



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## MUSIC SECTION

### **Music Project Grants: Artists and Community Collaboration Fund**

The attached form must be used to apply to this 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**

Completed applications and all support material must be postmarked on or before **1 February**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

**Incomplete applications, applications sent after the competition closing date, and applications sent by fax or email will not be accepted.**

#### **Further Information**

Gerri Trimble  
Music 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, ext. 4103

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

Email: [gerri.trimble@canadacouncil.ca](mailto:gerri.trimble@canadacouncil.ca)

Fax: 613-566-4409

October 2006

MUG25E 10-06



# APPLICATION GUIDELINES – MUSIC PROJECT GRANTS: ARTISTS AND COMMUNITY COLLABORATION FUND

## PURPOSE

The Artists and Community Collaboration Fund (ACCF) increases the Canada Council for the Arts' commitment to the diverse artistic activities that bring together professional artists and the broader community and that give the arts a stronger presence in everyday life. The ACCF provides an opportunity for communities to express themselves through creative collaborations with leading professional artists.

Artists and community collaboration is an arts process that actively involves the work of professional artists and non-arts community members in creative and collaborative relationships. Priority will be given to projects that involve youth and arts education.

The Music Project Grants: Artists and Community Collaboration Fund Program offers one-time financial support to projects initiated and coordinated by individual professional musicians, professional music ensembles/bands or professional non-profit music organizations.

Grants are intended as a contribution towards the specific costs of the production of new work (including development/creation) and/or public presentation of work.

## ELIGIBILITY

### Eligible Applicants

- Applicants must be Canadian citizens or permanent residents of Canada, as defined by Citizenship and Immigration Canada.
- Full-time students are not eligible.
- Individual musicians applying to this program must be recognized as professional artists. 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 her or his peers (artists working in the same artistic tradition), who is committed to devoting more time to the artistic activity, if financially feasible,

and who has a history of public presentation or publication.

- Music organizations applying to this program must be incorporated non-profit music organizations and must **not** be currently receiving annual assistance from the Music Section. Professional music ensembles/bands are also eligible to apply.

All Canada Council programs are accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.

**It is strongly recommended that potential applicants speak to the Music Section officer to confirm their eligibility, before submitting their request.**

Applicants should be aware that meeting the eligibility criteria allows them to apply to the program. It does not, however, guarantee that they will receive a grant.

### Ineligible projects

The following are not eligible for funding from this program:

- capital projects (such as the renovation of a building)
- collaborative projects involving only professional artists
- fundraising events
- instructional activities, pedagogical activities or music lessons, and
- programs that are part of an accredited college or university program.

### Other Restrictions

Applicants may not apply to this program for support of activities that appear in any other current request to the Canada Council.

## DEADLINES

Completed applications and all support material must be postmarked no later than **1 February**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

**The Canada Council will not accept applications submitted after the deadline date, incomplete applications, or applications submitted by fax or email.**

## GRANT AMOUNT

Applicants may apply for up to **\$20,000** per project. Because of the high number of applications that may be received and the limited resources available, grants awarded may be smaller than the amounts requested.

To be eligible for support, expenses must be directly related to the project. They may include:

- professional musicians' fees
- production costs
- marketing and publicity costs
- rehearsal costs, and
- honoraria for community participants (i.e. non-professionals).

Other reasonable expenses directly related to the project will be considered. **Subsistence costs are not eligible.**

Retroactive funding is not available.

## HOW TO APPLY

Application must be made on the attached form, accompanied by the appropriate support material. The request must bear the original signature even if the actual application form submitted is a copy of the original. This application form is designed to provide the peer assessment committee members with the information they need to compare and evaluate the merits of all proposals.

### Support Material

Support material is an essential part of the application. The peer assessment committee relies heavily on its evaluation of this material when making its decisions.

The following material is required:

- an updated curriculum vitae (professional résumé) or organizational profile describing applicants' music training and professional achievements, including public performances
- a detailed description of the proposed project, including details of the collaborative process with the community
- a detailed project budget, and
- recordings and printed documents that clearly illustrate applicants' work.

Applicants are responsible for providing recordings of good technical quality, as decisions about artistic quality are made by listening to the submitted recordings. Works should be submitted on a CD. The Music Section will also accept recordings on audio cassettes or an indexed DAT.

In addition, applicants must provide the following information:

- letters of intent between professional artists/organizations and community partners, and
- information on the post-event evaluation process, to ensure that the project will meet its objectives.

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

### Suggestions on How to Prepare your Application

- Explain how your artistic choices (including the subject matter or material and the artists involved) will contribute to the realization of the project.
- Explain the objectives of the project, as agreed upon by the artists and the participating community members.
- Describe the collaborative process and the nature of community participation.
- Supply a working schedule for the collaborative process.
- Include résumés or biographies describing the relevant skills of the participating professional artists.

- Explain the impact that the collaboration with the community will have on the professional artists.
- If the project involves public presentation, indicate the kind of audience you are trying to reach. If the project does not include public presentation, describe the expected impact on the participants.

## **CONFIRMATION OF RECEIPT**

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

## **ASSESSMENT OF APPLICATIONS**

### **Assessment Process**

Applications will be reviewed for eligibility by the Music Section, according to the published criteria, with outside consultation if needed.

Eligible applications will be evaluated, in a national comparative context, by a peer assessment committee. The committee is a representative body of music professionals, with various kinds of expertise. Members are selected to ensure balanced representation of gender, regional and cultural diversity, Aboriginal peoples and genres.

Peer assessment committee decisions for this program are final recommendations for approval by the Canada Council.

