



Canada Council
for the Arts

Conseil des Arts
du Canada

MUSIC SECTION

Concert Production and Rehearsal Program for Aboriginal, Classical, Folk, Jazz and World Music: Project Funding

The attached application form must be used to apply to the *Project Funding* component of this program. Please read the application guidelines carefully before completing the application form, and keep a copy of the guidelines and the completed form. These documents contain essential information on the conditions of grants.

Deadline

Applications and all support material must be postmarked no later than **15 May**. If the deadline falls on a weekend or statutory holiday, the deadline moves to the next business day.

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

Further Information

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APPLICATION GUIDELINES – CONCERT PRODUCTION AND REHEARSAL PROGRAM FOR ABORIGINAL, CLASSICAL, FOLK, JAZZ AND WORLD MUSIC: PROJECT FUNDING

PURPOSE

The program has two components: *Project Funding* and *Annual Funding*.

The **Project Funding** component provides support to small, Canadian professional ensembles/bands/groups that wish to self-produce or co-produce one or more concerts in their local area, or that wish to rehearse for a special event or to incorporate new Canadian compositions into their performing repertoire. This program's particular emphasis is on encouraging the performance of music played or composed by Canadian artists and creating opportunities for the presentation of Canadian music.

Note that the Canada Council for the Arts defines a professional artist as someone who has specialized training in the field (not necessarily in academic institutions), who is recognized as such by his or her peers (artists working in the same artistic tradition), who has a commitment to devote more time to artistic activity, if financially feasible, and who has a history of public presentation.

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.

ELIGIBILITY

Professional music ensembles/bands/groups of two to 22 musicians are eligible if they meet **one** of the following criteria:

- they have been **established** for a number of years or have been working together long enough to create a unique and cohesive musical voice, usually a minimum of one year, and
- their structure involves a **variable** number/pool of musicians working together on a regular basis as stated in their artistic mandate;

To help ensembles/bands/groups maximize the impact of their performing activities, the Canada Council's Music Section allows presenters who program, produce and present **local** ensembles/bands/groups to apply for Project Funding **on**

behalf of, and **in partnership with** those local groups (usually no more than two groups). However, presenters may not request support for their regular, ongoing activities or administration, nor can they apply on behalf of groups that are already submitting an application to this program.

Activities presented within the context of a festival are **not** eligible for support from this program. Presenters of such activities should refer instead to the Music Festivals Programming Project Grants.

All members of a group must be Canadian citizens or have permanent residents status, as defined by Citizenship and Immigration Canada. This program component does not require that groups be incorporated, non-profit organizations.

Eligible Music

The following forms of music are eligible: jazz, Aboriginal, folk, traditional, lyric based, experimental, world and classical forms of music of any world culture.

The program does not support forms of music that can benefit from industry driven commercial sources.

Groups specializing in classical contemporary/new music and musique actuelle must apply to the New Music Program, also administered by the Music Section. However, musique actuelle groups that identify their work primarily with non-classical music traditions may be directed to apply to this program rather than the New Music Program. Please contact the designated Program Officer for clarification.

Small chamber music orchestras must consult with the Program Officer to determine whether they are eligible to apply to either this program or the Professional Orchestra Program of the Music Section.

Eligible Projects

Eligible projects include:

- self-produced or co-produced concerts in the group's local area, when the applicant (group or

presenter) truly acts as the producer of the concerts, or the responsibility for the concerts rests mainly with the applicant

- rehearsals to incorporate new works into the repertoire of the group, where the new works are composed by members of the group or by other Canadian composers, and
- extra rehearsals in preparation for a special event.

The following projects are **not** eligible:

- projects involving a classical solo instrumentalist or singer with accompaniment
- self-produced or co-produced concerts outside the group's local area
- rehearsals in preparation for a recording (please consult the Music Section's Grants for Sound Recording program information sheet)
- projects that have been completed already and projects whose expenses have been incurred before the application closing date
- free or fund-raising concerts or events
- free CD release concerts
- projects submitted by organizations currently receiving Canada Council annual or multi-year funding, and
- projects submitted by groups that meet the eligibility criteria of the following Canada Council programs: Professional Orchestra, Opera/Music Theatre, Choir, and Classical Contemporary/New Music Organizations.

DEADLINE

There is one competition per year, and the deadline is **15 May**. Applications and all support material must be postmarked no later than the deadline date. If it falls on a weekend or statutory holiday, the deadline moves to the next business day.

Applicants are entirely responsible for the completeness of their grant application. The Canada Council will not contact the applicant to request missing or incomplete information.

Applicants need to allow ample time to request and complete the application form and to organize their support material. One peer assessment committee may review several hundred applications; consequently, the presentation of an application and the required support material is of critical importance and should not be left to the last minute.

