



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## MUSIC SECTION

### Travel Grants to Professional Musicians (Individuals)

Follow these <b>three steps</b> to apply for a Canada Council for the Arts grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions or are confused about the program or the application process, go to the Canada Council website or contact the Music Section Officer indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> , and be sure to use the <b>Checklist</b> (Part B1) to confirm that you have included all required support material.

### Deadline

You may submit your application at **any time**, but the completed application form and all required support material must be postmarked a minimum of **six weeks** before the planned departure date. Be sure to allow sufficient time to complete the application form and to organize your support material.

**The Canada Council for the Arts will not accept incomplete applications, applications received less than six weeks before the planned departure date or those sent by fax or email.**

### Further Information

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September 2006

MUG15E 9-06



## STEP 1 – PROGRAM GUIDELINES

<p><b>Program Description</b></p>	<p>This program offers Canadian music professionals (individuals) an opportunity to travel on occasions important to their artistic development. Music professionals include instrumentalists, singers, composers, librettists, arrangers, performers, conductors, singers/songwriters, artistic directors and opera stage directors.</p>
<p><b>Eligibility</b></p>	<p><b>Eligible Applicants</b></p> <p>To apply to this program, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. If you are a permanent resident, you must provide evidence of your legal status.</p> <p>The Canada Council for the Arts defines a professional artist as someone who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the field (not necessarily in academic institutions)</li> <li>• is recognized as such by his or her peers (artists working in the same artistic tradition)</li> <li>• is committed to devoting more time to artistic activity, if his or her financial situation makes that possible</li> <li>• has a history of public presentation.</li> </ul> <p>You may apply for only one Travel Grant each fiscal year (1 April to 31 March).</p> <p>All Canada Council for the Arts programs are accessible to Aboriginal artists or arts organizations and artists or arts organizations of diverse cultural and regional communities of Canada.</p> <p><b>Eligible Activities</b></p> <p><b>Grant support is available only if you are travelling to a destination more than 600 kilometres outside your home region.</b></p> <p><b>All applicants</b> are eligible for travel support for the following:</p> <ul style="list-style-type: none"> <li>• to attend stand-alone workshops or master classes that are professionally organized and have been advertised regionally, nationally or internationally;</li> <li>• to participate in recognized national or international competitions, at the invitation of the organizers;</li> <li>• to participate in recognized national or international orchestral/opera/choir or ensemble training opportunities, at the invitation of the organizers;</li> <li>• to deliver a paper on Canadian music at an important national or international meeting, at the invitation of the organizers;</li> <li>• to participate in a professional development residency that involves sharing expertise between the host and applicant. The host organization must be professional and must pay a fee (or a contribution, such as a per diem and accommodation) to the music professional. Applicants must submit a letter of agreement (signed by both parties) outlining a detailed work plan. For short-term residencies (from three days to three weeks), <b>composers</b> are advised to first contact the SOCAN Foundation at <a href="http://www.socanfoundation.ca">www.socanfoundation.ca</a> to avoid any duplication.</li> </ul>

