



Canada Council Conseil des Arts for the Arts du Canada

## **MUSIC SECTION**

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

The attached application form must be used to apply to the *Annual 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, it 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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MUG9aE 2-06

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

#### PURPOSE

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

The purpose of the *Annual Funding* component is to support the overall activities of small, Canadian professional ensembles/bands/groups that have demonstrated ongoing yearly stability, planning and artistic excellence. 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

Applicants are eligible to apply to this component if they:

- have, for the last two years, received two consecutive project grants from this program
- have presented a minimum of two full seasons of local performances, including at least three different programs, ensuring consistency and continuity in their annual **series** of concerts/ events,

or

have created, developed and/or presented a variety of productions (concerts, workshops, young audience initiatives, for example) as part of their annual operation for a minimum of two years

• truly act as programmers, presenters and producers of their series of concerts/events (i.e.

responsibility for the operational framework of the presentations rests mainly with the applicant, even in the case of co-production arrangements)

- have an administrative infrastructure in keeping with the nature of their artistic production
- do not carry an accumulated deficit that threatens the viability of their organization, and
- receive significant support from other sources.

All members of a group must be Canadian citizens or have permanent residents status, as defined by Citizenship and Immigration Canada. This program component requires that groups be incorporated, non-profit organizations.

Please note that groups cannot request annual support from more than one Canada Council program. Groups applying to the Annual Funding component may not apply to the Project Funding component of this program (including submission under the umbrella of a presenter's application). Groups applying to this program are not eligible to apply to the Professional Orchestra Program, the New Music Program or the Opera/Music Theatre Program in the same Canada Council for the Arts fiscal year.

## **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.

#### 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**

Up to \$25,000 is available. The peer assessment committee recommends funding priorities and establishes the final value of the Canada Council's contribution to the applicant's proposed activities, in relation to the program's assessment criteria and the availability of funds. Considering the limited funds, only applicants with an exceptional artistic and administrative track record may be awarded the maximum amount of \$25,000.

#### HOW TO APPLY

Applicants must complete and submit the attached *Concert Production and Rehearsal Program: Annual 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:

• recordings of three different and recent examples of the group's work most directly related to the application

**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)
- audited financial statements from the previous season or an independent financial review, and
- media reviews and copies of brochures for the current and previous two seasons.

All written and financial materials must be presented on one side only white,  $8^{1/2} \ge 11$  inch paper, 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 bases its review of all eligible applications to this component of the program on the assessment criteria listed below.

These criteria are defined in a national comparative context and within the context of each group's artistic mandate, geographic and artistic environments, and available resources.

#### Artistic Quality (60 percent)

Artistic quality, as reflected by:

- excellence in musical performance
- a serious commitment to Canadian composers and performers
- contribution to the development of the art form
- presence of a clearly defined artistic mandate, shown through programming and other artistic decisions, and
- expertise in programming as demonstrated in the building of concert series, seasons and individual programs or productions.

#### Outreach/Dissemination (20 percent)

Positive cultural and community impact as reflected in, among other things:

- the quality of the audience development strategies and their success in increasing public attendance
- the quality of the outreach efforts (including educational or young audience initiatives)
- constructive relationships with other organizations in the music community.

#### Administration/Finances (20 percent)

Quality of the group's administration, as reflected in:

 the effectiveness in administration and financial management in support of artistic growth – applicants whose accumulated deficit is increasing or represents an impediment to the artistic vitality of the group must explain the cause of the deficit and propose a realistic plan to reduce it, and

• the viability of the submitted annual plan and the ability of the applicant to carry it out using the available resources.

Following the assessment of an application for Annual Funding, the peer assessment committee may recommend that activities presented within the annual application be assessed instead under the Project Funding component.

#### FAIR NOTICE TO ORGANIZATIONS

When the assessment committee of the Canada Council has concerns about the viability of an organization, it may advise the organization that it is on concerned status. This may occur if the organization:

- has a major deficit (10 percent or more of its annual operating budget), shows evidence of not being financially viable, and/or
- has a significantly reduced audience or sales base (if this differs from its own stated intentions), and/or
- does not demonstrate the ability to plan into the future, and/or
- does not address major artistic concerns, such as artistic/editorial direction, declining quality of activity, failure to achieve activity plan, and/or
- does not meet contractual obligations or minimum requirements outlined in the guidelines, and/or
- demonstrates management practices which do not conform to generally acceptable practices in the discipline.

In such cases, the assessment committee will issue a warning and can recommend a reduction in the grant amount (generally up to 10 percent). All candidates who receive a warning will secure annual funding. They will be required to submit an application the following year, at which time their situation will be re-evaluated by a peer assessment committee.

