



Canada Council  
for the Arts

Conseil des Arts  
du Canada

## MUSIC SECTION

### Professional Orchestra Program: Project Funding

The attached application 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

All applications must be postmarked no later than **1 February 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 sent after the competition closing date, and applications sent by fax or email.**

#### Further Information

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Canada Council for the Arts  
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Telephone: 1-800-263-5588 (toll-free) or (613) 566-4414, ext. 5248

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

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November 2005

MUG12bE 11-05



## APPLICATION GUIDELINES – PROFESSIONAL ORCHESTRA PROGRAM: PROJECT FUNDING

### PURPOSE

The Professional Orchestra Program is intended to:

- recognize and support artistic excellence and achievement in orchestral music;
- advance the creation, development and production of Canadian works, while continuing to advocate for the vitality of the international repertoire;
- promote Canadian artists;
- encourage innovative education and outreach programs that attract and serve new audiences for orchestral music, including young audiences;
- stimulate the appreciation and enjoyment of orchestral music in Canada;
- encourage exemplary management practices within the orchestra field;
- foster mutual understanding, co-operation and collaboration among creators, performers, administrators and audiences of diverse cultural backgrounds.

Project funding contributes to a specific program, event or special initiative proposed by a professional Canadian orchestra, particularly in the areas of Canadian creation, development of young audiences and outreach/dissemination.

A project is defined as a specific event or activity taking place in a defined and concentrated period, with a clearly delineated budget. Project Funding grants may cover specific artistic, production and promotional costs associated with the project, but may not be used to support the applicant's administrative structure or overall activities. Seasons of activities are not eligible.

### ELIGIBILITY

Applicant organizations must:

- be a Canadian professional, non-profit orchestra and have a board of directors in place at the time of application;
- have completed at least one full year of professional activities;
- receive support from other levels of government, the public or the private sector;
- engage professional artistic and administrative personnel;

- demonstrate a strong commitment to Canadian creation/repertoire as part of their ongoing annual programming.

Orchestras that meet the eligibility criteria, but are new to this program, must have their work assessed by the Canada Council for the Arts on at least two occasions before they may apply to the Project Funding component of this program. It is the applicants' responsibility to ask the Music Section for an assessment of their work. One of these assessments must be on-site (live concert), but the second one can be based on audio material sent to the Music Section (preferably tapes of live performances).

Orchestras that receive multi-year support may apply in mid-cycle for a Project Funding grant, but only on a limited basis, to enable them to benefit from special initiatives or programming opportunities that were not foreseen when their long-range operating plans were formulated. This applies only if such initiatives or opportunities cannot be covered by the orchestra's general operating revenues.

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.

### DEADLINE

Applications and support documentation must be postmarked no later than **1 February 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 sent after the competition closing date, and applications sent by fax or email.**

### VALUE OF GRANT

Project Funding is available annually, and each request is evaluated by a peer assessment committee. This is not guaranteed, ongoing yearly support. Funds available for project support are limited.

Funding priorities and grant amounts are recommended by the peer assessment committee.

Retroactive funding is not available.

## **HOW TO APPLY**

Applicants must complete and submit the attached application form. The request must bear **original** signatures, although the document submitted may be a copy of the original.

### **Support Material**

The following support material must accompany the completed application form:

- two recordings illustrating the quality of the orchestra's performance;
- a completed recordings sheet listing the titles of the sample works, their composers and their playing time;
- a list of Canadian performers, conductors and composers participating in the project, if applicable;
- last season's orchestra brochure, outlining Canadian content (repertoire, guest artists, etc.);
- media reviews and brochures related to the orchestra's performance in the past (maximum of three documents).

The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. The audio or video support documentation will be returned to the applicants. Written material, including brochures and media reviews, will be kept in the applicant's file.

### **CONFIRMATION OF RECEIPT**

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

### **ASSESSMENT OF APPLICATIONS**

Applications will be assessed by a peer assessment committee, which is a representative body of specialists in the field. Committee members are also chosen to ensure fair representation of gender, regional and cultural diversity, and Aboriginal peoples. Both official languages are represented.

The committee evaluates all applications in a national comparative context, against the following criteria:

1. The artistic quality of the applicant's work, its innovative programming and the commitment to Canadian repertoire/creation demonstrated in its regular programming.

2. The merit of the proposed project, including how it contributes to:
  - the development of the organization/ applicant;
  - the development of the art form;
  - audience development, including the development of young audiences.
3. The financial viability of the proposed project (as demonstrated by the submitted budget information).
4. The ability of the applicant to carry out the project.

### **NOTIFICATION OF RESULTS**

Applicants will be notified of the results of the competition, in writing, within four months of the deadline.

### **PAYMENT OF GRANT**

In most cases, the grant will be paid in one instalment, upon receipt of any additional material or revised budget information that the Canada Council may request.

### **ACKNOWLEDGEMENT OF CANADA COUNCIL SUPPORT**

Successful applicants must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the 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 about the *Professional Orchestra Program: Project Funding*, contact Angela Birdsell, Music Section Officer.

