



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Career Development Program: Project Grants to Artists

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 Web site 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 checklist (Part H) 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 / MUG20aE 7-05



STEP 1 – PROGRAM GUIDELINES

Program Description	<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>Project Grants to Artists</i>, and• <i>Annual Grants to Managers and Agents</i> (you can obtain information on this component from the Music Section). <p>The Project Grants to Artists component provides three categories of grants (you may apply for more than one category):</p> <p>a) Management Grants</p> <p>To allow professional musicians to obtain the services of a qualified professional manager/agent to accomplish projects, with defined goals, that will enhance public performance and touring opportunities and increase audience access to works of excellence at the national and international levels.</p> <p>b) Promotional Tool Grants</p> <p>To allow professional musicians to contract with arts professionals for the development and design of promotional tools such as media kits, photographs, posters, flyers and website design.</p> <p>c) Audition Grants</p> <p>To allow professional classical musicians (singers and instrumentalists) to audition for live performance engagements. The schedule of proposed auditions must be planned by a manager or an agent. Eligible expenses include coaching prior to the audition, as well as travel, accommodation and per diem costs.</p> <p>Audition Grants are intended primarily for emerging artists who demonstrate potential for a professional international career. More established artists may sometimes be considered.</p>
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<p>Eligibility</p>	<p>Artists (individual musicians, groups/ensembles) must:</p> <ul style="list-style-type: none"> • be Canadian citizens or have Permanent Resident status, as defined by Citizenship and Immigration Canada; Canadian citizens need not be residents of Canada when they apply • be professional musicians (see definition below) • have demonstrated the commitment and ability to undertake a live performance career at the national or international level, and • be recognized professional practitioners of classical or popular traditions (non-classical) music, with a history of at least three years of public performance. <p>In addition, non-classical applicants to this program must have recorded at least one commercially available CD, released under their name or the name of an ensemble that they lead.</p> <p>The Canada Council for the Arts defines a professional artist as someone who has specialized training in the field (not necessarily in an academic institution), who is recognized as such by his or her 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.</p> <p>Please note that orchestras and choirs that wish to apply to this program must first meet the professional definitions and eligibility criteria of the Canada Council's core orchestral and choral programs. For further information, consult a Music Section Officer.</p> <p>Important</p> <ul style="list-style-type: none"> • Artists already on the roster of managers or agents currently receiving annual support from this program cannot apply for a Management Grant. However, they are eligible to apply for Promotional Tool Grants and Audition Grants. • Artists requesting funds to develop or promote their career on the international scene must demonstrate that they have had an active performance career in Canada, and that they have the ability to undertake an international performing career. • Artists who receive a Promotional Tool Grant must wait three years before applying for this category of grant again. • The applicant artist or ensemble members may not use these funds to pay themselves to complete the project (i.e. self-management and design of one's own promotional tools are not eligible activities). • Professional musicians applying to this component cannot apply to the Grants to Individual Musicians program for the same project. • Priority will be given to applicants who are not receiving operating support from the Canada Council. <p>All Canada Council for the Arts programs are accessible to Aboriginal artists and artists of diverse cultural and regional communities of Canada.</p>
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<p>Grant Amount</p>	<p>Artists may apply for a grant of up to \$5,000 for each eligible category within a single request. Therefore, the maximum grant available is \$15,000 for classical music applicants and \$10,000 for non-classical music applicants.</p> <p>Eligible costs include the salary or fees of the manager, agent or arts professional hired by artists to undertake the project; related administrative costs; and the costs of producing promotional tools. The costs of coaching prior to an audition, as well as travel, accommodation and per diem costs, are also eligible.</p> <p>Capital purchases of instruments, sound equipment or computers, or the costs of operating a website, are not eligible.</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 analyzes and evaluates all applications for Project Grants to Artists on a national, comparative basis against the following criteria:</p> <ul style="list-style-type: none"> • the quality of the artist’s work, based on the material submitted to the committee • the objectives and specific implementation strategies of the career development project • the quality of the work of the manager/agent or other arts professional proposed by the artists • the ability of the manager / agent/ arts professional to carry out the project, based on his or her professional history • the viability of the project within the time frame and budget proposed, and • funding contributions from other sources.

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: Project Grants to Artists

THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION PROVIDED ON THIS PAGE, WHEN COMPLETED

Your personal information will be maintained in Personal Information Bank CAC PPU 115 or 130. Please note that the information you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION

Name of applicant (please provide your full legal name):

Mrs. Miss Ms. Mr.

Year of birth (optional): _____

Name of payee

(and address if different from permanent address)

Permanent address:

Mailing address, if different from permanent address:

Street and apartment/suite number

Street and apartment/suite 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

DECLARATION : Please respond to the questions and statements below.

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

In which language do you prefer to communicate with the Canada Council for the Arts? English French

As an individual artist,

- 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 accept the conditions of this program as outlined in the application guidelines and agree to abide by the Canada Council's 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 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.

As a representative of a group, ensemble or collective,

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I confirm that the group, ensemble or collective 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's decision.
- I will act as sole representative of the group, ensemble or collective, 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 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.

Original Signature of Applicant

Date



Career Development Program: Project Grants to Artists

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

Please note:

- Read the program guidelines carefully before completing the form.
- The Canada Council for the Arts requires only one copy of this application form, completed in black ink to facilitate duplication, and one copy of your support material.
- The Canada Council for the Arts will not accept applications submitted by fax or email.
- Your application form must be complete or your request will be considered ineligible.
- The information that you provide from this point onward will be submitted to a peer assessment committee for review.

