



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

MUSIC SECTION

The Flying Squad: An Organizational Development Program in Music

You must use the attached form to apply to this program. Please read the program summary carefully before completing the application form, and keep a copy of the summary and the completed form. These documents contain essential information on the conditions of grants.

Please contact a flying squad co-ordinator to discuss your project before applying to this program.

Application Deadlines and Notification Dates

Application Deadlines	Notification Dates
1 April	15 June
1 October	15 December

Your completed application, accompanied by all required support material, must be postmarked no later than the deadline dates. If either date falls on a weekend or statutory holiday, the deadline moves to the next business day.

The Canada Council for the Arts will not accept applications postmarked after the deadline, incomplete applications, or applications submitted by fax or email.

Confidentiality of Information

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council will maintain your personal information 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 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: 1-866-359-7782 (toll-free) or 613-566-4443. Leave a message for the flying squad co-ordinators, as instructed on the voice message system. Calls are usually returned within 48 hours. (The co-ordinators are external to the Canada Council and cannot be reached at the Canada Council's toll-free number.)

**Flying Squad Co-ordinators:
Joan Bosworth and Francine d'Entremont**

Email: constance.boyer@canadacouncil.ca

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

Fax: 613-566-4409

September 2006 / MUG26E 9-06





The Flying Squad: An Organizational Development Program in Music

If you are completing the application on a computer, please use the following format. Type or print in black ink.
MUSIC SECTION, CANADA COUNCIL FOR THE ARTS, 350 ALBERT ST., P.O. BOX 1047, OTTAWA ON K1P 5V8

PART A1 – APPLICANT INFORMATION

Name of applicant (organization or association/group):

Name of contact person: _____ Telephone: () _____

Name and title of person or people who will benefit from the consultation, mentorship or professional development project:

Address of applicant:

Street and suite number

City _____ Province or territory _____ Postal code _____

() _____ () _____

Telephone _____ Fax _____ Email _____

PART A2 – TYPE OF GRANT

Brief description of project (maximum of 25 words):

Name of specialist/mentor: _____

Component:

- I – Organizational Research and Planning II – Mentorship
- III – Collaborative Initiatives IV – Professional Development

(You may apply to Component III or IV if you are applying to Component I or II. No other combinations are possible. See the program summary for details.)

Project start date _____ and end date _____
(day/month/year) (day/month/year)

PART A3 – DECLARATION

Please check the boxes below to confirm the following:

- I am the Artistic Director, Administrator/General Manager or Board President/Chairperson, and the organization I represent has received operating or production project support from the Canada Council Music Section during the past three years.
- I am the representative of an association or group of music organizations, of which a majority has received operating or production project support from the Canada Council Music Section during the past three years.
- I have read carefully the eligibility criteria for this program, which are described in the program summary, and I confirm that the organization I represent meets these criteria.
- I will act as the sole representative of the applicant, and I will keep the other participants informed of the contents and outcome of this grant application.
- I have already submitted all final reports for previous Canada Council grants. I understand that my application will be ineligible if any of my final reports are outstanding.
- I accept the conditions of this program and 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 cover page.
- I agree to abide by the Canada Council for the Arts' decision.
- I want this application to remain confidential. (Applicants that wish their application to remain confidential must specifically request confidentiality.)

I certify that the statements in my application are true and complete, to the best of my knowledge.

Name: _____

Signature: _____

Date: _____

AN ORIGINAL SIGNATURE IS REQUIRED.

PART B – FINANCIAL INFORMATION**Guidelines for Fees for Specialists**

The Canada Council recognizes that there is a significant range in the fees charged by specialists who may act as full- and part-time professional consultants. Many specialists bill only for the time spent working directly with a client, either in person or over the phone. Specialists who bill in this way often have higher daily fees to make up for the time they spend on research, planning and report writing.

The Flying Squad program supports the professional fees of specialists for the time they spend doing off-site research, planning and report writing (which may include time spent analyzing the project) as well as for the time they spend in on-site meetings and activities. The Canada Council no longer sets a maximum allowable fee, but expects you to be able to accomplish the project with the awarded grant amount. When you are negotiating fees with specialists, ask them to provide a breakdown of the time they will bill for off-site research, planning and/or report writing as well as for on-site meetings and activities.

