



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

Music Festivals Travel Grants

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 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.

Deadlines

- **15 February, for festivals taking place between 1 June and 30 November**
- **15 September, for festivals taking place between 1 December and 31 May**

If either deadline 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 and New Music, ext. 4243

Email: karen.barber-ing@canadacouncil.ca

Fax: (613) 566-4409

September 2005 / MUG18bE 9-05



STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>Music Festival Travel Grants assist professional Canadian musicians to perform at Canadian festivals, outside their province or territory of residence, at which they have not previously performed. This assistance is designed to introduce artists at an early stage of their career to a wider public and experienced artists to new audiences.</p> <p>Festivals are generally defined as curated non-profit, professional arts festivals where music is the main or a major component, which feature a number of artists and last more than one day, but take place within a concentrated time period and typically utilize more than one performance venue.</p>
<p>Eligibility</p>	<p>Professional artists who are Canadian citizens or permanent residents of Canada may apply.</p> <p>Professional solo musicians, groups, bands, ensembles and collectives performing repertoire from classical and non-classical traditions are eligible.</p> <p>The Canada Council for the Arts defines a professional artist as someone who:</p> <ul style="list-style-type: none"> • has specialized training in the field (not necessarily in academic institutions) • is recognized as a professional by her or his peers (artists working in the same artistic tradition) • is committed to devoting more time to the artistic activity, if financially feasible, and • has a history of public presentation. <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 orchestral and choral programs.</p> <ul style="list-style-type: none"> • Applicants may submit a maximum of one request per deadline. • Festivals may prepare and submit applications on behalf of professional artists to a maximum of five applications per deadline. Eligible applications will include both the signatures of the artist (original signature) and the presenting festival (facsimile signature acceptable) on the form, accompanied by a signed contract from the festival. • The performance must be part of a Canadian festival held outside the artists' province or territory of residence. Residents of large provinces or territories may be admissible for in-province travel. • Travel to festivals that take place within an 800 kilometres radius of the artists' place of residence are not eligible. • The artists must be performing at the festival for the first time. • Artists must receive a professional fee for their appearance(s). • Artists must perform in ticketed venues or, if attendance at the festival is free, on the main stage. <p>All Canada Council for the Arts programs are accessible to Aboriginal artists or arts organizations and artists or arts organizations of diverse cultural and regional communities of Canada.</p>

<p>Grant Amount</p>	<p>There are no minimum or maximum amounts that may be requested or received through this program. Grants will vary according to individual requests and the peer assessment committee's evaluations.</p> <p>Applicants may not be awarded the full amount requested. Retroactive funding is not available.</p> <p>Eligible Expenses</p> <p>The grant covers the estimated cost (using the most economical means) of round trip travel between the artists' place of residence and the festival location.</p> <p>Only artists' travel costs are eligible. The festival or the artists are responsible for the travel costs of tour managers and technicians, extra baggage charges, instrument transportation costs, instrument rentals, etc.</p> <p>Artists are free to travel any way they choose or to combine the festival appearance with other performances. Where artists choose or need to travel by other means, the equivalent of the excursion airfare will generally be awarded.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>A peer assessment committee evaluates eligible applications. The committee is a representative body of specialists in the field, whose members are also chosen to ensure balanced representation of gender, genres, both official languages, Aboriginal peoples, and regional and cultural diversity.</p> <p>The peer assessment committee establishes funding priorities based on the overall merit of each application in comparison with all other applications in a national competition, according to the assessment criteria and subject to the availability of funds.</p> <p>Assessment Criteria</p> <p>The assessment criteria are as follows:</p> <ul style="list-style-type: none"> • the artistic merit of the applicant's proposal, based on the assessment of the submitted material (especially the audio support material) • the value of the festival performance to the development of the artists' career (priority will be given to performances that represent a new market development opportunity) • the artistic quality of the festival and its contribution to the development of the music milieu in Canada • the presentation of Canadian music (i.e. music created by Canadian composers and writers of all cultures), and • the demonstrated commitment of the festival to pay a reasonable fee and its ability to support the performance (e.g. presentation history, technical capacity, quality of venue).

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 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.



Music Festival Travel Grants

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/artist (group/band/ensemble/collective): If applicable <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. Year of birth (if you are an individual artist): _____ Address: (_____) _____ Telephone (residence) (_____) _____ Telephone (business) (_____) _____ Fax _____ Email _____ Website address	Name of payee (if different from the applicant): If applicable <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. Title: Address (if different from applicant’s address): (_____) _____ Telephone (residence) (_____) _____ Telephone (business) (_____) _____ Fax _____ Email _____ Website address																
<table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;">Name of Presenting Festival</td> <td style="width: 50%; border: none;">Date of performance</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Contact name</td> <td style="border: none;">Title</td> </tr> <tr> <td style="border: none;">(_____) _____</td> <td style="border: none;">(_____) _____</td> </tr> <tr> <td style="border: none;">Telephone</td> <td style="border: none;">Fax</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Email</td> <td style="border: none;">Festival website address</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>		Name of Presenting Festival	Date of performance	_____	_____	Contact name	Title	(_____) _____	(_____) _____	Telephone	Fax	_____	_____	Email	Festival website address	_____	_____
Name of Presenting Festival	Date of performance																
_____	_____																
Contact name	Title																
(_____) _____	(_____) _____																
Telephone	Fax																
_____	_____																
Email	Festival website address																
_____	_____																
Amount requested from this program: \$ _____																	
DECLARATION Date: _____ Please respond to the following questions and statements. 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.) <input type="checkbox"/> Yes <input type="checkbox"/> No In which language do you prefer to communicate with the Canada Council? <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> I am a Canadian citizen or have Permanent Resident status, as defined by Citizenship and Immigration Canada. <input type="checkbox"/> I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria. <input type="checkbox"/> I accept the conditions of this program and agree to abide by the Canada Council for the Arts’ decision. <input type="checkbox"/> 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. <input type="checkbox"/> 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 this application are accurate and complete, to the best of our knowledge.																	
Original signature of applicant/artist: _____ Applicant/Artist _____ Name (please type)	Festival Declaration: _____ Signature of festival representative (facsimile acceptable) _____ Name (please type)																