## 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**

Annual grants may be paid in two instalments.

## FINAL REPORT AND FINANCIAL ACCOUNTING

All successful applicants must provide a final report no more than **three months after the completion of their season of activities**. The final report should include the following information:

- a description of your activities for which you have received funding
- a final budget outcome; please use Part D2 Overall Financial Information (Revenues and Expenses) pages of the application form, and
- an audited financial statement or an independent financial review for the season that was funded.

## 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. Please consult the acknowledgement policy available from the Music Section.

## 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.

## **COMPLETING THE FORM**

#### Page 1

#### Part A1 – Identification and Declaration

The request must bear *original* signatures, even if the actual document submitted is a copy of the original.

#### Page 2

#### Part A2 – Profile of Ensemble/Band/Group

Describe (in no more than two pages) your profile, addressing the points listed unter "Factual Information" and "Contextual Information" in the application form.

#### Part B – Basis of Assessment (Statement)

This is a very important section of the application. You can organize the material as you wish, but make sure that your response can be easily understood by the peer assessment committee members. It must be **no more than five pages**.

As part of your annual plan, describe specific objectives, strategies and actions to be adopted for next season. Explain briefly why each objective has been chosen as a priority and how your ensemble/band/group intends to achieve it.

The Music Section encourages innovative programming and, therefore, takes into consideration temporary financial difficulties that may result from such programming. However, the Music Section does not accept poor management of Canada Council funds, particularly if the severity of the accumulated deficit prevents an ensemble/band/group from fully achieving its mandate.

#### Page 4

## Part C – Summary of Major Activities

Please complete Appendices A, B and C for the number of seasons indicated.

## Appendices A1 and A2 -- Details of Programming

Detail the programming for the last season and for the season for which this request applies.

Include, as well, a brief description of any other activities.

## Appendix B – Statistics on Performances and Attendance

Complete this appendix for your last two seasons and for the season for which this request applies.

Attendance statistics are expressed in number of seats. Include the number of complimentary tickets in the total attendance figures, but show the number of complimentary tickets in brackets.

Line 1, *Subscription series performances:* Total attendance includes subscription package, single and complimentary tickets for all concerts of the series.

Line 12, *Other special concerts/events:* On a separate sheet, list all special concerts or events to which this request applies. Give a brief description of each.

Lines 22 and 24, Radio and television performance pickup: These are events already accounted for in lines 1 through 13 of this appendix, which are picked up for broadcasting. They exclude radio and television sold services.

## Appendix C – Production Budget

Fill in Appendix C, outlining the budget expenses and revenues per production for the season for which this request applies.

Each event or concert should be accounted for separately. Applicants that present a large number of concerts grouped in series can use the columns to account for the series, rather than for single concerts.

## Pages 5 and 6

## Part D2 – Overall Financial Information

Transfer the data in Appendix C to pages 5 and 6. The column entitled *2006-2007 Revised* on pages 5 and 6 is provided for you to send to the Canada Council as part of your interim report, which is a condition of receiving a grant.

## FURTHER INFORMATION

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

Telephone: 1-800-263-5588 (toll-free) or (613) 566-4414, ext. 5073

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Fax: (613) 566-4409

Email: rene.lavoie@canadacouncil.ca

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Music Section Canada Council for the Arts 350 Albert Street, P.O. Box 1047 Ottawa ON K1P 5V8

February 2006

MUG9aE 2-06



## Concert Production and Rehearsal Program: Annual 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

	CATION AND DECLA	<b>RATION</b>	, or the sto						
Registered name of org legal name of applicant			Name of grant recipient: (and address if different from applicant's address)						
Permanent address:									
Street and apartment/suite	number	Street and apartment/su	ite number						
City		City							
Province or territory	Postal code	Province or territory	Postal code						
()	()	()	()						
Telephone	Fax	Telephone	Fax						
Email Amounts requested: \$_	Website	Email	Website						
Period to be covered by									
-	0	to							
From									
Signature	Signature	Signatu	Signature						
Date:									

Personal information will be maintained in Personal Information Bank CAC PPU 130. Refer to the Confidentiality of Information section in the application guidelines. / MUFO9aE 2-06

You must read the attached application guidelines carefully before completing the application form. All appendices attached to this application form are an integral part of your application.

#### PART A2 – PROFILE OF ENSEMBLE/BAND/GROUP

Your profile will be transmitted to the peer assessment committee members, to external assessors and to the Board members of the Canada Council for the Arts. It is your responsibility to maintain an up-to-date profile of your organization with the Canada Council once you have applied to this program.

