios, quartets, etc. (refer to the <i>Concert Production and Rehearsal Program for Aboriginal, Classical, Folk, Jazz and World Music</i> program) • for academic research or post-graduate studies in musicology or theory (refer to the programs of the Social Sciences and Humanities Research Council of Canada). <p>Eligibility for Collaborative Creation Projects</p> <p>You can use these grants to work with another artist, but only on creation projects.</p> <p>There can be only two artists involved in collaborative creation projects, and both must meet the eligibility criteria of the program. One of the artists must take responsibility for the application, but both artists must provide their signatures on a separate document to confirm their collaboration.</p> <p>If a grant is awarded, both artists will be subject to the conditions of the program.</p>
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<p>Grant Amount</p>	<p>Amounts and Success Rates</p> <p>Grants range from \$3,000 to \$20,000, in amounts of \$1,000. You must round your total budget request to the nearest thousand.</p> <p>The grant amount available to you depends on your needs as an artist and the period of time required to complete your proposed project, as follows:</p> <ul style="list-style-type: none"> • a maximum of \$10,000 is available for short-term projects (five months or less) • a maximum of \$20,000 is available for long-term projects (between five and 12 months). <p>The average grant in this program is between \$6,000 and \$12,000, usually for a concentrated period of three to six months. The number of applications may vary from 200 to several hundred per competition. The percentage of successful applicants can be as low as 18 percent.</p> <p>Approximately 100 grants per year are awarded by the Non-Classical Music component of the Grants to Professional Musicians (Individuals) program.</p> <p>Eligible Expenses</p> <p>Grants may cover your subsistence, transportation and project expenses.</p> <p>Subsistence expenses are your living costs, to a maximum of \$2,000 a month. An itemized budget is not required for these costs.</p> <p>Project expenses must be justified by a detailed budget and may include tuition fees, a teacher’s honorarium, research materials (e.g. books and CDs), rental of music equipment, instrument maintenance and rental of practice space.</p> <p>Transportation expenses must be justified by a detailed budget. Only your air, rail or bus ticket costs will be covered, for travel from one city to another. You may also request half the cost of air transportation for a cello, double bass or harp.</p> <p>The air travel portion of the grant is based on the cheapest available airfare from your place of residence to the place where you will carry out your program of work. If you will already be in that location, you may apply for a one-way fare to return to a destination in Canada.</p> <p>Allowable transportation expenses do not include hotel or meal costs, local transportation, travel by a spouse or dependants, or the shipment of personal items.</p> <p>Other Sources of Funding</p> <p>You must provide information on other sources of funding that you have applied for, either from an academic institution or from other private or public sources. The Canada Council may share the funding of a project with other private or public donors or sources, but it will not fund a project that has already received full financial support.</p>
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<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Applications will be regrouped to ensure that they will be evaluated by the most appropriate peer assessment committee. Committees are composed of three to five experienced professional musicians, and new committees are set up for each competition.</p> <p>Committee members are selected for their expertise. In addition to being peers of the applicants, the members are women and men representing Canada's two official languages, Aboriginal peoples, and Canada's cultural and regional diversity.</p> <p>Before the peer assessment committee meets, the Music Section sends photocopies of all eligible applications to the committee members. At the committee meeting, members examine all requests and listen to the recordings submitted with the applications. They discuss the comparative merit of the applications and recommend the funding to be allocated to applicants.</p> <p>For this program, the peer assessment committee's decisions are final recommendations for approval by the Canada Council.</p> <p>Assessment Criteria</p> <p>The Canada Council for the Arts looks for originality and creativity in the forms of music practised by the artists. It also looks for artistic excellence.</p> <p>The peer assessment committee evaluates all applications on artistic merit and the merit of the proposed project, in a national competition. Where there are unusual circumstances, the Canada Council may provide the committee with additional evaluations from independent assessors.</p>
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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 peer assessment committees. Also, committee members have a limited time in which to study each grant application. This ensures that all applicants are assessed on the same basis.

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

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

Is my personal 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 115 or 130. All other information may be accessible to others under the Access to Information Act.

For this program, you are asked to indicate your year of birth and gender (voluntarily) on the application form. The Canada Council requires statistics in these areas for program planning, evaluation and studies.

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

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

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

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

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

Do I have to fill out all of the budget information sheet?

- 1) If all that you require is subsistence (i.e. living costs) in order to complete your project, your budget could be as follows: subsistence for six months at \$2000/month = \$12,000.
- 2) If you require transportation and/or project costs in order to complete your project, you will need to provide this information on the budget page.