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

GRANT AMOUNT

Applicants may apply for only one of the three options described immediately below:

- 1) Up to \$10,000 is available for artists' production, rehearsal, promotional and administrative costs related to **one or more** concert productions. If applicants intend to present the same concert for more than one evening they may only request the production costs for the premiere evening performance.
- 2) Up to \$10,000 is available for independent rehearsal projects.
- 3) Up to \$25,000 is available for artists' production, rehearsal, promotional and administrative costs related to **three or more** concert productions.

Whether you are applying for a grant up to \$10,000 or \$25,000, the following guidelines are applicable:

- each concert production must focus on the presentation of completely different repertoire – detailed information on the proposed repertoire must be provided, and
- considering the limited funds, only applicants with an exceptional artistic and administrative track record may be awarded the maximum amount of \$10,000 or \$25,000.

HOW TO APPLY

Applicants must complete and submit the attached *Concert Production and Rehearsal Program: Project Funding* application form. The request must bear the **original** signature even if the application form

submitted is a copy of the original. In addition to a completed form, groups or presenters are required to submit the following:

- budget information that is accurate, justifiable, well researched and reasonable (as there are limited funds and considerable competition for these grants, precise budget information is absolutely necessary)
- recordings of three different and recent compositions
Note: Applicants are responsible for providing recordings of good technical quality, as decisions about artistic quality are made by listening to the submitted recordings. The Music Section prefers to receive the audio support material on one CD; however, it will also accept one indexed DAT cassette or three separate cassettes.
- short biographies for all members of the group (no more than a paragraph per musician)
- a short list of the group's artistic achievements, including a few comments on future artistic direction (no more than one page)
- a detailed listing of the proposed repertoire that indicates which compositions are new for the group and which ones are Canadian, and
- media reviews and recent brochures, where relevant.

Presenters must also submit a short letter that describes their achievements in developing and promoting local groups and explains how the submitted project will contribute to the development of the group involved in the proposed project, at this point in its career. The group must also include its own comments on how the project will contribute to its development and a co-signed letter of agreement between the group and presenter, describing the terms and conditions of the concert presentation.

All written and financial materials must be presented on white, 8½ x 11 inch paper, one side only, without staples, spiral binding or highlighted areas.

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 as this documentation will be destroyed after the competition.

CONFIRMATION OF RECEIPT

The Canada Council will send, by mail, an immediate acknowledgement that the application has been received.

ASSESSMENT OF APPLICATIONS

The Canada Council looks for originality and creativity in the forms of music practised by the artists, as well as artistic excellence. Applications are evaluated by a peer assessment committee composed of two to three experts representing the different forms of music. Committee members are also selected to provide balanced representation of gender, both official languages, Aboriginal peoples and regional and cultural diversity. Joining them is a "facilitator" (from outside the Canada Council) who assists with the competition process and creates a synthesis of the various peer assessment committee members' recommendations.

The peer assessment committee evaluates all applications to this component of the program in a national, comparative context, on the basis of the following criteria:

- 1) excellence in musical performance, including the performance of music composed by Canadians
- 2) merit of the proposed project, including how the project
 - a) contributes to the development of the group,
 - b) enhances the group's profile,
 - c) contributes to the development of the art form
- 3) financial viability of the proposed project and the ability of the applicants to carry it out.

For **presenters**, the peer assessment committee will apply these assessment criteria to the presenters' selected groups and consider the presenters' expertise in programming, as demonstrated by their previous season(s) of activities. The Canada Council

looks for unique and innovative programming from the **selected local groups**.

NOTIFICATION OF RESULTS

Applicants will be notified of the results of the competition, in writing, within four months of the competition closing date. **Results are not released over the telephone or by email.**

PAYMENT OF GRANTS

In most cases, the grant will be paid in one instalment, upon receipt of any additional material or revised budget information that may be requested by the Canada Council.

FINAL REPORT AND FINANCIAL ACCOUNTING

All successful applicants must submit a final report describing their activities and a final budget description (expenses and revenues) no later than three months after the completion of the project for which the grant was awarded.

Applicants who were successful last year and who wish to reapply must provide us with a final or interim report (if the project is not yet completed at the time of the application). This information is required before you reapply to this program. Final or interim reports must be sent separately from the grant application.

ACKNOWLEDGEMENT OF CANADA COUNCIL SUPPORT

Successful applicants must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant.

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

For further information about the *Concert Production and Rehearsal Program for Aboriginal, Classical, Folk, Jazz and World Music: Project Funding*, contact René Lavoie, Music Section Officer.