Please describe your organization, in 1,000 words or less (no more than two pages), on separate sheets. Address each of the points below. To facilitate processing, print on one side only of white,  $8\frac{1}{2} \times 11$  inch paper, with a type size larger than 10 points.

Describe your organization, as well as the events or activities that have marked its development, by providing the following:

#### a) Factual Information

- the legal mandate of your organization (if incorporated)
- the artistic mission statement
- a brief history (include date established, milestones and accomplishments)
- other relevant information concerning ongoing activities such as training and educational programs, touring activities and working relationships with the community (e.g. collaborations, exchanges and services)
- the structure of your organization (see page 3)

### b) Contextual Information

Elaborate on the particular place and role your organization occupies in your art form, and the context in which you work (i.e. how you see yourself within the ecology of your discipline in a regional, national and international context, if applicable.)

## PART B - BASIS OF ASSESSMENT (STATEMENT)

With respect to the assessment criteria described in the application guidelines, please detail your past performance and future plans. The decision to award a grant will be based on the relative merit of your proposal in a national competitive context and on the funds available. Please note that the criteria are to be defined and applied within the context of your artistic mission, geographic and artistic environments, and available resources.

While your submission 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. We request that you limit this statement to no more than five pages in order to minimize the reading volume asked of the peer assessment committee.

To assist the peer assessment committee, please use a type size larger than 10 points and print on one side only of white,  $8\frac{1}{2} \ge 11$  inch paper.

STRUCTURE OF YOUR ORGANIZATION										
Board of Directors	Details of Incorporation (if applicable)									
Past President:	The organization is incorporated under the following name:									
President or Chairperson:										
Treasurer:	Type of charter:									
Other officers:										
	Date of charter:									
	Charitable licence number:									
Permanent Artistic Staff (names and titles):	Permanent Administrative Staff (names and titles):									
Number of Full-Time Employees:	Corporate Affiliations (where applicable):									
Number of Part-Time Employees:										

## PART C – SUMMARY OF MAJOR ACTIVITIES

Please complete Appendices A, B and C as explained in the guidelines.

- Appendix A asks about details of programming;
- Appendix B requests statistics on performances and attendance;
- *Appendix C* inquires about the production budget.

#### PART D1 – FINANCIAL INFORMATION

Attach a copy of the organization's audited financial statement or independent financial review from the previous season.

Other audited financial statements must also be submitted for any holding companies, parent companies or foundations with which the organization is associated, and for any subsidiaries, related companies or special trust funds that the organization controls.

All financial information requested must be submitted on the attached form (pages 5 and 6), unless your organization's computer printout corresponds exactly to the Canada Council for the Arts' form.

Before completing the "Overall Financial Information" on pages 5 and 6, make sure you complete all financial appendices attached to this application form. Many of the appendix totals can simply be carried forward to pages 5 and 6.

Please ensure that the figures on pages 5 and 6 agree with those in your audited statements.

## PART D2 – OVERALL FINANCIAL INFORMATION

Provide the information requested below, based on your organization's fiscal year. Keep a copy of this page and the next as you will use it for your final report.

	2004 - 2005 Actual		Revised		REVENUES	Projecto		2007 Revised (use for final report only)	
	\$	%	\$	%		\$	%	\$ %	
					Earned:				
1					Subscription sales				
2					Single ticket sales				
3					Co-productions				
4					Guarantees				
5					Sold services and broadcasting				
6					Tours				
7 8					Other (bars, rentals, etc.) Subtotal				
_					Fundraising:				
9					Donations				
10					Sponsorships				
11					Special events				
12					In-kind				
13					Lotteries and casinos				
14					Tour sponsorships				
15					Other (specify)				
15					Suici (specify)				
16					Subtotal				
					Public Support:				
17					Canada Council for the Arts				
17					Overall activities     Project funding			_	
19					Toring and presenting				
20					• Other (specify)				
21					Other federal sources (specify)				
					Province				
22					Overall activities				
23 24					Touring and presenting				
24					• Project funding and other (specify)				
25					Region and municipality				
24									
26					Other sources (specify)				
27					Subtotal				
28					Total Revenues				

PAF	T D2 - O	VERAL	L FINAN	CIAL	INFORMATION (cont'd)					
	2004 - 2005 Actual		2005 - 2006 Revised		EXPENSES	Projecto	2006 - 2 ed (	2007 Revised (use for final report only)		
	\$	%	\$	%		\$	%	\$	%	
		_			Artistic/Production:					
29					Salaries/fees of permanent artistic director, conductor and permanent musicians					
30					Salaries/fees of guest artists and extra musicians					
31					Other artistic expenses					
32					Other production expenses					
33					Subtotal					
34					Tour(s): Subtotal					
					Fundraising:					
35					Salaries (if not included in administration)					
36					Other expenses					
37					Subtotal					
					Marketing/Audience Development:					
38					Salaries/fees					
39					Publicity and promotion					
40					Other expenses					
41					Subtotal					
					Administration:					
42					Salaries					
43					Rent and maintenance					
44					Other expenses					
45					Subtotal					
46					Other: (specify)					
47										
48										
49					Total Expenses					
50					Net income (loss) from operations					
51							+			
					Extraordinary items		+			
52							+ +			
					Net income (loss)					
53							+ +			
55					Accumulated surplus (deficit)					

