



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

DANCE SECTION

Grants to Dance Professionals

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 amounts, application assessment process and criteria, 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 website or contact one of the Dance Section Officers as indicated below.
Step 3	Complete all sections of the attached application form , and be sure to use the Checklist (Part F) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadline

15 March

If this 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 date, incomplete applications, or those submitted by fax or email. You will not be contacted if your application is incomplete.

Important Notice: Your project may start any time after the deadline.

Further Information

Julie Poskitt or Jerry Longboat
Dance Section Officers
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, ext. 4578 (Linda Nickolson, Assistant)
TTY (TDD) machine, for hearing-impaired callers: (613) 565-5194

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STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program provides support and assistance to Canadian dance professionals (individuals) to pursue projects involving professional development, research, and apprenticeship or mentorship. Individual professionals can identify themselves as being in one of the following categories:</p> <ul style="list-style-type: none"> • emerging • mid-career • established • Aboriginal, in any of the above categories. <p>Professionals working in all dance world cultures and in a wide range of dance genres and specializations, as listed in Appendix A of the application form, are eligible to apply for support.</p> <p>This program administers the Jacqueline Lemieux Prize, a \$6,000 award given to the most deserving candidate (as judged by the peer assessment committee) from among the established dance professionals applying to this program.</p> <p>The program also co-administers the Victor Martyn Lynch-Staunton Awards, which provide a \$15,000 award to an outstanding mid-career dance artist, as judged by peer assessment committees in this and other programs for mid-career artists.</p>
<p>Eligibility</p>	<p>General Applicant Eligibility</p> <p>You are eligible to apply to this program if you are a Canadian dance professional (individual). For this program, dance professionals include dancers, choreographers, animators, teachers, notators, critics, designers, historians, accompanists, administrators and others (see Appendix A for a complete list of eligible specializations). You must also be a Canadian citizen or permanent resident of Canada, as defined by Citizenship and Immigration Canada.</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 such 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 • has a history of public presentation. <p>You are eligible if you are a dance professional directing or employed as an artistic director by a dance organization that is being funded by the Canada Council for the Arts. But you may apply to this program only for support of a project that is not included in the ongoing activities of your organization. If you are an established dance professional, you may also apply for support to take sabbatical leave from your professional responsibilities.</p> <p>All Canada Council programs are accessible to Aboriginal artists or arts organizations and artists or arts organizations of diverse cultural and regional communities of Canada. Aboriginal peoples include Status, Non-Status, Métis and Inuit people.</p>