PART B – PROJECT DESCRIPTION

The description of the 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 focused as possible. Please limit your responses to a maximum of 750 words, in total, for this section.

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

Assessment Criteria

- 1. The artistic merit of the applicant's proposal, based on the assessment of the submitted material (especially the audio support material).**
- 2. The value of the festival performance to the development of the artist's or artists' career(s) (priority will be given to performances that represent a new market development opportunity).**
- 3. The artistic quality of the festival and its contribution to the development of the music milieu in Canada.**
- 4. The presentation of Canadian music (that is, music created by Canadian composers and writers of all cultures).**
- 5. The demonstrated commitment of the festival to pay a reasonable fee, and its ability to support the performance ([i.e.] presentation history, technical capacity, quality of venue, etc.).**

PART C – FESTIVAL BACKGROUND INFORMATION

Please provide one or two pages of background information about the inviting festival, including a website address, if applicable.

PART D – PERFORMING PERSONNEL, INSTRUMENTATION AND ESTIMATED TRAVEL COSTS
 (use additional sheets if necessary)

Festival location: _____

Number of performers represented in this application: _____

Provide the names of performers, the instrument played, indicate the place of residence and give an estimate of the travel cost per performer.

Names of Performers	Instrument Played / Singer	Place of Residence	Estimated Travel Cost (Fare)
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Grant Requested			\$

PART E – PERFORMANCE REPERTOIRE

Describe the works to be performed (add pages if necessary).

	Title	Composer	Duration (min:sec)	Canadian Composition (✓)	Included in Audio Support Material (✓)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

PART F – DESCRIPTION OF SUBMITTED AUDIO OR VIDEO SUPPORT MATERIAL

Clearly label your support material and complete the following.

Please send three pieces on one CD or CD-R. 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, etc.):

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, etc.):

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 (if applicable):

Applicant's credit/role (e.g. performer, composer, conductor, stage director, etc.):

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 TO BE SUBMITTED

You must submit the following support material with your application:

- a signed contract from the festival (letters of intent are not sufficient) that outlines details of the performance (date and venue) and demonstrates the presenter's financial commitment (fee, accommodation, etc.)
- one or two pages of background information about the inviting festival (including a website address, if applicable)
- the list of repertoire to be performed at the festival, which should include Canadian works
- public performance history over the previous 18 months
- a promotional or media kit containing the applicant's career history, reviews, etc., and
- a travel quote (from a travel agent, airline or on-line travel reservation service) for the proposed destination and travel dates.

Audio Support

All applicants are required to submit recordings of three different pieces that clearly illustrate their work as a performer and/or composer.

You are responsible for providing recordings of good technical quality, because the assessors make decisions about artistic quality by listening to the submitted recordings.

The Music Section prefers to receive the audio support material on CD (or CD-R).

The Music Section will accept audio support in the form of three tracks on:

- a) CD or CD-R (CDs must be playable on a conventional audio CD player), or
- b) three cued audio cassettes (one track per cassette), or
- c) one indexed DAT.

Note: You are responsible to ensure the proper functioning of all audio/video support material submitted to the Canada Council.

The peer assessment committee will listen to some or all of three recent examples of your work.

Where possible, include Canadian works in this selection.

The pieces you select should be part of the repertoire that you will perform at the festival. To the extent possible, submit recordings featuring the artists who will be performing at the festival.

Live recordings are welcome. You may want to send demo-quality tapes done at rehearsals and featuring your current repertoire, as well as your most recent commercial recordings.

Video Support (optional)

Videos are useful only if they portray live performances. If you send a live-performance video, please cue it to where you want the committee to start watching.

Video must be submitted in VHS or DVD format.

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

- PART A – Identification and Declaration (with original signature of applicant/artist)
- PART B – Project Description
- PART C – Festival Background Information
- PART D – Performing Personnel, Instrumentation and Estimated Travel Costs
- PART E – Performance Repertoire
- Public Performance History Over the Previous 18 Months
- Signed Contract
- Transportation Quotes
- PART F – Description of Submitted Audio and Video Support Material
- Promotional or Media Kit (one copy)
- Audio Material (one copy)
- Video Material (one copy, if applicable)

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.**