### **Assessment Criteria**

Applications will be assessed according to the following criteria:

- merit of the proposed collaborative process (where the artistic process tied to specific communities is as important as the final outcome)
- the relevance of the project for participating community members and the impact on the artists involved, in particular for youth
- the experience of the company or artists involved and their proven ability to carry out the project
- the public impact of the project, and
- the project's pertinence or relevance in creating a stronger presence of the arts in everyday life.

## **NOTIFICATION OF RESULTS**

Applicants will be notified of the competition results, by letter, approximately four months after the application deadline. Results are not released over the telephone.

## **FINAL REPORT AND FINANCIAL ACCOUNTING**

A grant file cannot be closed until a satisfactory final report and financial accounting have been received and approved by the Canada Council for the Arts. The report and accounting must be submitted within three months of completion of the project.

Unused funds must be returned to the Canada Council.

## **ACKNOWLEDGEMENT OF CANADA COUNCIL SUPPORT**

Successful applicants must acknowledge the financial assistance of the Canada Council for the Arts in all publicity and documentation related to the grant-supported project.

## **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.

## **FURTHER INFORMATION**

For further information on the *Music Project Grants: Artists and Community Collaboration Fund*, contact Gerri Trimble, Music Program Officer.

Telephone: 1-800-263-5588 (toll-free) or  
613-566-4414, ext. 4103

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

Email: [gerri.trimble@canadacouncil.ca](mailto:gerri.trimble@canadacouncil.ca)

Fax: 613-566-4409

Website: [www.canadacouncil.ca](http://www.canadacouncil.ca)

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

October 2006

MUG25E 10-06



### Music Project Grants: Artists and Community Collaboration Fund

Please read the application guidelines carefully before completing the form. If you are completing the application on a computer, use the following format. Type or print in black ink.

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

#### PART A1 – APPLICANT INFORMATION

Name of applicant:

Name and title of contact person:

Address:

Street and apartment/suite number

City

Province or Territory

Postal code

( )

Telephone

( )

Fax

Email

Website

#### PART A2 – AMOUNT AND DESCRIPTION OF GRANT REQUESTED

Amount requested (according to the application guidelines): \$ \_\_\_\_\_

In the space below, provide a summary of the project description (10 to 15 words).

#### PART A3 – DECLARATION

Please sign below to confirm the following:

- I prefer to communicate with the Canada Council in  English  French.
- I will permit the Canada Council for the Arts to include my name and address on its mailing list. (This information will be used for Canada Council business only.)  Yes  No
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that I or ensemble/band or organization I represent, meet these criteria.
- I accept the conditions of the program as outlined in the application guidelines and agree to abide by the Canada Council for the Arts' decision.
- I will act as sole representative of the ensemble/band or organization, and I will keep the other participants informed of the contents and outcome of this grant application.
- I have already sent all overdue 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 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 certify that the statements in my application are true and complete, to the best of my knowledge.

Signature

Date

**AN ORIGINAL SIGNATURE IS REQUIRED**

NAME OF APPLICANT:

*Music Project Grants: Artists and Community Collaboration Fund / 2*

---

**PART B – PROJECT DESCRIPTION**

**Using no more than two pages**, please describe your proposed project. The description of the project should address the assessment criteria, which are described in the application guidelines. 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.

While your description must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, we encourage you to be as concise and focussed as possible.

NAME OF APPLICANT:

*Music Project Grants: Artists and Community Collaboration Fund / 3*

<b>PART C – PROJECT FINANCIAL INFORMATION</b>	
<b>EXPENSES</b>	
<b>Artistic costs (describe below)</b>	
Artists’ fees (professional musicians)	\$
Honoraria (non-professional community participants)	
	\$
	\$
	\$
Production costs (describe below; hall rental, sound, lights, technical crew, equipment rental)	
	\$
	\$
Marketing and publicity costs (describe below; examples are advertising, publicist’s fees, promotional materials, printing.)	
	\$
Rehearsal costs, if applicable (describe below)	
	\$
<b>Total Expenses</b>	<b>\$</b>
<b>REVENUES</b>	
Ticket sales	\$
Fundraising	\$
Sponsorships/corporate donations	\$
Grants (describe below)	
	\$
	\$
<b>Amount requested from the Canada Council for the Arts</b>	<b>\$</b>
<b>Total Revenues</b>	<b>\$</b>



**PART C – SUPPORT MATERIAL**

Please check the boxes below to confirm that the following information is attached to this application:

- Detailed description of the proposed project
- Detailed project budget
- Curriculum vitae (professional résumé) of participating artists and/or organizational profile
- Letters of intent between artistic and non-artistic partners
- Information on the post-event evaluation process
- Recordings and printed documents

**APPENDIX A – DESCRIPTION OF SUBMITTED AUDIO OR AUDIOVISUAL SUPPORT MATERIAL**

Clearly label your support material and complete the following.

Please send three pieces on one CD. The Music Section will also accept audio support in the form of three tracks on three cued audio cassettes: one track per cassette, or one indexed DAT.

**Item 1**

Title:

Composer (if applicable):

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

Running time:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

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:

Brief description of how the support material relates to the proposed project:

Track number: \_\_\_\_\_ Time indicator: from \_\_\_\_\_ to \_\_\_\_\_ Video Standard:  VHS  DVD  
cued  Yes  No

**Item 3 (if requested in the application guidelines)**

Title:

Composer (if applicable):

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

Running time:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Track number: \_\_\_\_\_ Time indicator: from \_\_\_\_\_ to \_\_\_\_\_ Video Standard:  VHS  DVD  
cued  Yes  No