



Canada Council
for the Arts

Conseil des Arts
du Canada

MUSIC SECTION

Residencies and Commissioning of Canadian Compositions

The attached application form must be used to apply to this program. Please read the program information sheet carefully before completing the appropriate application form. Keep a copy of the information sheet and completed form. These documents contain essential information on the conditions of grants.

Application Deadlines

Completed applications and support material must be postmarked no later than **15 January** or **15 September**. If it falls on a weekend or statutory holiday, the deadline moves to the next business day.

Late material will not be presented to the peer assessment committee and incomplete applications may be disqualified. The Music Section does not send or accept applications by fax or e-mail.

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

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

Telephone: For residencies contact **André Jutras**,
1-800-263-5588 (toll-free) or (613) 566-4414, ext. 5071

For commissioning of Canadian compositions contact
René Lavoie, Non-Classical Music, 1-800-263-5588 (toll-free)
or (613) 566-4414, ext. 5073;
Shannon Peet, Classical and New Music, 1-800-263-5588 (toll-free)
or (613) 566-4414, ext. 5111.

E-mail: andre.jutras@canadacouncil.ca
rene.lavoie@canadacouncil.ca
shannon.peet@canadacouncil.ca

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

Fax: (613) 566-4409

September 2004 / MUFO17E 9-04





Commissioning of Canadian Compositions

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 e-mail.

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

PART A – IDENTIFICATION AND DECLARATION	
APPLICANT (the application must be made by the commissioner)	
Name of performer, ensemble or organization:	Telephone: ()
Address:	Fax: () E-mail: Web site:
COMPOSER	
Name of composer:	Telephone: ()
Address:	
Citizenship: <input type="checkbox"/> Canadian citizen <input type="checkbox"/> Permanent resident of Canada since (month/year): _____ (If you are a permanent resident, please attach a copy of evidence of your legal status.)	
Name of librettist (opera/music theatre works):	Telephone: ()
Citizenship: <input type="checkbox"/> Canadian citizen <input type="checkbox"/> Permanent resident of Canada since (month/year): _____ (If you are a permanent resident, please attach a copy of evidence of your legal status.)	
PERFORMERS	
Name(s)	Professional arts organization (if applicable)
DECLARATION	
I prefer to communicate with the Canada Council in <input type="checkbox"/> English <input type="checkbox"/> French	
As the applicant/commissioner (please check off the boxes and sign where indicated),	
<input type="checkbox"/> I have read carefully the eligibility criteria for this program, which are described in the program information sheet, and I confirm that I meet these criteria.	
<input type="checkbox"/> I accept the conditions of the program as outlined in the program information sheet and agree to abide by the Canada Council for the Arts' decision.	
<input type="checkbox"/> Where applicable, I will keep the other participants informed of the contents and outcome of this grant application.	
<input type="checkbox"/> I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described on the application cover sheet.	
I certify that the information contained in this application is accurate, to the best of my knowledge, and that the statements in this application are true.	
Name of contact person:	
Position:	
Signature:	Date:

PART C – SUPPORT MATERIAL

Who will submit the support material? Please provide a name, address and business telephone number.

Note: Wherever possible, the application form and all support material should be sent together, in one package. **Listening time, while crucial to the assessment process, is limited. In order to facilitate the audio presentation of the composer's work, it is highly recommended that you cue both audio and scores.**

To whom should support material be returned? (Note: All support material will be returned, in ONE package, to the address given below.)

Name:

Address:

Signature:

Date:

Support material to be presented with this request

(for more information, see *Notice to Composers*, page 4)

- Résumé of the composer (maximum of two pages) and a list of the composer's works (maximum of 4 pages).
- Summary list of repertoire and previous activities of the commissioner (maximum of two pages).
- One example of the commissioning ensemble's, performer's and/or presenting organization's work, in the form of a CD, a cassette recording, a DAT or a VHS.
- If the composer is not a Canadian citizen, proof of his or her permanent residency status.
- Two examples of the composer's work in the form of recordings and corresponding scores (CD, one composition per cassette or DAT; recorded works should be relevant to the proposed commission); opera/music theatre applications should include at least one example of writing for voice.
- Copy of the contract or letter of agreement between the commissioner and composer, and if the commissioner is not the performer, a signed commitment from the performers.
- If applicable, a letter of authorization to set the text to music.