<p>Eligibility (continued)</p>	<p>Specific Applicant Eligibility</p> <p><i>Teachers</i></p> <p>To be considered a dance teacher under this program, you must be currently teaching dance professionals or students within a training organization that is qualified and equipped to prepare dance artists for a professional career.</p> <p><i>All Applicants</i></p> <p>Generally, applicants will have their own sense of where they position themselves within their professional discipline.</p> <p>You are considered to be an emerging dance professional if you have completed your basic training (as defined by the standards of your dance genre), are ready to undertake a professional career and have had some professional experience.</p> <ul style="list-style-type: none"> • For dancers, this means having performed in at least one professional public presentation where they were paid fees for rehearsal and performance. • Choreographers must have presented at least three works publicly in a three-year period, using paid professional artists. • Designers must have been paid to work on at least one professional production. • For apprenticeship or mentorship projects, applicants in their final year of a professional training program are not eligible to apply. They must meet the emerging dance professional criteria as described above. • Professionals contributing to dance in a non-artistic capacity (for example, managers, producers, agents, writers and archivists) must have completed at least one significant project in professional dance. <p>You meet the program’s definition of a mid-career dance professional if you have had an active professional career for at least five years. You must also be recognized locally and/or regionally by your peers (those within the same artistic tradition and/or discipline) and be recognized for your contribution to the field of dance.</p> <p>You are considered to be an established dance professional if you have had a substantial impact on the field of dance nationally and/or internationally. You must also have been actively engaged in professional dance and have sustained a career for a minimum of 15 years. In determining whether you meet these requirements, your entire body of work is taken into consideration, for example, choreography, interpretation or research.</p>
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<p>Eligibility (continued)</p>	<p>Eligible Activities</p> <p><i>Professional Development and Research Projects</i></p> <p>Your proposed project is eligible if it involves:</p> <ul style="list-style-type: none"> • periods of study or related travel (nationally or internationally, such as attending international dance festivals), within self-directed or established programs • attendance at workshops or training courses that are above the level of basic training • youth development initiatives, such as exploring new ways of introducing dance to young audiences • investigation of technologies for dance, which may involve a research period in preparation for working with video, film or other media (including study in the medium and development of a script, storyboard or treatment material), and • professional and/or personal research that is not related to a specific creation. <p><i>Apprenticeship or Mentorship Projects</i></p> <p>To be eligible, your project must allow you to work closely with apprentices or mentors in order to exchange knowledge. You must establish written terms of agreement between yourself and the other party, and that agreement should outline a well-developed project (refer to Part E1 of the application form for a template of a acceptable letter of agreement).</p> <p>You have an apprenticeship arrangement if you will be asking an individual or group (such as a company) to share their knowledge with you, and it is a mutually beneficial experience. It is a mentorship arrangement if you will be “passing down” knowledge and sharing expertise with others (either one individual or a group) in a mentoring relationship.</p> <p>An application for apprenticeship is initiated by the apprentice. An application for mentorship is initiated by the mentor who will offer the mentorship.</p> <p>Examples of proposed apprenticeship or mentorship arrangements that are eligible for support are:</p> <ul style="list-style-type: none"> • a senior artist or elder wishes to mentor a dancer to provide specific knowledge and training • a lighting designer wishes to apprentice with a senior lighting designer to further develop his or her skills • a dancer wishes to apprentice with a specific dance company, and • a choreographer wishes to apprentice as a company artistic director, working under the guidance of a senior artistic director. <p>Ineligible Activities</p> <p>The following is not eligible for support:</p> <ul style="list-style-type: none"> • the creation/production or remount of a dance work or works (refer to Production Project Grants in Dance program)
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<p>Eligibility (continued)</p>	<ul style="list-style-type: none"> • costs for full-time post-secondary dance training within a university or college • participation in dance competitions • touring (refer instead to the Canada Council’s Dance Touring Grants program) • production and dissemination of Canadian professional screen-based dance works in film or video (refer to the Dance on Screen Production Fund (Pilot Program) or contact the Media Arts Section about the Grants to Film and Video Artists or Grants to New Media and Audio Artists program) • academic (degree-related) research (contact the Social Sciences and Humanities Research Council (SSHRC) about funding opportunities through their programs) • any new proposal, if you have an outstanding final report due to Canada Council.. <p>Other Restrictions</p> <p>An individual may apply to either the Grants to Dance Professionals or the Production Project Grants in Dance program, not to both.</p> <p>The Canada Council will not fund your project retroactively (grants cannot be used to cover expenses that occurred before the application deadline).</p> <p>You may apply for only one Grant to Professional Artists each fiscal year (1 April to 31 March), excluding Travel Grants. An exception is made, however, if you are an established arts professional who works in more than one discipline, and you meet the eligibility criteria as an established arts professional in both disciplines. In this case, you may apply to two different Grants to Professional Artists program in a fiscal year. (Note that the criteria for the status of established arts professionals are determined by each disciplinary section.) You must accept or refuse the first grant offered to you by the Canada Council, within two weeks of the date of the grant notification. If you accept the first grant that is offered, your second application will be withdrawn from competition.</p> <p>In a 48-month period, an individual may receive a maximum of two grants from Grants to Dance Professionals, Production Project Grants in Dance, or from other Council programs for individual artists (except Travel Grants).</p>
<p>Grant Amount</p>	<p>Under normal conditions, the peer assessment committee will not modify the grant amount that you request. However, limited funds are available for this program and a high number of applications may be received. If your application is successful, the committee may decide to award a smaller grant than you requested.</p> <p>Grants are available in increments of \$1,000. You must round your budget request to the nearest thousand.</p>

