



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Career Development Program: Annual Grants to Managers and Agents

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 appropriate Music Section Officer indicated below.
Step 3	Complete all sections of the attached application form and be sure to use the support material checklist (Part G) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadline

1 October

If this date 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

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,
and enter the appropriate extension number

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

Music Program Officers:

Richard Davis, Non-Classical Music, ext. 4294
Email: richard.davis@canadacouncil.ca

Karen Barber-Ing, Classical Music, ext. 4243
Email: karen.barber-ing@canadacouncil.ca

Fax: (613) 566-4409

July 2005 / MUG20bE 7-05



STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>The Career Development Program assists Canadian professional musicians, managers and agents in the development of artists’ live performance and touring careers.</p> <p>These grants support activities that enhance public performances by artists in classical and popular traditions (non-classical) music of all world cultures. Eligible genres of music include classical, electro-acoustic, Aboriginal peoples’, folk, jazz, musique actuelle, contemporary and new, world, and other non-commercial forms of popular music. Artists performing genres that include pop/rock, urban (rap, hip hop and related “dance” genres), country, alternative and other forms of music for which an industrial infrastructure exists should contact their provincial or territorial music industry association for information on services available to them.</p> <p>This program has two components:</p> <ul style="list-style-type: none"> • <i>Annual Grants to Managers and Agents</i>, and • <i>Project Grants to Artists</i> (you can obtain information on this component from the Music Section). <p>The Annual Grants to Managers and Agents support the ongoing activities of managers and agents that contribute to career development and audience development initiatives, including national and international marketing initiatives, on behalf of Canadian professional musicians.</p>
<p>Eligibility</p>	<p>To apply to this program, managers and agents must:</p> <ul style="list-style-type: none"> • be Canadian citizens or have Permanent Residents status, as defined by Citizenship and Immigration Canada • be registered or incorporated in Canada • have been in operation for at least one year and be recognized as professional artists’ managers or agents • have an established history with the Career Development Program, as demonstrated by representing at least two artists who have received management grants in each of the two previous Career Development Program Project Grants to Artists competitions • have had total gross bookings for Canadian artists or ensembles exceeding \$50,000 in the previous year (or averaging \$50,000 per year over the previous three years, where applicable), and • include in their roster at least three Canadian professional artists in classical or popular tradition music of all world cultures. <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>Grant Amount</p>	<p>Artists’ managers and agents may apply for a grant of up to \$25,000. However, considering the limitations of the available budget, only applicants with an exceptional artistic and administrative track record may be awarded the maximum available.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Applications are assessed by a peer assessment committee set up for each competition. Committees are composed of experienced professionals from the field, selected for their expertise. Members are also selected to ensure fair representation of gender, the two official languages, Aboriginal peoples, the various parts of the country, and Canada’s cultural diverse communities.</p> <p>In extraordinary circumstances, the Canada Council for the Arts may provide the peer assessment committee with additional evaluations from independent assessors.</p> <p>Peer assessment committee decisions for this program are final recommendations for approval by the Canada Council.</p> <p>Assessment Criteria</p> <p>The peer assessment committee evaluates all applications for the Annual Grants to Managers and Agents on a national, comparative basis using the following criteria:</p> <ul style="list-style-type: none"> • the artistic quality of the roster • the accomplishments of the managers or agents, including demonstrated success in developing the careers of Canadian professional musicians • the ability of the managers or agents to develop emerging Canadian professional artists, as well as to maintain or advance the career of established artists. Special consideration will be given to managers and agents working with artists in contemporary/new music, musique actuelle, jazz, world music and Aboriginal peoples’ music, in recognition of the greater difficulties involved in promoting these genres • the quality of the specific career development strategies described by the managers or agents, and their suitability to the artistic goals of the artists on the roster. Both past accomplishments and future plans will be assessed • the ability of the managers or agents to develop public performance opportunities for artists. Both the quality and quantity of performances will be assessed, and • demonstrated effectiveness in administration and diligence in financial management.

STEP 2 — IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

No. Submit only the required material 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 week 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 **three 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.



Career Development Program: Annual Grants to Managers and Agents

Please check off your type of music: Classical Music Non-Classical Music

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 A – IDENTIFICATION AND DECLARATION

Name of applicant

Name of payee

(and address if different from permanent address)

Permanent address

Street and apartment/suite number

Street and apartment/suite number

City

City

Province/territory

Postal code

Province/territory

Postal code

() Telephone

() Fax

() Telephone

() Fax

Email

Website

Email

Website

Amount requested from this program: \$ _____ Financial year-end date: _____

Period to be covered by this grant: From _____ to _____
(day/month/year) (day/month/year)

Project title and description (10 to 15 words)

Declaration

Date: _____

As an artists' manager or agent:

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I 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 organization, and I will keep the other participants informed of the contents and outcome of this grant application where applicable.
- 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 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 information contained in this application is accurate and complete, to the best of my knowledge.**

Original signature of applicant

Position

PART B – PROFILE OF ORGANIZATION

Please describe your organization in 750 words or less, on attached pages. Address each of the points below. To facilitate copying, print on one side only of white, 8½ x 11 inch paper. Any material over the 750-word limit will not be distributed to the peer assessment committee.

- Mandate of the agency or company
- Main goals/artistic objectives

Note: The Canada Council places a high priority on Canadian creation. All applicants should indicate how their agency or company addresses this priority.

- Structure (give type of incorporation; names and titles of key personnel; number of employees; and the relationship of the organization to any others with which it has a corporate affiliation)
- Brief history (include date established, and principal events or main accomplishments)
- Role of the organization within the arts community (regionally, nationally, internationally)
- Other relevant activities, services and relevant information, including presenting, sound recording, production, etc.