Grants to Professional Musicians (Individuals): Non-Classical Music

THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION PROVIDED ON THIS PAGE, WHEN COMPLETED

Your personal information will be maintained in Personal Information Bank CAC PPU 115. Please note that the information you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION

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

Mrs. Miss Ms. Mr.

Year of birth (optional): _____

Last name

First and middle names

Permanent address:

Mailing address, if different from permanent address:

Street and apartment/suite number

Street and apartment/suite number

City Province or territory Postal code

City Province or territory Postal code

(____) _____ (____) _____

(____) _____ (____) _____

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

(____) _____

(____) _____

Fax Email

Fax Email

DECLARATION

Will you permit the Canada Council for the Arts to include your name 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 for the Arts?

English French

To be eligible for consideration, you must sign below to confirm all of the following statements:

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Grant to Professional Artists (excluding Travel Grants) per year.
- 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's decision.

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

Signature

Date

AN ORIGINAL SIGNATURE IS REQUIRED.



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Grants to Professional Musicians (Individuals): Non-Classical Music

Please note:

- Read the program guidelines carefully before completing the form.
- The Canada Council for the Arts requires only one copy of this application form, completed in black ink to facilitate duplication, and one copy of your support material.
- The Canada Council for the Arts will not accept applications submitted by fax or email.
- Your application form must be complete or your request will be considered ineligible.
- The information that you provide from this point onward will be submitted to a peer assessment committee for review.

PART A – NAME AND LOCATION OF APPLICANT	
Name of applicant:	
<hr/>	
Last name	First and middle names
<hr/>	
City (permanent residence)	Province or territory
PART B – DESCRIPTION OF GRANT REQUEST	
Self-identify your style of non-classical music:	
In a sentence (15 words or fewer), give a summary of your proposed project. You must complete this section.	
(For example: To compose new works for 3 months. To study with such a teacher in this city for 10 months.)	
Name the cities or towns where you plan to carry out your project:	
Indicate the period to be covered by this grant:	
From _____ to _____	
(day/month/year)	(day/month/year)
Indicate the type and amount of grant you are requesting (you must give budget details in Part D of this form)	
<input type="checkbox"/> Long-term <input type="checkbox"/> Short-term <input type="checkbox"/> Collaboration creation	
State the grant amount requested: \$ _____ (rounded to nearest thousand)	

NAME OF APPLICANT:

*Grants to Professional Musicians (Individuals):
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PART C – DESCRIPTION OF PROPOSED PROJECT

In the space provided below or on separate sheets (single-spaced), describe the program of work related to your project. Use 8½ x 11 inch white paper, one side only.

If you are interested in the studio in Paris, explain how the studio would have a positive impact on your project. (You can be considered for the studio only if you are applying to the 1 March deadline.)

Keep this description to three to six paragraphs. If the description of your program of work is longer than 750 words, the extra text will not be presented in advance to the peer assessment committee.

NAME OF APPLICANT:

*Grants to Professional Musicians (Individuals):
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PART D – FINANCIAL INFORMATION

Indicate the types of expenses that you plan to cover with this grant, and the total amount you are requesting. Round your total budget request to the nearest thousand.

See the program guidelines for details of eligible expenses.

		Budget
Expenses		
Subsistence for ____ months at \$_____ per month (to a maximum of \$2,000 per month)		\$
Transportation expenses (only if applicable) i.e. bus, train, plane, etc.		\$
Project expenses (only if applicable) Tuition fees/honorarium \$ _____ Instrument maintenance \$ _____ Practice space rental \$ _____ Research materials \$ _____ Music equipment rentals \$ _____ (rental costs cannot exceed the purchase price) Total \$ _____		\$
Total Expenses		\$
Revenues (list of other funding applied for, if applicable)		
Federal (specify)		\$
Province or territory (specify)		\$
Municipality or region (specify)		\$
In-kind (specify)		\$
Fundraising (corporations, individuals, foundations)		\$
Other (specify)		\$
Total Revenues		\$

PART E1 – SUPPORT MATERIAL

Submit your application and all support documents on separate sheets of paper (white, 8½ x 11 inch paper, printed on one side only). Do not use binders, plastic covers, staples, paper clips, cerlox binding or tape.

Support material is an essential part of your application because the peer assessment committee relies heavily on this material when making its decisions. It is important for you to allow ample time to complete the application and organize the required support material. The committee may be reviewing several hundred applications. Therefore, the presentation of the application and support material is extremely important and should not be done at the last minute.