<p>Grant Amount (continued)</p>	<p>Professional Development and Research Projects</p> <p>The maximum available is \$20,000.</p> <p>You may use grant funds from this program for travel, tuition, educational materials, accommodation, subsistence (maximum of \$2,000 a month), attendance at performances and/or conferences. Eligible research expenses also include fees for a monitor, mentor, elder or invited choreographer; the cost of studio rental; books, documents (audio visual) and documentation; and dancers' fees.</p> <p>You may use the travel portion of the grant to cover inter-city air, rail or bus tickets and local transportation. Air travel costs must be based on the cheapest available airfare. You cannot use travel funds to cover the costs of insurance, travel by your spouse or dependants, or the shipment of personal items.</p> <p>Apprenticeship or Mentorship Projects</p> <p>The maximum available is \$10,000.</p> <p>Apprentices may use grant funds to pay their mentors and to cover subsistence, studio and dancers costs. If you will be apprenticing with an organization, institution or company, the host is expected to contribute at least 50 percent of the project costs in either cash or in-kind services.</p> <p>Mentors may use grant funds to cover their subsistence, studio and documentation and to offset participants' costs, if necessary.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Peer evaluation is fundamental to the Canada Council's decision-making process. Applications to this program are submitted to peer assessment committees.</p> <p>Members of these committees are experienced professionals, chosen for their expertise in dance. They are also selected to provide balanced representation of cultural diversity, gender, genres, geographic origin and Canada's two official languages. There are three to five members on each committee, and new committees are selected for each competition.</p> <p>All applications are assessed by a national peer assessment committee. Applications from emerging and mid-career dance professionals are assessed together, while applications from established dance professionals are assessed separately.</p> <p>Aboriginal dance professionals may choose to be assessed by a separate national peer assessment committee of Aboriginal dance professionals. Applicants must indicate their choice in Part B1 of the application form.</p> <p>Peer assessment committees are asked to make fair, impartial and informed decisions. Prior to a committee meeting, the Canada Council sends photocopies of all the eligible applications to the committee members. At the meeting, members study the applications, view and listen to the videotapes, DVDs, CDs and other support material, and discuss the applications.</p> <p>On the final day of the meeting, the committee members place the applications in priority order, review the results to assess the national impact of their recommendations, and discuss the results until they reach their final funding decisions.</p> <p>Peer assessment committee decisions for this program are final recommendations for approval by the Canada Council for the Arts.</p>

<p>Assessment of Applications (continued)</p>	<p>Assessment Criteria</p> <p>In evaluating the applications, the peer assessment committee will consider the following if you request funds for a professional development or research project:</p> <ul style="list-style-type: none">• your previous achievements• your contribution to the discipline• the contribution of the proposed project to your professional development• the artistic merit of the project and/or its significance to the development of the profession• the clarity of the project and how relevant the submitted support material is to the project• other possible sources of financing. <p><i>For apprenticeship or mentorship projects, the committee will consider the above criteria as they pertain to the applicant. In addition, the committee will give priority to the projects whose terms of agreement provide the greatest benefits for both parties involved.</i></p>
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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. This ensures that all applicants are assessed on the same basis. Also, committee members have a limited time in which to study each grant application.

How will I be informed that my application has been received at the Canada Council?

The Canada Council will send you, by mail, a notice acknowledging that it has received your application. The Council will send this notice within a week after your application arrives.

Is my personal information protected?

