



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

New Music Program: Project Funding

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 amounts, application assessment process and criteria, 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 Music Section Officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the checklist (Part F) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadline

15 March 2006

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all required 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

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STEP 1 – PROGRAM GUIDELINES

Before beginning to work on your application, please read both the general guidelines for all applicants and the specific guidelines for the program component you wish to apply to.

GENERAL GUIDELINES FOR ALL APPLICANTS

<p>Program Description</p>	<p>This Canada Council for the Arts program provides assistance to professional Canadian ensembles, performing groups, soloists, producers, presenters and non-profit organizations devoted to the development and presentation of new music. The music must be presented in public venues and before a live audience.</p> <p>Eligible forms of new music include (but are not limited to) the following:</p> <ul style="list-style-type: none"> - classical contemporary - concert - improvised - experimental - acousmatic - computer music - audio art - radio art - digital music - contemporary - musique actuelle - alternative - electro-acoustic - electronic - sound art - sound installation - soundscape - turntable art. <p>This program offers assistance through four components:</p> <ul style="list-style-type: none"> • Standard Project Grants • Special Project Grants • Solo Project Grants • Music in Alternative Spaces Grants. <p>The New Music Program: Project Funding contributes to specific costs related to particular programs, events or special initiatives proposed by applicants. A project is defined as a specific and concentrated event or activity — taking place in a short, limited period — with a clearly delineated budget.</p> <p>Seasons of activities or concert seasons are not eligible for support through this program.</p>
<p>Eligibility</p>	<p>Applicant Eligibility</p> <p>Professional Canadian ensembles, performing groups, soloists, producers, presenters and non-profit organizations devoted to the development of new music and its presentation are eligible to apply for support. The music must be presented before live audiences in public venues, and all events supported through this program must be ticketed.</p> <p>Applicants must be Canadian citizens or permanent residents of Canada, as defined by Citizenship and Immigration Canada.</p> <p>Groups may not apply to both the Concert Production and Rehearsal Program and the New Music Program.</p>

<p>Eligibility (continued)</p>	<p>All Canada Council for the Arts programs are accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.</p> <p>Project Eligibility</p> <p>Eligible projects include:</p> <ul style="list-style-type: none"> • Self-produced events in the applicant's city or town of residence. Self-produced means that the applicant truly acts as the programmer of the event and is mainly responsible for the operational framework of the presentation (co-productions are eligible if they meet this specific definition). • For ensembles or performing groups, rehearsals in preparation for a particular event, as well as rehearsals to incorporate new works into their repertoire. <p>Applicants must also refer to the specific component guidelines for additional eligibility information specific to that grant.</p>
<p>Grant Amount</p>	<p>Project funding is available annually, and each request is subject to peer committee assessment. It is not guaranteed, ongoing yearly support.</p> <p>There are limited funds available for this program, and each component offers the following grant amounts:</p> <ul style="list-style-type: none"> • Standard Project Grants – maximum of \$15,000 • Special Project Grants – maximum of \$20,000 • Solo Project Grants – maximum of \$10,000 • Music in Alternative Spaces Grants – maximum of \$5,000 (but the amount is based on the number of events, to a maximum of 10 events). <p>Grants from this program may cover specific artistic, production and promotional costs. They may not be used to support the applicant's organizational structure or overall activities.</p> <p>Retroactive funding is not available.</p>

<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>The Music Section Officer reviews all applications to this program to determine whether they are eligible.</p> <p>The Canada Council for the Arts makes its funding decisions through the peer assessment process. Eligible requests are assessed by a peer assessment committee, which is composed of specialists in music. Committee members are selected to provide a broad range of professional experience and expertise, and to provide fair representation of gender, Aboriginal peoples, regional and cultural diversity, and both official languages of Canada. New committees are formed for each competition.</p> <p>The peer assessment committee evaluates all eligible applications in a national competition, comparing applications with one another. The committee decides which applications will be funded and the grant amounts based on the availability of funds, the program objectives and priorities, and the assessment criteria listed immediately below.</p> <p>Assessment Criteria</p> <p>The assessment criteria for this program are:</p> <ul style="list-style-type: none"> • the artistic merit of the applicant’s work, including quality of practice/ performance level • the merit of the proposed project and how it relates to <ul style="list-style-type: none"> - the development of the applicant - the development of the art form - serious commitment to Canadian composers and performers - the project’s potential impact on the new music milieu on a local, regional, national and international level (where relevant) • the financial viability of the proposed project (as determined by the submitted budget information), and • the ability of the applicant to carry out the project. <p>Special Project Grants applications will be assessed on all of the criteria above, plus:</p> <ul style="list-style-type: none"> • the positioning of the project with regard to the rest of the organization’s work. <p>Music in Alternative Spaces Grants applications will be assessed on all of the criteria above plus:</p> <ul style="list-style-type: none"> • the potential impact of the project on the applicant’s community. <p>For applications by presenters, the peer assessment committee will also consider the presenter’s expertise in programming, and achievements in developing and promoting the artist(s), as demonstrated by the previous seasons of presentation. Therefore, a concise history/resumé and presenting activity must be included.</p>
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SPECIFIC GUIDELINES FOR STANDARD PROJECT GRANTS