Opera/music theatre applications must also include the following:

- One-page written outline of the project.
- Résumé of the librettist.
- Letter of agreement between the composer and librettist.
- Two examples of the librettist's previous writing for the theatre, including a libretto, if possible.
- Synopsis of the work to be commissioned and, if available, a scene from that work, demonstrating its style.

Note: It is the responsibility of the applicant to ensure that this application and all support material are received on time by the Canada Council. **Late material will not be presented to the peer assessment committee, and incomplete applications may be disqualified. The Canada Council does not send or accept application forms by fax or e-mail.**

It is also the responsibility of the commissioner to send the following notice (page 4) to the composer and to ensure that the composer and librettist understand the application procedures and support material requirements.

NOTICE TO COMPOSERS – COMMISSIONING OF CANADIAN COMPOSITIONS**How to Present the Support Material**

The peer assessment committee has a limited time in which to assess a large number of applications and listen to hundreds of compositions (albeit extracts). If the committee has to spend time trying to identify the contents of unlabelled cassettes, the applicant will lose much of the effectiveness of his or her presentation.

Application forms and support material must be postmarked no later than 15 January or 15 September. Late material will not be presented to the peer assessment committee, and incomplete applications may be disqualified. The Canada Council does not send or accept application forms or support material by fax or e-mail.

While it is the responsibility of the commissioner to inform you of the material needed, it is your responsibility to see that it reaches to the Canada Council on time and that it includes the music you wish to present to the committee. If your material is being sent by a third party (and this should be done on an exceptional basis only), you should know what is being sent.

This is a particularly challenging competition. The following guidelines may help you to prepare your presentation:

- Send two recordings of reasonable quality; they need not be professional recordings, but they must present a good rendition of the work. Recordings are an important part of your application.
- Present the two complete works on a properly indexed DAT cassette, on two separate analog cassettes with the tapes cued to go, or on CDs. *All cassettes must be labelled with the name of the composer, titles of the works, year of composition and type of ensemble. If the audio material is in the form of a CD, make sure the same information requested for cassettes is included (i.e. year of composition, type of ensemble, etc.).* Opera/music theatre application tapes should include at least one example of writing for voice.
- Include the scores for the recordings, where applicable.
- If you wish, include a short letter (one page maximum) for the committee, underlining special circumstances relating to the commission or providing special notes on the works being presented.
- List the example of the commissioning ensemble's/performing organization's work on the next page.
- List the two recordings of the composer's work on the next page, in your preferred listening order. The peer assessment committee usually listens to no more than five minutes of the first work and between three and five minutes of the second work. The rest of the time is used for discussion and reading scores. It is vital that your work be well organized.

NAME OF APPLICANT:

COMPOSER RECORDINGS						
Provide the information indicated for the two samples of work submitted. Submit one piece per cassette (with tape cued to go), or one CD or one indexed DAT.						
Date of Recording	Title	Composer	Duration	Track Number	Dolby B, C, N/A	Cued Yes/No

COMMISSIONING ENSEMBLE'S/PERFORMING ORGANIZATION'S RECORDING						
Provide the information indicated for the sample of work submitted.						
Date of Recording	Title	Composer	Duration	Track Number	Dolby B, C, N/A	Cued Yes/No

Please note that the following equipment is available at the Canada Council:	
Audio Cassette player (Dolby B and C) CD player DAT player Turntable, 33 and 45 rpm Open-reel tape recorder (15 or 7.5 ips, ¼ track and ½ track)	Video Video cassette player (¾ in. and ½ in. VHS, and ½ in. Beta) Slide projector

The Music Section staff thank you in advance for attending to these details. High-quality presentations help the peer assessment committee in its deliberations.