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## Professional Orchestra Program: Project Funding

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.**

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

<b>PART A1 — IDENTIFICATION</b>	
<b>Name of applicant:</b>	<b>Name of grant recipient:</b>
<b>Address:</b>	<b>Address</b> (if different from applicant's address):
( ) ( ) Telephone Fax	<b>Email:</b> ( ) ( ) Telephone Fax
<b>PART A2 — GENERAL INFORMATION ON THE PROJECT AND THE GRANT REQUESTED</b>	
<b>Amount requested from this program: \$</b> _____	<b>Total cost of the project: \$</b> _____ (as indicated in Part C – Financial Information)
<b>Have you applied to other sections of the Canada Council for the Arts for support of this project?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please name the program to which you have applied.	
<b>Project title and brief description</b> (10 to 15 words):	
<b>Are you applying for:</b> <input type="checkbox"/> Canadian creation/repertoire project <input type="checkbox"/> Outreach/dissemination project <input type="checkbox"/> Other (specify) _____	
<b>The project will involve:</b> <input type="checkbox"/> Adult audiences <input type="checkbox"/> Young audiences	
<b>When will the project take place?</b>	<b>Estimated number of attendees:</b>
<b>Where will the project take place? What is the seating capacity of the hall?</b>	
<b>PART A3 — DECLARATION</b>	
<b>As an artistic director or general manager / administrative director,</b>	
<ul style="list-style-type: none"> <li>• I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets the eligibility criteria.</li> <li>• 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.</li> <li>• I certify that the information contained in this application is accurate and complete, to the best of my knowledge.</li> <li>• 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.</li> <li>• I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.</li> </ul>	
Name of artistic director or general manager / administrative director:	
Position:	
Signature: _____	Date: _____
<b>ORIGINAL SIGNATURES ARE REQUIRED</b>	

NAME OF ORGANIZATION:

**PART A4 — PROFILE OF ORGANIZATION**

It is your responsibility to maintain an up-to-date profile of your organization with the Canada Council once you have applied to this program.

Please describe your organization and the events or activities that have marked its development, in a maximum of 1,000 words (approximately two pages), on separate sheets. Address each of the points below. To facilitate processing, **print on one side only** of white, 8½ x 11 inch paper, with a type size larger than 11 points.

**A) Factual Information**

- The artistic mission statement of your organization
- A brief history of the organization (include date established, milestones and accomplishments)
- Other relevant information concerning ongoing activities, such as touring, special events and festivals

**B) Contextual Information**

Elaborate on the particular place and role your organization occupies in your art form and the context in which you work. That is, how do you see yourself within the ecology of your discipline in a regional, national and international (if applicable) context?

**PART B — PROJECT DESCRIPTION**

The description of the project should be directly related to the criteria against which the peer assessment committee will evaluate your application. The assessment criteria are shown in bold below. 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 response 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. Please limit your response to a maximum of 750 words, in total, for this section.

To facilitate processing, **print on one side only** of white, 8½ x 11 inch paper, with a type size larger than 11 points.

Attach details of programming for this project, if applicable.

**Assessment Criteria**

- 1. The artistic quality of the applicant's work, its innovative programming and the commitment to Canadian repertoire/creation demonstrated in its regular programming.**
- 2. The merit of the proposed project, including how it contributes to:**
  - **the development of the organization/applicant;**
  - **the development of the art form;**
  - **audience development, including the development of young audiences.**
- 3. The financial viability of the proposed project (as demonstrated by the submitted budget information).**

(Please note that Project Grants contribute only to artistic, production and promotional costs associated with the project. Grants may not be used to support the administrative structure or the general operating activities of the orchestra.)

- 4. The ability of the applicant to carry out the project.**

**NAME OF ORGANIZATION:**

<b>PART C — FINANCIAL INFORMATION: PROJECT BUDGET</b>		
<b>EXPENSES</b>	<b>Program or Event</b>	<b>Percentage of the Project Budget</b>
<b>Artistic:</b>		
Guest artists (conductor and soloists)*	\$	
Full-season contract musicians*	\$	
Per-service contract musicians and extra musicians	\$	
Other artistic expenses (specify)	\$	
<b>Concert Production:</b>		
Stage crew	\$	
Equipment and instrument rental	\$	
Performing rights	\$	
Other (specify)	\$	
<b>Hall:</b>		
Hall rental	\$	
Other hall-related expenses	\$	
<b>Marketing/Publicity/Promotion/Administration:</b>		
Advertising, publicist, promotion	\$	
Event program	\$	
Administration	\$	
<b>Total Expenses</b>	<b>\$</b>	
<b>REVENUES</b>		
Ticket sales, including passes	\$	
Broadcasting and recording fees	\$	
Corporate donations/sponsorships	\$	
Donations (individuals, foundations, trusts, etc.)	\$	
Provincial/territorial grants	\$	
Municipal grants	\$	
Contribution from orchestra's general operating budget	\$	
Other (specify)	\$	
<b>Total Revenues</b>	<b>\$</b>	
<b>Surplus (Deficit)</b>	<b>\$</b>	
<b>Amount requested from the Canada Council for the Arts</b>	<b>\$</b>	

\* If the project is taking place during the regular orchestra season, the conductor's and core musicians' fees must be included in the orchestra's overall budget.

NAME OF ORGANIZATION:

**PART D1 — SUPPORT MATERIAL**

**Have you attached the following documentation to this application?**

- Two recordings illustrating the quality of the orchestra's performance.
- A completed recordings sheet (see below), listing the titles of the sample works, their composers and their playing time.
- A list of Canadian performers, conductors and composers participating in the project, if applicable.
- Last season's orchestra brochure, outlining Canadian content (repertoire, guest artists, etc.).
- Selected media reviews and brochures related to the orchestra's performance in the past (maximum of three documents).

Given the number of applicants and time constraints, it is important to present clear, well-organized material.

**PART D2 — DESCRIPTION OF SUBMITTED AUDIO OR AUDIOVISUAL SUPPORT MATERIAL**

Clearly label your support material and complete the following.

Please send recordings on one CD if possible. The Music Section will also accept audio support in the form of tracks on separate 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):  
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):  
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