<p>Purpose</p>	<p>Standard Project Grants contribute to specific costs related to a particular program, event or special initiative proposed by an applicant.</p>
<p>Eligibility for This Component</p>	<p>Applicant Eligibility</p> <p>Professional Canadian ensembles, performing groups, producers, presenters and non-profit organizations devoted to the development and presentation of new music are eligible.</p> <p>Project Eligibility</p> <p>Eligible projects include:</p> <ul style="list-style-type: none"> • self- or co-produced events in the applicant's city or town of residence • for ensembles or performing groups, rehearsals in preparation for a particular event, as well as rehearsals to incorporate new works into their repertoire.
<p>Eligible Expenses for This Component</p>	<p>Standard Project Grants may be used to cover specific artistic, production and promotional costs. They may not be used to support the applicant's organizational structure or overall activities.</p>

SPECIFIC GUIDELINES FOR SPECIAL PROJECT GRANTS

<p>Purpose</p>	<p>This component is available to professional Canadian new music ensembles, performing groups, producers, presenters and non-profit organizations already receiving multi-year funding from the Canada Council for the Arts. A Special Project Grant enables successful applicants to pursue creative initiatives, programming or special events that were not foreseen when their long-range plans were made.</p>
<p>Eligibility for This Component</p>	<p>Eligible Projects</p> <p>Grants from this component can be used for projects that:</p> <ul style="list-style-type: none"> • are multi-disciplinary, cross-disciplinary and cross-genre in nature • explore activity for young audiences • explore alternative dissemination avenues, such as webcasts • explore non-traditional venues on a first-time basis, or activities that stretch an organization’s mandate. <p>Events must be self-produced (or co-produced) with the responsibility for the operational framework of the presentation resting mainly with the applicant.</p> <p>Ineligible Projects</p> <p>Projects are not eligible for funding through this component if they are self- or co-produced concerts outside the applicant’s area of residence and if they were, or would normally be, included in the applicant’s multi-year operating grant budget (projects must be truly extraordinary to be funded by this component).</p>
<p>Eligible Expenses for This Component</p>	<p>Special Project Grants may be used to cover specific artistic, production and promotional costs.</p>

SPECIFIC GUIDELINES FOR SOLO PROJECT GRANTS

<p>Purpose</p>	<p>This component supports new music performers who have gained critical attention at the national or international level and who are continuing their creative work. Grants are available for producing a solo event. Composers/performers are encouraged to include more than their own compositions in the proposed event.</p>
<p>Eligibility for This Component</p>	<p>Applicant Eligibility</p> <p>Professional Canadian new music performers are eligible to apply. The eligible forms of new music practice are listed at the beginning of this document.</p> <p>Project Eligibility</p> <p>Eligible projects include:</p> <ul style="list-style-type: none"> • self-produced events in the applicant’s city or home market when the applicant, as soloist, truly acts as the programmer of the event • events that are produced in partnership with a presenting venue, as long as responsibility for the production and marketing plan still rests with and is demonstrated by the applicant.
<p>Eligible Expenses for This Component</p>	<p>Grants from this component can be used for rehearsal, production and promotional expenses.</p>