PART C – DETAILS OF THE PROPOSAL

The project description should be directly related to the assessment criteria listed 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.

Your description must be detailed enough to provide the members of the committee with the information they need to make informed recommendations. We encourage you to be as concise and focused as possible. Limit your responses to a maximum of 750 words. Any material over the 750-word limit will not be distributed to the peer assessment committee.

To facilitate copying, print on one side only of white, 8½ x 11 inch paper.

Assessment Criteria

Please address the following criteria in your submission:

- The artistic quality of the roster.
- The accomplishments of the managers or agents, including demonstrated success in developing the career of Canadian professional musicians.
- The ability of the managers or agents to develop emerging Canadian professional artists, as well as to maintain or advance the career of established artists. Special consideration will be given to managers and agents working with artists in contemporary/new music, musique actuelle, jazz, world music and Aboriginal peoples' music, in recognition of the greater difficulties involved in promoting these genres.
- The quality of the specific career development strategies described by the managers or agents, and their suitability to the artistic goals of the artists on the roster. Both past accomplishments and future plans will be assessed.
- The ability of the managers or agents to develop public performance opportunities for artists. Both the quality and quantity of performances will be assessed.
- Demonstrated effectiveness in administration and diligence in financial management.

NAME OF APPLICANT: _____

PART D – ROSTER AND GROSS BOOKINGS (Please use additional sheets as required)

Name of Artists	Canadian		Foreign		Genre	Relationship Agent (A), Manager (M)	Number of Live Performances Last Complete Fiscal Year	Gross Bookings
	Emerging (✓)	Established (✓)	Emerging (✓)	Established (✓)				
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
Total Gross Bookings								\$

PART E – FINANCIAL INFORMATION

Date of financial year end: _____

REVENUES			
	Last Complete Financial Year	Current Financial Year to Date	Projected Next Financial Year
Earned			
Commissions	\$	\$	\$
Fees for service	\$	\$	\$
Artist retainer	\$	\$	\$
Royalties	\$	\$	\$
Subtotal	\$	\$	\$
Grants			
Federal	\$	\$	\$
Provincial	\$	\$	\$
Municipal	\$	\$	\$
Other	\$	\$	\$
Subtotal	\$	\$	\$
Presenting Activities : Net earnings after costs	\$	\$	\$
Other	\$	\$	\$
Total Revenues	\$	\$	\$

EXPENSES			
	Last Complete Financial Year	Current Financial Year to Date	Projected Next Financial Year
Employee Salaries and Benefits			
Director	\$	\$	\$
Other Staff	\$	\$	\$
Subtotal	\$	\$	\$
Administrative Expenses			
Office rental and maintenance	\$	\$	\$
Telephone/Fax	\$	\$	\$
Courier/Postage	\$	\$	\$
Other	\$	\$	\$
Subtotal	\$	\$	\$
Travel/Conferences	\$	\$	\$
Advertising and Promotion	\$	\$	\$
Total Expenses	\$	\$	\$

PART F – SUPPORT MATERIAL

Please submit the following support material with your application:

- Development strategies that you plan to use for the upcoming year to further the artistic goals of at least three, and no more than five, artists on your roster. Include at least one emerging artist and one established artist, where appropriate.
- Current contracts or letters of agreement between artists and managers/agents for the three to five Canadian artists for whom you are submitting development strategies. These contracts or agreements must be valid for at least six months after the application deadline.
- Touring and performance itineraries (including fees and venues) for the 18-month period immediately prior to application, for the three to five artists referred to above. State the fees you earned and describe your activities on behalf of the artists.
- Sample sound recordings for the three to five artists referred to above (one CD per artist).
- Your operating budget for the current year .
- Financial statements (audited if possible) for your last complete fiscal year. As a minimum, financial statements must include an income statement, statement of retained earnings, balance sheet, and statement of cash flows.
- Brochures and other publicity material relating to your agency and its artists who work in classical or popular traditions music.
- Your complete current artists' roster.

If you are a **first-time applicant** to this program, please also include:

- a copy of your certificate of registration or incorporation in Canada.

If you are **currently receiving funding** from this program, please also include:

- a restatement of the three main objectives set out in your last year's request, as well as a brief description of your achievements in relation to those objectives (maximum of two pages)
- a final report; at the time of application, or prior to it, currently funded organizations must submit their final report for the previous year's grant. Successful applicants with outstanding final reports will not receive their grant until all outstanding reporting is complete.

PART G – APPLICATION/PREPARATION CHECKLIST

PLEASE SUBMIT YOUR COMPLETED APPLICATION IN THE FOLLOWING ORDER:

- PART A – Identification and Declaration
- PART B – Profile of Organization
- PART C – Details of the Proposal
- Development strategies for the three to five artists on your roster presented in this application
- PART D – Roster and Gross Bookings
- Current contracts or letters of agreement for same artists
- Touring and performance itineraries for same artists
- Complete current artist roster
- PART E – Financial Information
- Operating budget for the current year
- Financial statements for your last complete fiscal year
- PART F –Support Material
- Sample sound recordings for the three to five artists referred in your application (one CD per artist)
- Restatement of objectives and related achievements set out in your last year’s request (for applicants currently receiving funding)
- Final report for the previous year’s grant (for applicants currently receiving funding)
- Certificate of registration or incorporation (first-time applicant)
- Brochures and other publicity material relating to your agency and its artists

Originals should not be submitted. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. The audio or video support material and professionally bound scores will be returned to the applicants. Written support material will not be returned to applicants.

BE SURE TO MAKE AND KEEP A COPY OF YOUR COMPLETED APPLICATION FORM

DO NOT BIND OR STAPLE YOUR APPLICATION