#### **PART E – SUPPORT MATERIAL**

Applicants are required to include with their application:

- □ three recent examples of the candidate's work most directly related to the application (Please send three pieces on one CD. 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)
- □ short biographies for each member of the ensemble/band/group (no more than a paragraph per musician)
- audited financial statements from the previous season or an independent financial review
- $\Box$  media reviews and copies of brochures for the current and previous two seasons
- □ for co-produced concerts/events, a contract or letter from the co-producer outlining the arrangements/ conditions of the co-production

#### APPENDIX A - DESCRIPTION OF SUBMITTED AUDIO OR AUDIOVISUAL SUPPORT MATERIAL

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.

<u>Item 1</u>
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 UVHS 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 $\Box$ VHS       DVD         cued $\Box$ Yes $\Box$ 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 $\Box$ VHS $\Box$ DVD         cued $\Box$ Yes $\Box$ No

APPENDIX A1 – DETAILS OF PROGRAMMING FOR 2005-2006 SEASON (Indicate with an asterisk new works commissioned.)												
Date	Title	Composer	Cdn. (4)	Timing	Performers	Cdn. (4)	Location					

APPEN	APPENDIX A2 – DETAILS OF PROGRAMMING FOR 2006-2007 SEASON (Indicate with an asterisk new works commissioned.)												
Date	Title	Composer	Cdn. (4)	Timing	Performers	Cdn. (4)	Location						

APPENDIX B – STATI Actual 2004-2005			Revised 2005-2006		Projected 2006-2007		
2004-2005No. of Perfs.Total Attendance		No. of     Total       Perfs.     Attendance		<b>Note:</b> Total attendance in number of seats; show the number of complimentary tickets in brackets.	No of Perfs.	Total Attendance	
				Subscription series performances			
				Non-subscription local performances			
				Run-outs			
				Tour performances: Canada International			
				School/youth/children's concerts/events			
				Other special concerts/events			
				Radio: sold services			
				Television: sold services			
				Total number of performances and total attendance			
				Number of subscribers			
				Radio: performance pickup			
				Television: performance pickup			
				Other activities (please list)			

## NAME OF ORGANIZATION: \_\_\_\_\_

	APPENDIX C – PRODUCTION BUDGET												
	Titles of concerts/events/series:												
		Concert/ Event 1	Concert/ Event 2	Concert/ Event 3	Concert/ Event 4	Concert/ Event 5	Concert/ Event 6	Total	%	Transfers to pages 5 and 6			
	Revenues				<u>.</u>	•	<u>.</u>	•					
1	Subscription sales									Transfer to p. 5, line 1			
2	Single ticket sales									Transfer to p. 5, line 2			
3	Co-production revenues									Transfer to p. 5, line 3			
4	Guarantees									Transfer to p. 5, line 4			
5	Sold services and broadcasting									Transfer to p. 5, line 5			
6	Touring									Transfer to p. 5, line 6			
7	Other (bars, rentals, etc.; please list)									Transfer to p. 5, line 7			
8	Fund-raising (donations, sponsorships,									Include in subtotal on			
	etc.)									p. 5, line 16			
9	Revenues Subtotal												
10	Expenses: Artistic												
11	Artistic director/conductor/								1	Transfer to p. 6, line 29			
	permanent musicians												
12	Guest artists (conductors, soloists)									Include in total on p. 6, line 30			
13	Extra musicians									Include in total on p. 6, line 30			
14	Creative artists (other artistic									Transfer to p. 6, line 31			
	personnel)												
15	Other artistic expenses (please									Transfer to p. 6, line 31			
4.6	list)												
16													
17	Artistic Expenses Subtotal												
18	Expenses: Production			[					1				
19	Stage crew and stage manager												
20	Hall rental												
21	Purchase/rental of instruments												
22	and equipment												
22	Library (music purchase/rental, librarian's fee)												
23	Performing rights												
24	Other (please list)												
25	<u>u</u> /												
26	Production Expenses Subtotal									Transfer to p. 6, line 32			
27	Total Artistic and Production Ex	penses		1	1	1	1			Transfer to p.6, line 33			