SPECIFIC GUIDELINES FOR MUSIC IN ALTERNATIVE SPACES GRANTS

<p>Purpose</p>	<p>These grants assist non-profit organizations, programmers, curators and new music artists with the costs of presenting new music events in alternative spaces. The non-profit organization (including a gallery, a museum or artist-run centre) submitting the application must be curating, co-curating, hosting or coordinating the events.</p>
<p>Eligibility for This Component</p>	<p>Applicant Eligibility</p> <p>Professional non-profit organizations are eligible, including galleries, museums and artist-run centres (visual and media arts organizations). The events must take place in their own venue and be in addition to their own programming. Also, organizations must be receiving funding from the Canada Council to be eligible.</p> <p>New music artists, collectives or organizations are not eligible to apply to this component, but are eligible to apply to the New Music Program: Project, Multi-year and Annual Funding grants.</p> <p>Project Eligibility</p> <p>Eligible projects include:</p> <ul style="list-style-type: none"> • events that are produced in partnership with the presenting venue (non-profit organization) • from one to a maximum of 10 events (promoted individually or as a series) per organization.
<p>Eligible Expenses for This Component</p>	<p>Eligible expenses include artists' fees and some production costs. A minimum of 70 percent of the grant must be applied to artists' fees.</p> <p>Grants are based on a maximum of \$500 for each event, with a maximum of 10 events.</p>

STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

No. Submit only the material requested, 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 few days 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.

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 **four 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.



New Music 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	
Name of applicant: Permanent address: <hr/> Street and apartment/suite number <hr/> City Province or territory Postal code () () Telephone Fax <hr/> Email Website	Name of person or organization that will receive the grant: Mailing address (if different from applicant’s address): <hr/> Street and apartment/suite number <hr/> City Province or territory Postal code () () Telephone Fax <hr/> Email Website
PART A2 – GENERAL INFORMATION ON THE PROJECT AND THE GRANT REQUESTED	
Amount requested from this program: \$ _____ (see the application guidelines)	Total cost of the project: \$ _____ [Is my clarification accurate?] (as indicated in Part C2 or C3 – Financial Information)
Have you applied to other sections of the Canada Council for the Arts for support of this project? <input type="checkbox"/> No <input type="checkbox"/> Yes (If you have, please name the program you have applied to.) <hr/> Are you currently receiving operating grant support from the: <input type="checkbox"/> Music Section <input type="checkbox"/> Visual Arts Section (Music in Alternative Spaces Grants) <input type="checkbox"/> Media Arts Section (Music in Alternative Spaces Grants) Does the Canada Council already have an up-to-date copy of your organization’s profile? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project title and brief description (10 to 15 words): 	
Please indicate the component you are applying to and the type of project to be funded (see the application guidelines for project eligibility and check one box from each column , below):	
<input type="checkbox"/> Standard Project Grants <input type="checkbox"/> Special Project Grants <input type="checkbox"/> Solo Project Grants <input type="checkbox"/> Music in Alternative Spaces Grants	<input type="checkbox"/> Self-produced events <input type="checkbox"/> Co-produced events <input type="checkbox"/> Rehearsals
Please identify your new music practice:	
<input type="checkbox"/> Classical contemporary <input type="checkbox"/> Contemporary <input type="checkbox"/> Concert <input type="checkbox"/> Musique actuelle <input type="checkbox"/> Improvised <input type="checkbox"/> Alternative <input type="checkbox"/> Experimental <input type="checkbox"/> Electro-acoustic <input type="checkbox"/> Acousmatic <input type="checkbox"/> Electronic <input type="checkbox"/> Computer music <input type="checkbox"/> Sound art <input type="checkbox"/> Audio art <input type="checkbox"/> Sound installation <input type="checkbox"/> Radio art <input type="checkbox"/> Soundscape <input type="checkbox"/> Digital music <input type="checkbox"/> Turntable art <input type="checkbox"/> Other (_____)	

PART A2 – GENERAL INFORMATION ON THE PROJECT AND THE GRANT REQUESTED
 (continued)

When will the project take place?

Where will the project take place? (Indicate the venue's seating capacity.)

PART A3 – DECLARATION

Please read this section carefully and sign below to confirm the statements.

As an Artist, Artistic Director or General Manager/Administrative 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 not be considered eligible if any of my final reports have not been submitted.
- 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 Artist, Artistic Director or General Manager/Administrative Director

 Position

 Signature **(AN ORIGINAL SIGNATURE IS REQUIRED)**

 Date

PART A4 – PROFILE OF ORGANIZATION (required for Standard Project Grants, Special Project Grants and Music in Alternative Spaces Grants)

It is your responsibility to maintain an up-to-date profile of your ensemble, group or organization with the Canada Council once you have applied to this program. If you are a **multi-year operating grant holder** and are applying to the **Special Project Grants component**, please use your 2005 profile.

