



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## MUSIC SECTION

### **Professional Choir 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**

Applications and support material must be postmarked no later than **15 May 2006**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

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

#### **Further Information**

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## APPLICATION GUIDELINES – PROFESSIONAL CHOIR PROGRAM: PROJECT FUNDING

### PURPOSE

The Professional Choir Program has two components: *Multi-Year and Annual Funding* (only Annual Funding is offered in 2006; Multi-Year Funding will be offered in 2007) and *Project Funding*.

A project is defined as a single activity taking place at a specific time, with a delineated budget. Project Funding contributions are directed towards specific artistic, production and promotional costs and may not be used to support the applicant's organizational structure or overall activities.

These grants are intended to:

- advance the creation and development of new Canadian works, and
- encourage innovative education and outreach programs that attract and serve new audiences for choral music, including young audiences.

**The Annual Funding component has its own guidelines and application form.**

### Goals for the Professional Choir Program

This program is intended:

- to contribute to the activities of professional Canadian choirs, from any cultural background, devoted to the development and presentation of choral music
- to encourage innovative education and outreach programs that attract and serve new audiences for choral music, including young audiences
- to stimulate the appreciation and enjoyment of choral music in Canada, and
- to encourage exemplary management practices within the choral field.

### ELIGIBILITY

Choirs eligible for Project Funding must:

- be an incorporated non-profit Canadian professional choir
- have **completed at least two seasons** of performance activities
- have a consistent core or membership of singers

- have a season of activities (concerts) planned that includes a variety of self-produced programs showcasing Canadian choral music works
- have a paid, professional Choral Conductor/Artistic Director and a strong administrative infrastructure to support their artistic activities
- have a board of directors
- have experienced financial stability for **at least one year**, and
- receive significant financial support from various government or private sources.

Note that children's and youth choirs are eligible for Project Funding, but are not eligible for Annual Funding.

The following are not eligible for support:

- church choirs, and
- university choirs.

Music organizations whose choir activities complement their core activities and who receive annual or multi-year support from another Canada Council for the Arts program are not eligible. Such organizations should include all their choir activities in their application to the appropriate program.

Project Funding **cannot be used for** recording, commissioning or touring projects (see the Other Programs of Support section at the end of this document for information on other grant programs).

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 material must be postmarked no later than **15 May 2006**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

**Applications postmarked after the deadline date, incomplete applications, and applications sent by fax or email will not be accepted.**

## **VALUE OF GRANT**

Project Funding is available annually and each request is subject to peer assessment. It is not guaranteed ongoing yearly support, and there are limited funds available.

The peer assessment committee's recommendations are based on the program's assessment criteria.

Retroactive funding is not available.

## **HOW TO APPLY**

Organizations may apply for either Project Funding or Annual Funding every year, but not for both.

Eligible applicants for Project Funding are required to complete the attached application form. The request must bear **original** signatures even if the actual application form submitted is a copy of the original.

### **Support Material**

Applicants must submit the following support material with their application:

- a short résumé of the Choral Conductor's/Artistic Director's career (no more than two pages)
- copies of last year's (2004-2005) and the current season's (2005-2006) programs or brochures
- a list of programs for the current season (2005-2006), if still in progress, or for the most recent completed season
- an overall budget of the choir, for both the current season (2005-2006) and the next season (2006-2007)
- recordings of three compositions made in the current year (2005-2006). The recordings should be from different concerts (if possible) and be conducted by the permanent/principal Choral Conductor. The Music Section prefers to receive audio support material on one CD (or CD-R); however, three cued audiocassettes or one indexed DAT are also acceptable
- dates of the recorded performances and a list of singers. Those who are not regular members of the choir must be clearly indicated.

The recordings must contain works of diverse styles, including Canadian compositions (except early music or specialized ensemble). Scores must be submitted for Canadian works only. **One of the works must be performed *a cappella*.**

Applicants are responsible for providing recordings of good technical quality, as decisions about artistic quality are made by listening to the choir's performance on the submitted recordings.

Originals should not be submitted. The Canada Council for the Arts is not responsible for the loss or damage, however caused, of materials submitted in support of an application. Audio and video cassettes will be returned to applicants. Written support material, including brochures and press releases, will be retained in the applicant's file.

## **CONFIRMATION OF RECEIPT**

The Canada Council for the Arts 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 composed of representative specialists in the field, with various kinds of expertise.

Committee members are also chosen to ensure fair representation of gender, regional and cultural diversity, Aboriginal peoples, genres and Canada's two official languages.