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350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8

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Concert Production and Rehearsal 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 Ensemble/Band/Group		Name of Payee	
Mailing Address		Address (if different from applicant's address)	
Street and apartment/suite number		Street and apartment/suite number	
City		City	
Province or territory	Postal code	Province or territory	Postal code
()	()	()	()
Telephone	Fax	Telephone	Fax
Email	Website	Email	Website

PART A2 – GENERAL INFORMATION ON THE APPLICANT AND THE GRANT REQUESTED

In which category of music would you prefer to be considered?
 Aboriginal Classical of any world culture Folk Traditional Lyric based Experimental Jazz World

Amount requested from this program: \$ _____ **Total cost of the project:** \$ _____
(as indicated in the budget section)

Have you applied to other sections of the Canada Council for the Arts for support of this project?
 No Yes If so, please name the program to which you have applied

Applicants must provide a project description (10 to 15 words):

Type of project: Self-produced or presenter-produced concerts Co-produced concerts Rehearsals

When will the project take place? **Size of the ensemble/band/group:** _____

Where will the project take place? (Indicate the hall's seating capacity as well.)

PART A3 – DECLARATION

As a presenter or representative of an ensemble/band/group,
I prefer to communicate with the Canada Council in English French

- 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.
- I certify that the information contained in this application is accurate to the best of my knowledge. I will act as sole representative of the ensemble/band/group, and I will keep the other participants informed of the contents and outcome of this grant application where applicable.
- I confirm that all members of the ensemble/band/group are Canadian citizens or permanent residents of Canada.
- 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.

I certify that the statements in my application are true and complete.

Name of contact person Position

Signature: _____ Date: _____

AN ORIGINAL SIGNATURE IS REQUIRED

PART B – PROJECT DESCRIPTION (use a separate sheet)

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 focussed as possible. ***Please limit your project description to a maximum of 750 words***, print on one side only of white, 8½ x 11 in. paper and submit with your application form.

Assessment Criteria

- 1. Excellence in musical performance, including performance of music composed by Canadians, based on submitted audio material.**
- 2. Merit of the proposed project, including how the project**
 - a) contributes to the development of the group
 - b) enhances the ensemble, band or group's profile, and
 - c) contributes to the development of the art form.
- 3. Financial viability of the proposed project (as determined by the submitted budget information) and the ability of the applicant(s) to carry it out.**
- 4. For applications by *presenters*, the peer assessment committee will also consider the presenter's expertise in programming, and its achievements in developing and promoting local groups as demonstrated by its previous season(s) of presentations.**

Ensembles/bands/groups: Provide a brief outline of your activities.

Over the past year:

Before last year:

PART C – FINANCIAL INFORMATION

If you are applying for support for:

- a) **self-produced or presenter-produced concerts**, use the budget form on page 5
- b) **co-produced concerts**, specify the financial or other contribution of the co-producer and describe the benefits of this partnership versus self-producing, use the budget form on page 5
- c) **rehearsals**, attach a self-styled budget showing expenses. If the rehearsals are for a special event, you must also provide a copy of the contract or letter of intent from the presenter.

PART D – RECORDINGS SHEET

Clearly label your support material and complete the following.

Please send three pieces on one CD or one indexed DAT. The Music Section will also accept audio support in the form of three tracks on three cued audio cassettes: one track per cassette. **It is your responsibility to ensure that all audio or video support material submitted to the Canada Council will play/function properly.**

Item 1

Title:

Composer (if applicable):

Applicant's credit/role (e.g. 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 _____ VHS DVD
cued Yes No

Item 2

Title:

Composer (if applicable):

Applicant's credit/role (e.g. 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 _____ VHS DVD
cued Yes No

Item 3 (if requested in the application guidelines)

Title:

Composer (if applicable):

Applicant's credit/role (e.g. 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 _____ VHS DVD
cued Yes No

PART E – SUPPORT MATERIAL**Have you attached the following documentation to this application?**

- A project description (Part B of this form).
- A completed budget showing expenses and revenues.
- Three recent work samples that relate as closely as possible to the project. There are always a large number of applicants and a limited amount of time for listening, so it is to your advantage to prepare and present well-organized material. Complete the recordings sheet (provided above), listing the titles of the sample works, their composers and their playing time.
- A short biography for each member of the ensemble/band/group (no more than a paragraph per musician).
- A short list of the ensemble, band or group's artistic achievements.
- The repertoire proposed for this project; indicate which compositions are new for the group and which ones are Canadian.
- Media reviews and brochures (maximum of three documents).
- If applicable, a copy of the contract or letter of agreement from the co-producer.
- If applicable, a copy of the contract or letter of agreement from the presenter.
- A short letter from the presenter that describes the organization's achievements in developing and promoting ensembles/bands/groups and explains how the submitted project will contribute to the local ensemble, band or group's development at this point in its career.
- Comments on how the project will contribute to the group's development.
- A co-signed letter of agreement between the group and presenter, describing the terms and conditions of the concert presentation.

Note : Please note that the following equipment is available at the Canada Council:

Audio

CD player

Cassette player (Dolby B and C)

DAT player

Video

Video cassette player

DVD