Describe your organization and the events or activities that have marked its development, in a maximum of 1,000 words (approximately two pages). Use separate sheets, and address each of the points below. To make it easier to process your application, print on one side only of white, 8½ x 11 inch paper, with a type size larger than 10 points.

A) Factual Information

- The artistic mission statement of your organization
- A brief history (include date established, milestones and accomplishments)
- A brief outline of your activities over the past year, and before last year, including main goals/artistic objectives
- Other relevant information concerning ongoing activities, such as touring, workshops and forums

B) Contextual Information

Describe the particular place and role your organization occupies in your art form and the context in which you work. In other words, how do you see your organization within your discipline in a regional, national and international context, if this applies?

Please complete the following grids.

Ensembles and Presenters-Performers: List regular and guest musicians

Name of Musician	Instrument Played	Number of Years With Ensemble/Group	Canadian Citizen or Permanent Resident (Yes/No)

Presenters: List permanent staff (Artistic Director, Programmer, General Manager/Executive Director, etc.)

Name	Position	Number of Years With Organization	Canadian Citizen or Permanent Resident (Yes/No)

PART B – PROJECT DESCRIPTION

The description of your project should be directly related to the criteria that the peer assessment committee will use to evaluate your application. These criteria are set out in bold below. The committee will decide whether to award a grant based on the merit of your proposal compared with that of all others received in this national competition, and on the funds available.

While your description must be detailed enough to provide the members of the peer assessment committee with the information they need to make informed recommendations, you should be as concise and focused as possible. Please limit your description to a maximum of 750 words, in total, for this section. To make it easier to process your application, please print on one side only of white, 8½ x 11 inch paper and use a type size larger than 10 points.

Assessment Criteria

1. **The artistic merit of the applicant's work, including quality of practice/performance level.**
2. **The merit of the proposed project and how it relates to:**
 - the development of the applicant
 - the development of the art form
 - serious commitment to Canadian composers and performers
 - the the project's potential impact on the new music milieu on a local, regional, national and international level (where this applies).
3. **The financial viability of the proposed project (as determined by the submitted budget information).**
4. **The ability of the applicant to carry out the project.**

Special Project Grants applications will be assessed on all of the criteria above, plus the positioning of the project with regard to the rest of the organization's work

Music in Alternative Spaces grants applications will be assessed on all of the criteria above, plus the potential impact of the project on the applicant's community.

Note: For applications by **presenters**, the peer assessment committee will also consider the presenter's expertise in programming, and achievements in developing and promoting the artist(s), as demonstrated by the previous seasons of presentation. Therefore, a concise history/resumé and presenting activity must be included.

Please complete the following grid.

Details of Programming for the Project: Use an asterisk to indicate new works commissioned.						
Date of Event	Location	Title of Composition(s)	Composer(s)	Cdn.	Duration	Performers

PART B – PROJECT DESCRIPTION (cont'd)

For **Special Project Grants** only, list the artistic personnel involved in the project, including new/guest artistic participants.

Core Artistic Personnel	Guest Artistic Personnel for Project

PART C1 – FINANCIAL INFORMATION: GENERAL

For **Standard Project Grants, Special Project Grants and Solo Project Grants**, use the budget form in Part C2 (unless you are requesting support for rehearsals). Please follow the special instructions below that apply to you:

- **For co-produced events**, list the financial or other contributions of the co-producer and describe the benefits of this partnership versus self-producing. (Include a contract or letter from the co-producer outlining the arrangements/conditions of the co-production.)
- **For rehearsals**, attach a self-styled budget showing expenses. If the rehearsals are for a particular event, provide a contract or letter from the presenter outlining the arrangements/conditions of the presentation.
- **For Special Project Grants**, show your own contributions (if this applies) toward the project from your multi-year operating grant. Indicate these contributions in their specific budget categories, but mark them with an asterisk.

For Music in Alternative Spaces Grants, use the budget form in Part C3.

Note that you must provide details for all budget lines where this is requested (for example, **Other artistic expenses (provide details) in Part C2**).

PART C3 – FINANCIAL INFORMATION FOR MUSIC IN ALTERNATIVE SPACES GRANTS: PROJECT BUDGET

Please complete the following budget.