The peer assessment committee will take into account the amount of time proposed for on- and off-site work by specialists in assessing the suitability of the specialists chosen and the feasibility that the applicant will achieve the projected outcomes, goals and objectives. If committee members are supportive of the project but find that a disproportionate amount of time is proposed for off-site work, they may elect to reduce the size of the grant to reflect a more appropriate amount of time.

Please contact a flying squad co-ordinator if you have questions regarding fees or other expenses that are eligible for support through this program.

Specify the costs of the project (according to the guidelines provided in the program summary):

I - Organizational Research and Planning**A) Specialist's fees** (see guidelines above):

- off-site research, planning and report writing (____ days x \$ ____ daily fee) \$ _____
- on-site activities and time spent working directly with the client (____ days x \$ ____ daily fee) \$ _____

Total A (maximum of \$8,000) \$ _____

B) Travel costs for the specialist or the applicant:

- Travel (if from out of town, use the economy rate and specify)
_____ \$ _____
- Per diem (____ days x \$50, if from out of town) \$ _____
- Accommodation (if from out of town — specify)
_____ \$ _____

Total B (maximum of \$2,000) \$ _____

Total grant requested (A + B, maximum of \$10,000) \$ _____

PART B – FINANCIAL INFORMATION (continued)

II – Mentorship

- Salary for person being mentored (_____ weeks x a maximum of \$600) \$ _____
- Mentor’s honorarium (_____ weeks x \$200, to a maximum of \$1,000) \$ _____
- Subtotal** (maximum of \$8,000) \$ _____
- Travel for person being mentored (if going out of town, use the economy rate and specify)
_____ \$ _____
- Accommodation and per diem (maximum of \$100 per day) for person being mentored (if going out of town — specify) _____ \$ _____
- Subtotal** (maximum of \$2,000) \$ _____
- Total grant requested** (maximum of \$10,000) \$ _____

III - Collaborative Initiatives

(Identify the specific expenses involved for a group or an association.)

- Specialist’s fees (see guidelines on previous page)
 - off-site research, planning and report writing (_____ days x \$_____ daily fee) \$ _____
 - on-site activities and time spent working directly with the client (_____ days x \$_____ daily fee) \$ _____
- Specialist’s per diem (_____ days x \$50, if from out of town) \$ _____
- Travel (if from out of town, use the economy rate and specify) _____ \$ _____
- Accommodation (if from out of town — specify) _____ \$ _____
- **Minus:** Your contribution and other sources of funding (specify) \$ _____
- Total grant requested** (maximum of \$10,000) \$ _____

IV - Professional Development

- Registration fees for workshop or seminar \$ _____
- Per diem (_____ days x \$50, if going out of town) \$ _____
- Travel (if going out of town, use the economy rate and specify) _____ \$ _____
- Accommodation (if going out of town — specify) _____ \$ _____
- **Minus:** Your contribution and other sources of funding (specify) \$ _____
- Total grant requested** (maximum of \$2,500) \$ _____

PART C – OTHER SOURCES OF FUNDING

Are you seeking other sources of funding for this project? Yes No

Are you seeking other sources of funding for a related project? Yes No

If you answered yes, where else are you seeking funding (for example, Department of Canadian Heritage, province or municipality, foundations)? _____

Name of the officer or contact person there: _____

His or her telephone number: _____

Amount of this other funding request: _____

Expected date of notification for this other funding request: _____

PART D – SUPPORT MATERIAL

Attach a brief outline of the proposed project. In the outline, identify the specific needs of your organization, how the consultation, mentorship or professional development project will address these needs, and what effect this project is expected to have on your organization.

Attach a one-page schedule for the project (including a work plan), background information on the specialist, a letter of intent from the chosen specialist/mentor confirming his or her agreement to participate in the project (if the grant is approved), and the profile and artistic mission statement of your organization.

If you are applying to Component II and are requesting a salary (up to \$600 per week), you must demonstrate your need for this support (for example, you are taking unpaid leave to undertake the mentorship).

If your project relates to financial management, fundraising, a capital project or a financial crisis, attach a budget summary for your organization.

Documents must be typed or word-processed. Please refer to the program summary for guidance on the program objectives and priorities, assessment criteria and assessment process.