### **Assessment Criteria**

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

- excellence in musical performance, including performance of music composed by Canadians, based on the submitted audio material
- merit of the proposed project, including how the project:
  - ◇ contributes to the artistic development of the choir
  - ◇ enhances the choir's profile
  - ◇ contributes to the development of audiences, including young audiences
  - ◇ contributes to the development of the art form

- the financial viability of the proposed project (as determined by the submitted budget information) and the ability of the applicant to carry it out.

Priority will be given to projects featuring Canadian works (including Aboriginal peoples music, and music of diverse cultures and by culturally diverse artists) and music for young audiences that expands their artistic horizons.

### **NOTIFICATION OF RESULTS**

Applicants will be notified of the results of the competition, in writing, approximately four months after the deadline date. Results are not released by telephone or email.

### **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 may be requested by the Canada Council.

### **FINAL REPORT**

Upon completion of the project, the grant recipient must submit a final report and final budget. Grants are not released if final reports from previous projects have not been submitted and approved.

### **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 grant. Please consult the acknowledgement policy available from the Music Section.

### **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 with application evaluation.

### **OTHER PROGRAMS OF SUPPORT**

The Music Section also offers the following:

- funding for conductor or composer residencies (in Canada only) and for the commissioning of Canadian compositions, including works for young audiences, through the *Residencies and Commissioning of Canadian Compositions* program
- grants to conductors for professional development through the *Grants to Professional Musicians* program
- funding for recording specialized music by Canadian artists, ensembles, bands, record companies and independent producers through the *Grants for Specialized Music Sound Recording* program, and
- assistance for tours in Canada through the *Music Touring Grants* program.

### **FURTHER INFORMATION**

For further information about the *Professional Choir Program: Project Funding*, contact André Jutras, Music Section Officer.

Telephone: 1-800-263-5588 (toll-free) or  
(613) 566-4414, ext. 5071

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

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### Professional Choir 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

#### PART A1 – IDENTIFICATION

<b>Name of applicant:</b> _____	<b>Name and address of grant recipient:</b> (if different from applicant's name and address) _____ _____ _____
<b>Permanent address:</b> _____ Street and apartment/suite number _____ City _____ Province or territory                      Postal code (_____)    (_____) Telephone    Fax _____ Email    Website	<b>Mailing address:</b> _____ Street and apartment/suite number _____ City _____ Province or territory                      Postal code (_____)    (_____) Telephone    Fax _____ Email    Website

#### PART A2 – GENERAL INFORMATION ON THE PROJECT AND THE GRANT REQUESTED

<b>Amount requested from this program: \$</b> _____	<b>Total cost of the project: \$</b> _____ (as indicated in Part C1 — Financial Information)
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**Have you applied to other sections of the Canada Council for the Arts for support of this project?**  
 No     Yes    If so, please name the program to which you have applied:

**Project title and brief description:** (10 to 15 words)  
 \_\_\_\_\_

**Are you applying for:**  
 Self-produced concerts       Co-produced concerts       Rehearsals       Coaching

**When will the project take place?**  
 \_\_\_\_\_

**Where will the project take place?** (Indicate the hall's seating capacity, as well)  
 \_\_\_\_\_

#### PART A3 – DECLARATION

**As a Choral Conductor/Artistic Director,**

- 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 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 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 certify that the information contained in this application is accurate and complete, to the best of my knowledge.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

_____ Name of Choral Conductor/Artistic Director	_____ Position
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Signature **(AN ORIGINAL SIGNATURE IS REQUIRED.)** \_\_\_\_\_ Date \_\_\_\_\_

**PART A4 – PROFILE OF ORGANIZATION**

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

Please describe your organization, 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 10 points.

- Mandate of your organization
- Main goals/artistic objectives
- Geographic location and community served
- Brief history (include date established, and principal events or main accomplishments)
- Role of your organization within the arts community
- Overall budget of the choir for both the current season (2005-2006) and the next season (2006-2007), using page 5 of this application form

**PART B – PROJECT DESCRIPTION**

The description of your project should be directly related to the criteria against which the peer assessment committee will evaluate your application. The assessment criteria are set out 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 responses 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 responses 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 10 points.

**Assessment Criteria**

- **Excellence in musical performance, including performance of music composed by Canadians, based on the submitted audio material**
- **Merit of the proposed project, including how the project:**
  - ◊ **contributes to the artistic development of the choir**
  - ◊ **enhances the choir’s profile**
  - ◊ **contributes to the development of audiences, including young audiences;**
  - ◊ **contributes to the development of the art form**
- **The financial viability of the proposed project (as determined by the submitted budget information) and the ability of the applicant to carry it out**

Priority will be given to projects featuring Canadian works (including Aboriginal peoples music, and music of diverse cultures and by culturally diverse artists) and music for young audiences that expands their artistic horizons.