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

PART A – NAME AND LOCATION OF APPLICANT

Name of applicant:

Last name

First and middle names

City (permanent residence)

Province or territory

PART B – DESCRIPTION OF GRANT REQUEST

Amount requested from this program: \$ _____ (from Part E)

This project will begin on _____ and finish on _____
(day/month/year) (day/month/year)

Project title and description (10 to 15 words)

CATEGORY OF GRANT FOR WHICH YOU ARE APPLYING (check the appropriate boxes below)

Management Grants: Provide the name of the manager/agent: _____

Promotional Tool Grants: Provide the name of the arts professionals (designer, website creator, artist, photographer, etc.) proposed to undertake the project:

Audition Grants

PART C – PROFILE OF APPLICANT

Please provide artists' biographies or the group's profile in 750 words or less, on attached pages. Address each of the points below. 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.

- History of artist, group, ensemble or collective (include principal events, main accomplishments and date established).
- Main goals/artistic objectives. Note that the Canada Council places a high priority on Canadian creation. Artists should indicate how they address this issue.
- Geographic location and community/market served. Please describe the scope of performance activities, home market and current and past touring activities (regional, national or international).
- Structure, where applicable (type of incorporation; names and titles of key personnel).

PART D – PROJECT DESCRIPTION

The project description is a critical aspect of the assessment process. The goals of this program are to increase public performance and touring opportunities for Canadian artists. Securing agents/managers, promotional tools and auditions are a means to achieving these goals, but they are not the objective itself. Please clearly articulate your objectives related to enhancing your public performance opportunities, as well as the strategies you would use to achieve those objectives.

The project description should be directly related to the 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 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 focused as possible. Limit your project description to a maximum of 750 words. Any material over the 750-word limit will not be distributed to the committee.

Print on one side only of white, 8½ x 11 inch paper.

Assessment Criteria

- Quality of the artist's work, based on the material submitted to the committee.
- Objectives and specific implementation strategies of the career development project.
- Quality of the work of the manager/agent or other arts professional proposed by the artists.
- Ability of the manager/agent/arts professional to carry out the project, based on his or her professional history.
- Viability of the project within the time frame and budget proposed.
- Funding contributions from other sources.

PART E – FINANCIAL INFORMATION: PROJECT BUDGET

Please provide only the financial information related to the project for which funding is requested.

PROJECT EXPENSES	
Management Grants	
Salaries or fees (manager, agent)	\$
Administrative expenses (rent, telephone, equipment, materials)	\$
Promotional Tool Grants	
Graphic designer	\$
Photographer	\$
Copy writer	\$
Web designer	\$
Translator	\$
Audition Grants	
Coaching fees	\$
Accompanist fees for auditions	\$
Travel, accommodation and per diem costs	\$
Total Expenses	\$
Note: Total expenses must not exceed total revenues	

PROJECT REVENUES	
Amount Requested from the Canada Council for the Arts	\$
Grants	
Federal	\$
Provincial	\$
Municipal	\$
Other	\$
	\$
Fundraising	\$
Artist's Contribution	\$
Total Revenues	\$

Note – When the total expenses of the project exceeds the maximum amount eligible from this program, the applicant must indicate other revenue sources that will cover the project budget shortfall.

PART F – 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, 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, 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, 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

PART G – SUPPORT MATERIAL

All applicants must submit the following support material with their application:

- A copy of current promotional materials that includes artist's biographies and photos, and previews and reviews of performances and recordings. Classical music artists must also include a recent repertoire list.
- 18-month live performance history (a table listing date, city and venue for all public performances for the 18-month period immediately prior to the deadline date).
- Recent representative audio recordings, and, where available, video recordings of current repertoire.
- A detailed description of the recordings submitted in support of the application, using Part F of the application form.

In addition, the following information must be provided for :

Management Grants

- The professional CV of the manager or agent proposed to undertake the project.
- The current artist roster of the manager or agent proposed to undertake the project, as well as a description of the services provided to artists on the roster.
- A draft contract or letter of agreement between the artists and manager/agent, defining the services to be provided by the manager/agent and the financial arrangements for carrying out the project.

Promotion Tool Grants

- The professional CV of the arts professional proposed to undertake the project, highlighting his or her music-related experience. Provide a website link and samples of works where applicable.

Audition Grants

- The name of, and a letter of acceptance from the coach with whom the artists will be working.
- The schedule of proposed auditions prepared by the agent/manager, including information on the status of each audition (confirmed, tentative, speculative).

PART H – APPLICATION/PREPARATION CHECKLIST**PLEASE SUBMIT YOUR COMPLETED APPLICATION IN THE FOLLOWING ORDER:**

- Cover Page – Identification and Declaration
- PART A – Name and Location of Applicant
- PART B – Description of Grant Request
- PART C – Profile of the Applicant
- Recent repertoire list (**classical music artists only**)
- 18-month live performance history
- PART D – Project Description
- Management Grant Component:** Professional curriculum vitae of the manager or agent proposed to undertake the project
- Management Grant Component:** Current artist roster of the manager or agent proposed to undertake the project
- Management Grant Component:** Draft contract or letter of agreement between the artist and the manager/agent
- Promotional Tool Grant Component:** Professional curriculum vitae of the arts professional proposed to undertake the project
- Audition Component:** Name of and letter of acceptance from the coach
- Audition Component:** Schedule of proposed auditions
- PART E – Financial Information: Project Budget
- PART F – Description of submitted audio and video support material
- Current promotional materials (biographies, photos, previews and reviews of performances and recordings)
- Recent representative audio or audiovisual recordings

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**