**Canada Council
for the Arts**   **Conseil des Arts
du Canada**

MUSIC SECTION

Music Festivals Programming Project 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 G) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

- **15 September, for festivals taking place between 1 December and 31 May**

- **15 February, for festivals taking place between 1 June and 30 November**

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

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STEP 1 — PROGRAM GUIDELINES

Program Description	Music Festivals Programming Project Grants assist Canadian non-profit music festivals to produce specific projects within their overall festival programming. The Canada Council for the Arts' assistance is intended to support original and interpretive programming involving Canadian artists that includes elements of artistic risk and vision, and that challenges audiences.
	Assistance is designed to encourage music festivals to develop new programming initiatives, enhance existing programs, and introduce Canadian artists from diverse regions and cultural backgrounds to new audiences.
	Priority will be given to projects featuring Aboriginal music, music of diverse cultures and by culturally diverse artists, and music for young audiences that expands their artistic horizons. The presentation of Canadian works is also a priority of this program. Projects involving forms of music such as baroque and early music, where few Canadian works exist, must feature Canadian soloists and/or conductors.
	These are a few **examples** of eligible projects:
	• a special concert or series of concerts resulting from a collaborative artist residency
	• the premiering of a large-scale Canadian work commissioned by or for the festival
	• innovative thematic programming as part of a single or multi-venue festival, and
	• the programming of artists performing styles of music that are new to the festival and that enhance its general programming.
	The overall music festival is not the project. These project grants are intended to fund specific components of festival programming. Applicants must clearly define their project, as in the examples above. **Applicants submitting their entire program for funding will be considered ineligible.**
Eligibility	Music festivals eligible for support under this program:
	• present the music festival as the applicant's core activity
	• 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
	• have as their purpose the dissemination of music and feature music as their sole or primary artistic discipline
	• are curated events displaying a distinct artistic vision
	• are national in the scope of their programming and must have representation from three provinces or territories in addition to their own (**Note:** The purpose of the program is not primarily to bring out-of-province artists to the festival; representation from a variety of provinces and territories is understood to be a core part of an eligible festival's regular activity)

Eligibility (continued)	• have presented at least two full editions by the date of application and be produced by a Canadian non-profit organization

• demonstrate community support through earned revenues (usually in the form of ticket sales), funds raised, gifts- and/or services-in-kind, and volunteer support

• pay professional artists' fees, and

• present one or more of these forms of music: classical, electro-acoustic, Aboriginal, folk, jazz, musique actuelle, contemporary and new, world and other non-commercial forms of popular music.

Music festivals may submit only one request to this program per fiscal year (1 April to 31 March). Organizations currently receiving operating funds from the Canada Council for the Arts are not eligible to apply.

Multidisciplinary festivals that include music programming may apply to the Multidisciplinary Festivals Project Grants program of the Canada Council's Inter-Arts Office.

All Canada Council programs are accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.

First-time applicants must contact the appropriate Music Section Officer to clarify the eligibility of their project prior to applying. |
| **Grant Amount** | Applicants may request contributions towards:

• artistic costs (artists' performance fees, travel expenses, accommodation and per diem expenses, etc.)

• production costs (sound equipment, crew, staging, lighting, venue rental), and

• promotional and publicity costs, including programs.

Only costs directly related to the proposed project may be included.

Applicants must not claim expenses already funded through other granting programs such as the Canada Council for the Arts' Music Touring Grant Program and the Department of Canadian Heritage Arts Presentation Canada Program. Operating costs, administrative salaries and other costs not directly related to programming are also not eligible for support.

Contributions are available to a maximum of $20,000 per festival. Given the limited funds available for this program, applicants may not always be awarded the full amount they requested. |

Assessment of Applications	**Assessment Process** Applications are evaluated by peer assessment committee members, drawn from the relevant music communities and selected for their expertise. Committee members are also selected to ensure fair representation of gender, regional and cultural diversity, Aboriginal peoples, various genres of music, and Canada's two official languages. **Assessment Criteria** The committee will assess project applications in a national competitive context, based on the following criteria: • excellence in the quality of project programming and merit of the artistic goals of the project (that is, relevance of the project to the music festival's mandate, resources and audience) • presentation of Canadian music (that is, music created by Canadian composers and writers of all cultures) • development of Canadian artists, including featured soloists and conductors, and • presentation of a realistic budget for the project, within the context of the overall festival budget. In addition, the peer assessment committee will prioritize projects that respond to the Canada Council for the Arts' identified priorities, which include: • Aboriginal music and artists • culturally diverse music and artists, and • programming of challenging music for young audiences that expands their artistic horizons.

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.

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.