<p><b>Eligibility (continued)</b></p>	<p><b>Composers (including librettists)</b> may also apply to attend world premieres, significant and important premieres, or professional public readings/workshops of their own work. They must be invited by the organizers.</p> <p><b>Artistic directors or stage directors</b> are also eligible for travel support to participate in artistic mentorship opportunities. These applicants must demonstrate a recognized track record of at least three years' professional experience. For administrative mentorship, see the information about the Flying Squad: An Organizational Development Program in Music.</p> <p><b>Ineligible Activities</b></p> <p>Grants <b>cannot</b> be used to travel for the following reasons:</p> <ul style="list-style-type: none"> <li>• to give performances or to rehearse</li> <li>• for touring (see instead the information about the Music Touring Grants program, on the Canada Council's website at <a href="http://www.canadacouncil.ca/music">www.canadacouncil.ca/music</a>)</li> <li>• for auditions (for some support, see the information about the Career Development Program)</li> <li>• to give workshops or master classes, or to teach</li> <li>• to present a paper at an academic institution such as a university, college or conservatory</li> <li>• for projects related to music therapy or pedagogy</li> <li>• for projects related to arts/business administration</li> <li>• for post-graduate or private study projects (see instead the Grants to Professional Musicians (Individuals) program description on the Canada Council's website at <a href="http://www.canadacouncil.ca/music">www.canadacouncil.ca/music</a>)</li> <li>• for promotional activities, including showcases (some support may also be offered by the Audience and Market Development Travel Assistance program, which is also described on the Canada Council's website)</li> <li>• to attend fundraising events, galas or awards ceremonies</li> <li>• to participate in recording sessions</li> <li>• to attend festivals, conferences or symposiums, including related workshops, master classes and panels</li> <li>• to serve as members of juries at national or international competitions.</li> </ul>
<p><b>Grant Amount</b></p>	<p>You may apply for one of the following fixed amounts: \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500, but the amounts of \$2,000 and \$2,500 are available <b>only</b> if you are travelling to or from northern Canada or to international destinations that are not in the United States or Europe. Grants contribute toward your travel costs, based on excursion fares.</p> <p><b>Eligible Expenses</b></p> <p>You can use this grant to pay for airplane, train or bus tickets. You can also include taxi or shuttle bus fares to and from airports, train stations or bus stations. The Canada Council will consider requests for half-fare costs for harp, cello and bass transportation.</p>

<p><b>Grant Amount (continued)</b></p>	<p>Costs for travelling to more than one destination may be included, if all destinations are part of the same return trip.</p> <p><b>Ineligible Expenses</b></p> <p>You cannot use these grants to pay for meals, per diem expenses, accommodation or other similar expenses.</p> <p>Retroactive funding is not available.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>Applications to this program are reviewed for eligibility and assessed by Music Section officers. The assessors make their funding decisions based on the availability of funds and the assessment criteria below.</p> <p><b>Assessment Criteria</b></p> <p>Applications are assessed according to:</p> <ul style="list-style-type: none"> <li>• the artistic merit of the accomplishments of the applicant, and</li> <li>• the merit and relevance of the proposed activities.</li> </ul>

## STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

### **May I submit support material that is not included in the support material requirements and checklist section?**

No. Submit only the material requested, and carefully choose the material you include. The assessors will not look at extra material; this ensures that all applications are assessed on the same basis. Also, the Music Section officers 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 will send you, by mail, a notice acknowledging that it has received your application. The Council will send this notice approximately one week after your application arrives.

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

The Privacy Act protects your personal information and gives you a right to access your information. Personal information is maintained in Personal Information Bank CAC PPU 115. 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 on the application form (this is optional). The Canada Council for the Arts needs 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, 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 **eight to twelve weeks** after the application has been received. For privacy reasons, the Canada Council does not release results by telephone or email.

### **Can I find out who got a grant?**

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at [www.canadacouncil.ca/grants/recipients](http://www.canadacouncil.ca/grants/recipients).



### Travel Grants to Professional Musicians (Individuals)

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

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

#### PART A1 – APPLICANT INFORMATION

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

Year of birth (optional): \_\_\_\_\_

Last name

First and middle names

**Permanent address in Canada:**

**Present address, if different from permanent:**

Street and apartment number

Street and apartment 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

#### PART A2 – FIELD OF SPECIALIZATION AND GRANT AMOUNT REQUESTED

In the space provided, describe your field of specialization or the specific art form or artistic tradition in which you work.

**Dollar value of the grant you are requesting** (see the application guidelines for details):

\$500  \$750  \$1,000  \$1,500  \$2,000  \$2,500

#### PART A3 – DESCRIPTION OF TRAVEL ACTIVITY

In the space provided, describe the travel you wish to undertake (in a maximum of 15 words).