**Details of Programming for the Project** (indicate with an asterisk new works commissioned)

Date of Event	Location	Title of Work(s)	Composer(s)	Cdn. (√)	Duration	Performers/Soloists (if applicable)

NAME OF ORGANIZATION:

*Professional Choir Program: Project Funding /4*

<b>PART C1 – FINANCIAL INFORMATION</b>	
<b>PROPOSED PROJECT BUDGET</b>	
<b>EXPENSES</b>	<b>Concert/Event</b>
<b>Artistic:</b>	
Choral Conductor/Artistic Director's fees	\$
Accompanist's fees	\$
Soloists' fees	\$
Instrumentalists' fees (if applicable)	\$
Other (specify)	\$
<b>Concert/Event Production:</b>	
Hall rental (if applicable)	\$
Tickets	\$
Programs	\$
Music/library	\$
<b>Publicity/Promotion/Administration:</b>	
Advertising	\$
Publicity and promotion	\$
<b>Total Expenses</b>	<b>\$</b>
<b>REVENUES</b>	
Ticket sales	\$
Broadcasting and recording fees	\$
Corporate donations/sponsorships	\$
Other donations (from individuals, foundations, trusts, etc.)	\$
Provincial grants	\$
Municipal grants	\$
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>



<b>PART C2 – FINANCIAL INFORMATION: OVERALL BUDGET SUMMARY FOR THE FULL SEASON</b>		
<b>Budget 2005-2006</b>	Number of concerts:	<b>Projected 2006-2007</b>
	<b>REVENUES</b>	
	<i><b>Earned:</b></i>	
\$	Box office	\$
\$	Guarantees and sold services	\$
\$	Interest on investment	\$
\$	Broadcasting and recording	\$
\$	Other (please list, add sheets as required)	\$
	<i><b>Private Sector:</b></i>	
\$	Corporate donations/sponsorships	\$
\$	Individual donations/sponsorships	\$
\$	Foundations, committees and guilds	\$
\$	Special projects	\$
\$	Other (please list, add sheets as required)	\$
	<i><b>Government:</b></i>	
\$	Canada Council for the Arts - Overall activities	\$
\$	- Project	\$
\$	- Touring	\$
\$	- Other (please list, add sheets as required)	\$
\$	Foreign Affairs Canada	\$
\$	Canadian Heritage	\$
\$	Provincial - Overall activities	\$
\$	- Touring	\$
\$	- Other (please list, add sheets as required)	\$
\$	Municipal	\$
\$	Other (please list, add sheets as required)	\$
\$	<b>TOTAL REVENUES</b>	\$
	<b>EXPENSES</b>	
\$	Artistic (please list, add sheets as required)	\$
\$	Production and hall	\$
\$	Publicity and promotion	\$
\$	Fundraising	\$
\$	Administration	\$
\$	Other (please list, add sheets as required)	\$
\$	<b>TOTAL EXPENSES</b>	\$
\$	<b>NET</b>	\$
\$	Accumulated surplus (deficit) carried forward from last season	\$
\$	Final accumulated surplus (deficit)	\$

**PART D1 – SUPPORT MATERIAL**

**Have you attached the following documentation to this application? (Please check the appropriate boxes)**

- Résumé for Choral Conductor/Artistic Director (no more than two pages)
- Recordings of three different compositions (as described in the guidelines)
- Scores for Canadian works
- A list of singers for the recorded performances, indicating those who are not regular members of the choir
- A list of programs for the current season (2005-2006), if still in progress, or for the most recent completed season.
- Last year's (2004-2005) and the current season's (2005-2006) programs and brochures
- An overall budget for the choir, for the current season (2005-2006) and next season (2006-2007)

There are always many applicants and limited listening time. It is to your advantage to present well-organized material.

Originals should not be submitted. The Canada Council for the Arts is not responsible for the loss or damage, however caused, of materials submitted in support of an application. Audio and video cassettes will be returned to applicants. Written support material, including brochures and press releases, will be retained in the applicant's file.

**PART D2 – DESCRIPTION OF SUBMITTED AUDIO SUPPORT MATERIAL**

Clearly label your support material and complete the following.

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

**It is the responsibility of the applicant to ensure the proper functioning (playability) of all audio or video support material submitted to the Canada Council.**

**Item 1**

Title:

Composer:

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:

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**

Title:

Composer:

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