![Canada Council for the Arts / Conseil des Arts du Canada logo]

Music Festivals Programming Project Grants

Please check your genre of music: ☐ Classical and New 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 applicant's address)

Address:

_____
Street and apartment/suite number

_____
City

_____
Province/territory   Postal code

(_____)   (_____)
Telephone   Fax

_____
Email   Website

_____
Street and apartment/suite number

_____
City

_____
Province/territory   Postal code

(_____)   (_____)
Telephone   Fax

_____
Email   Website

Amount requested from this program: $ _____

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

Project title and descripton (10 to 15 words)

DECLARATION

I prefer to communicate with the Canada Council in ☐ English ☐ French

As a representative of an organization,

- 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 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 certify that the information contained in this application is accurate and complete, to the best of my knowledge. 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.

_____
Name of contact person

_____
Position

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

_____
Date

PART B – PROFILE OF THE ORGANIZATION

Please describe your organization on attached pages. Address each of the points below. To facilitate processing, print on one side only of white, 8½ x 11 inch paper. Please limit your responses to a maximum of 750 words, in total, for this section.

- Mandate of your organization (if applicable).

- Main goals/artistic objectives.

- Structure (state type of incorporation, names and titles of key personnel, names of members of the board of directors, number of employees, and the relationship of your organization to any other organizations with which it has a corporate affiliation).

- Geographic location and community served.

- Brief history (include date established, and principal events or main accomplishments).

- Role of your organization within your community (describe the impact of your festival on the music milieu and audience).

PART C – PROJECT DESCRIPTION

The description of the project should be directly related to the criteria by 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.

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

Assessment Criteria

- **Excellence in the quality of project programming and merit of the artistic goals of the project (that is, relevance of the project to the music festival's mandate, resources and audience).**

- **Presentation of Canadian music (that is, music created by Canadian composers and writers of all cultures).**

- **Development of Canadian artists, including featured soloists and conductors.**

- **Presentation of a realistic budget for the project, within the context of the overall festival budget.**

In addition, the peer assessment committee will prioritize projects that respond to the Canada Council for the Arts' identified priorities, which include:

- **Aboriginal music and artists**

- **culturally diverse music and artists, and**

- **programming of challenging music for young audiences that expands their artistic horizons.**

PART D – TABLE OF PROPOSED PROJECT PARTICIPANTS (Please use additional sheets as required)								
				PROPOSED BUDGET				
ARTISTS	NUMBER OF MUSICIANS	PROVINCE OR TERRITORY OF ORIGIN	STATUS OF BOOKING (* C , F, T or S)	Fee	Accommodation	Travel	Hospitality/ Per diem	TOTAL
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
				$	$	$	$	$
TOTAL ARTISTIC COSTS				$	$	$	$	$

*C: contracted;   F: negotiations concluded;   T: negotiations underway;   S: speculative

PART E – PROJECT FINANCIAL INFORMATION		
PROJECT SPECIFIC EXPENSES		
	Projected	**Actual** (Successful applicants only)
Artistic costs (carry over from totals in Part D)		
Fees	$	$
Accommodation	$	$
Transportation	$	$
Hospitality/per diem	$	$
Production costs		
Venue rental	$	$
Sound equipment	$	$
Lighting	$	$
Crew	$	$
Staging	$	$
Promotional and publicity costs (describe below)		
	$	$
	$	$
Total Expenses	$	$
PROJECT SPECIFIC REVENUES		
	Projected	**Actual** (Successful applicants only)
Earned revenues (ticket sales, etc.)	$	$
Fundraising	$	$
Sponsorships	$	$
Grants from other agencies		
- Federal	$	$
- Provincial/territorial	$	$
- Municipal	$	$
Total Revenues	$	$

_____

PART F – DESCRIPTION OF SUBMITTED AUDIO OR AUDIOVISUAL SUPPORT MATERIAL

Clearly label your support material and complete the following.

The Music Section will accept audio support in the form of CDs, cued audio cassettes or indexed DATs. Provide and identify one representative excerpt (audo or video) for each of the artists featured in this project. Please use additional sheets if required.

Item 1

Title:
Composer (if applicable):
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 applicable):
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

Title:
Composer (if applicable):
Applicant's credit/role (for example, performer, composer, 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 G – APPLICATION PREPARATION/CHECK LIST

PLEASE SUBMIT YOUR COMPLETED APPLICATION IN THE FOLLOWING ORDER:

☐ PART A – Identification and Declaration

☐ PART B – Profile of the Organization

☐ PART C – Project Description

☐ PART D – Table of Proposed Project Participants

☐ The list of repertoire to be performed within this project, which must include Canadian works

☐ Media/promotional materials of the artists to be featured in the project (that is, biographical material)

☐ PART E – Project Financial Information

☐ The overall programming outline for the upcoming festival

☐ The overall budget for the upcoming festival

☐ The most recent financial statements available (audited, if possible) from the previous festival

☐ A copy of the applicant's certificate of registration as a non-profit organization

☐ A maximum of three reviews of the most recent festival

☐ PART F – Description of submitted audio and video support material

☐ Program books or similar materials from the last festival presented

☐ Sound and/or video recordings of the artists to be featured in the project

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