Event: \_\_\_\_\_

Destination (please indicate both the city and country): \_\_\_\_\_

Date: \_\_\_\_\_

**PART A4 – 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

Which language do you prefer to use when communicating with the Canada Council for the Arts?  
 English  French

**To be eligible for grant support, 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 Travel Grant between 1 April and 31 March of any year.
- I have already sent in all my final reports for previous Canada Council grants. I understand that my application will not be eligible if any of my final reports are outstanding.
- I agree to the conditions of this program and will accept the Canada Council for the Arts' decision.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**AN ORIGINAL SIGNATURE IS REQUIRED.**

**PART B1 – SUPPORT MATERIAL REQUIREMENTS AND CHECKLIST**

**Support material is an essential part of the application, and the assessors rely heavily on this material when making their decisions.**

Label all support material clearly, and make sure that your name is on all items.

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 and scores will be returned to applicants. Written support material will be retained in your file.

**Written Support Material**

**In Part A3** of this form, you are asked to describe your proposed travel activity (in a maximum of 15 words). You must also include the following additional information on separate sheets of 8½ x 11 inch white paper (please print on one side only):

- Details of the nature and purpose of the travel, as well as the itinerary (one page maximum)
- Information on any other funding you have applied for or received
- An up-to-date curriculum vitae (professional resumé or biography, three pages maximum)
- For permanent residents**, evidence of your permanent resident status
- A copy of the letter of invitation from the organizers of the activity or residency host organization, and any available material that describes the event organizers or host organization (for example, brochures or reviews)
- A description of the works to be presented, where this applies (one page maximum)
- For residencies**, a detailed description of the proposed activities, which must be signed by both parties

**PART B1 – SUPPORT MATERIAL REQUIREMENTS AND CHECKLIST (continued)****Written Support Material (cont'd)**

- For conductors**, three letters of appraisal from experts in your field who are familiar with your work and the proposed travel activity
- For opera stage directors**, three letters of appraisal from experts in your field who are familiar with your work and the proposed travel activity
- For librettists**, a synopsis or draft of the libretto
- For applicants presenting a paper**, an excerpt or abstract of the paper to be presented (one to three pages long)

**Detailed Requirements for Audio or Audiovisual Support Material**

You are responsible for providing recordings of good technical quality. Remember that the assessors make their decisions about artistic quality by listening to the submitted recordings.

The Music Section prefers to receive your audio or audiovisual support material on one CD (or CD-R), one DVD or VHS.

- For performers, three contrasting solo works (with or without accompaniment) including one Canadian work.** Any exception must be approved by the Canada Council before you apply. (Contact the Music Section Officer for approval; see the guidelines for the contact information.)
- For conductors, three contrasting pieces** on DVD or VHS containing excerpts from concerts and rehearsals. Note that the excerpts must show the conductor from the musician's perspective.
- For composers, three recordings** with scores (if this applies) and a complete list of your compositions.
- For opera stage directors**, one DVD or VHS of the productions you have directed.



**PART B2 – DETAILED DESCRIPTION OF AUDIO OR AUDIOVISUAL SUPPORT MATERIAL**

Please send your three recordings on one CD (or CD-R), one DVD, one VHS, one indexed DAT or as three tracks on three cued audio cassettes (one track per cassette).

**Item 1**

Title:

Composer (if this applies):

Applicant's credit or role (performer, composer, conductor, etc.):

Running time:

Completion or recording date:

Brief description of how the support material relates to the proposed travel activity:

**Track number:** \_\_\_\_\_ **Time indicator:** From \_\_\_\_\_ to \_\_\_\_\_ **Video standard:**  VHS  DVD

**Cued:**  Yes  No

**Item 2**

Title:

Composer (if this applies):

Applicant's credit or role (performer, composer, conductor, etc.):

Running time:

Completion or recording date:

Brief description of how the support material relates to the proposed travel activity:

**Track number:** \_\_\_\_\_ **Time indicator:** From \_\_\_\_\_ to \_\_\_\_\_ **Video standard:**  VHS  DVD

**Cued:**  Yes  No

**Item 3**

Title:

Composer (if this applies):

Applicant's credit or role (performer, composer, conductor, etc.):

Running time:

Completion or recording date:

Brief description of how the support material relates to the proposed travel activity:

**Track number:** \_\_\_\_\_ **Time indicator:** From \_\_\_\_\_ to \_\_\_\_\_ **Video standard:**  VHS  DVD

**Cued:**  Yes  No