Note: The Music in Alternative Spaces Grants primarily support artist's fees (minimum of 70 percent of the grant) and other incidental expenses.

	Amount
EXPENSES	
Musicians' fees: concert	\$
Marketing and publicity	\$
Production	\$
Administration	\$
Equipment rental	\$
Other (provide details)	\$
Total Expenses	\$
REVENUES	
Earned	\$
In-kind contributions (list the contributions)	\$
Government grants	\$
Foundation/sponsorship support	\$
Other (specify)	\$
Total Revenues	\$
Amount requested from this Canada Council program	\$

PART D – SUPPORT MATERIAL

Please check the boxes that apply to you, to confirm that you have attached all the required support material to this application.

Ensembles or Presenters-Performers

- Short biographies for the members of the ensemble/group and the invited guest artists (no more than two pages in total).
- A short list of the ensemble's or group's artistic achievements.
- For rehearsal projects, the contract or letter from the presenter (see Part C1).
- For rehearsal projects, a self-styled budget showing expenses (see page 5 of this application form).
- Two recent audio samples of the applicant's work (provide details in Part E).

Presenters

- A short history/profile of the applicant's presenting activities.
- Information on the artists presented, including their biographies.
- Two recent audio samples (provide details in Part E) and other relevant documentation on the artists.

Special Project Grants Applicants

- The applicant's organizational profile (for 2005 or 2006).
- A description (history or biography) of the artistic collaborators (where this applies).
- Audio and/or video documentation for both the applicant and guest artists/partners.

Solo Project Grants Applicants

- A short biography for the performer, listing his or her artistic achievements (no more than two pages in total).
- A marketing plan, indicating how the applicant will reach the target audience.
- Three recent examples of the applicant's work, directly related to the project. Submit samples on a CD, one indexed DAT, or three clearly marked and labelled cassettes (one complete work per cassette). Provide details in Part E.
- If the project relies on commissioned work, confirmation from the composer that the work has been or will be completed before the event.

Music in Alternative Spaces Grants Applicants

- A clear description of the event(s), including how this activity fits within the applicant's artistic vision (one page maximum).
- Information on the artists performing, including biographies and media material (where available).

PART D – SUPPORT MATERIAL (continued)

- Recent audio examples of the artists' work, directly related to the project, on a clearly marked CD, indexed DAT, or cassettes (one work per tape) — (one example per artistic event). Provide details in Part E.

Note: If audio support material is not available for participating groups and ensembles, you may submit samples of the work of individual artists participating in the project, or work from similar groups or ensembles that include at least one artist who is participating in the project.

All Applicants

- Media reviews and recent brochures (maximum of three documents).
- The contract or letter from the co-producer (see Part C1).
- Scores and audio documentation for projects centring on a single composer or work.
- For applicants applying for a **second (or subsequent) project**, a final report (or interim report if the project is not yet completed), submitted as a separate document.

There are always many applicants, and the peer assessment committee has limited listening and viewing time. It is to your advantage to present well-organized material.

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 you. Written support material will not be returned.

PART E – DETAILED DESCRIPTION OF SUBMITTED AUDIO OR AUDIOVISUAL SUPPORT MATERIAL

Clearly label your support material and complete the following.

Please send your audio pieces all on one CD or one indexed DAT. If you are submitting cassettes, put each sample on a separate, cued audio cassette. In other words, use two cassettes if you submit two samples.

Item 1

Title:

Composer (if this applies):

Applicant's credit/role (for example, performer, composer, conductor or 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 this applies):

Applicant's credit/role (for example, performer, composer, conductor or 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 applicable)

Title:

Composer (if this applies):

Applicant's credit/role (for example, performer, composer, conductor or 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 F – CHECKLIST

Please submit your completed application in the following order:

- PART A1 – Identification
- PART A2 – General Information on the Project and the Grant Requested
- PART A3 – Declaration (with original signature of applicant)
- PART A4 – Profile of Organization
- PART B – Project Description
- PART C – Financial Information
- PART D – Support Material
- PART E – Detailed Description of Submitted Audio or Audiovisual Support Material

**BE SURE TO MAKE AND KEEP A COPY OF YOUR COMPLETED APPLICATION FORM.
DO NOT BIND OR STAPLE YOUR APPLICATION.**