Do not submit originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of material submitted in support of an application. Audio support material will be returned to applicants. Written support material will be retained in your file.

The following material is required:

- Up-to-date curriculum vitae (professional resumé)**
Submit a maximum of three pages, describing your professional achievements. Be sure to include your public performances and music training.
- Permanent Resident Card**
If you are not a Canadian citizen, submit a copy of your card to verify that you are a permanent resident of Canada.
- Detailed project description**
Follow the instructions in Part C of the form.
- Collaborative creation agreement**
For collaborative projects, both you and the other artist must sign a separate document to confirm that you wish to work together.
- Letter of acceptance**
If you plan to study in an academic institution or with a private teacher/master/coach, you must send a copy of their letter of acceptance to the Canada Council as soon as possible. You do not need to submit this letter when you apply for the grant, but it will be required if your application is successful. The Canada Council will not release the grant payment until your letter of acceptance has been received.
- Budget details**
Indicate the amount you require for subsistence.
Indicate your transportation and project costs, giving a detailed breakdown as requested in Part D.

NAME OF APPLICANT:

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PART E1 – SUPPORT MATERIAL (continued)

Recordings

You must submit recordings of **three different pieces** that clearly illustrate your work, as a performer and/or composer. The recordings must be of good technical quality because the peer assessment committee makes its decisions about artistic quality by listening to the submitted recordings.

The Music Section prefers to receive the recordings as three tracks on one CD (CDs must be playable on a conventional audio CD player). If this is not possible, you may submit your audio support material in the form of three tracks on a CD-R or DVD; on three audio cassettes (cued, one track per cassette); or on one indexed DAT.

It is your responsibility to ensure that all audio or video support material submitted to the Canada Council will play/function properly.

Lyrics

If you are a songwriter or composer of other lyric-based music, provide the lyrics of the three submitted recordings.

Scores/lead sheets

You can provide scores/lead sheets for orchestral, world or jazz music, if you wish.

NAME OF APPLICANT:

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PART E2 – DESCRIPTION OF SUBMITTED RECORDINGS

Clearly label your support material and complete the following.

List your recordings in the order that you want them to be presented.

Item 1

Title:

Composer (if applicable):

Applicant's credit/role (e.g. performer, composer, conductor or stage director):

Running time:

Completion or recording date:

Accompanying scores Yes No Accompanying lyrics Yes No

Brief description of how this piece of music relates to the proposed project:

CD Track number: _____ Time indicator: from _____ to _____ Video Standard: VHS DVD
Cued Yes No

Item 2

Title:

Composer (if applicable):

Applicant's credit/role (e.g. performer, composer, conductor or stage director):

Running time:

Completion or recording date:

Accompanying scores Yes No Accompanying lyrics Yes No

Brief description of how this piece of music relates to the proposed project:

CD Track number: _____ Time indicator: from _____ to _____ Video Standard: VHS DVD
Cued Yes No

Item 3

Title:

Composer (if applicable):

Applicant's credit/role (e.g. performer, composer, conductor or stage director):

Running time:

Completion or recording date:

Accompanying scores Yes No Accompanying lyrics Yes No

Brief description of how this piece of music relates to the proposed project:

CD Track number: _____ Time indicator: from _____ to _____ Video Standard: VHS DVD
Cued Yes No

NAME OF APPLICANT:

PART F – CHECKLIST

You must include the following items in the order shown below. The Canada Council will send a photocopy of this material to the peer assessment committee members.

- Cover page of application – Identification and Declaration
- Part A – Name and Location of Applicant
- Part B – Description of Grant Request, including summary of project (15 or fewer words)
- Part C – Description of Proposed Project (maximum of two pages)
- Part D – Financial Information
- Part E1 – Support Material:
 - Curriculum vitae or resumé (maximum of three pages)
 - Recordings (please indicate quantity and format):
 - CDs or CD-Rs DAT Audio cassettes DVD VHS
 - Collaborative creation agreement
 - Letter of acceptance
 - Lyrics (songwriters must include lyrics of the three audio selections)
 - Scores/lead sheets
- Part E2 – Description of Submitted Recordings
- Other (please specify)

Please remember to:

- keep a copy of your completed form
- submit your application by the deadline date.

Note:

Applicants are entirely responsible for the completeness of their grant application. The Canada Council will not contact the applicant to request missing or incomplete information.