The Privacy Act protects your personal information and gives you 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 on the application form (this is optional). The Canada Council for the Arts needs statistics in these areas for program planning, evaluation and studies, but this information is not submitted to peer assessment committees.

Note that 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.

When and how will I find out the results of my application?

You will receive the results, by letter, approximately **12 to 16 weeks** 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.

Will I be able to find out what the peer assessment committee said about my proposal?

Yes. The officer in charge of the committee takes notes to help the assessment committee in its decision-making process. These notes are available, over the telephone, for a limited time after you receive notification of the results of the process. They are not available in writing.

What kinds of research are eligible?

You can undertake any kind of research that gives you the information you need to go on to the development and/or creation of a dance, a book or article, a service or a new/adapted professional skill.



Grants to Dance Professionals

THE PRIVACY ACT PROTECTS THE PERSONAL INFORMATION PROVIDED ON THIS PAGE, WHEN COMPLETED
The Canada Council for the Arts will maintain your personal information in Personal Information Bank CAC PPU 115. Please note that the information you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION

Name of applicant (please provide your full legal name):

Mrs. Miss Ms. Mr.

Year of birth (optional): _____

Last name

First and middle names

Permanent address:

Mailing address, if different from permanent address:

Street and apartment or suite number

Street and apartment or suite number

City Province or territory Postal code

City Province or territory Postal code

(_____) _____ (_____) _____

(_____) _____ (_____) _____

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

(_____) _____

(_____) _____

Fax Email

Fax Email

DECLARATION

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.) Yes No

In which language do you prefer to communicate with the Canada Council for the Arts?

English French

To be eligible for grant support, you must sign below to confirm all of the following statements:

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Grant to Professional Artists (excluding Travel Grants) each fiscal year.
- I have already sent, or have included with this application, all final reports for previous Canada Council grants. I understand that my application will not be eligible if any of my final reports are outstanding.
- I accept the conditions of this program and agree to abide by the Canada Council's decision.
- 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, to the best of my knowledge.

Signature

Date

AN ORIGINAL SIGNATURE IS REQUIRED.



Grants to Dance Professionals

Please note:

- Read the program guidelines carefully before completing the form.
- The Canada Council for the Arts requires you to submit only one copy of this application form, completed in black ink to facilitate duplication, and one copy of your support material.
- The Canada Council will not accept your application by fax or email.
- Your application form must be complete or your request will be considered ineligible.
- The information that you provide from this point onward will be submitted to a peer assessment committee for review.

DANCE SECTION, CANADA COUNCIL FOR THE ARTS, 350 ALBERT STREET, P.O. BOX 1047, OTTAWA ON K1P 5V8

PART A – NAME AND LOCATION OF APPLICANT	
Name of applicant:	

Last name	First and middle names

City (permanent residence)	Province or territory

PART B1 – DESCRIPTION OF GRANT REQUEST	
This application is from: <input type="checkbox"/> An emerging dance professional <input type="checkbox"/> A mid-career dance professional <input type="checkbox"/> An established dance professional <input type="checkbox"/> An Aboriginal dance professional (in any of the above categories)	This application is for the following type of project: <input type="checkbox"/> Professional development <input type="checkbox"/> Research <input type="checkbox"/> Apprenticeship or mentorship
Indicate which of the following committees you choose to assess your application (see guidelines for details): <input type="checkbox"/> National peer assessment committee <input type="checkbox"/> Aboriginal national peer assessment committee	
Identify your genre of dance (see Appendix A for a complete list of eligible genres): _____	
Identify your specialization (see Appendix A for a complete list of eligible specializations): _____	
Indicate the amount you are requesting (round to the nearest thousand; see the application guidelines for the maximum available): \$ _____	
Provide the project's start date _____ and end date _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (day/month/year) (day/month/year) </div>	
Indicate the duration of the project (in months): _____	
Provide a brief project description (10 to 15 words; you must complete this section — it is the official description of your request): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Do you have any final reports outstanding from previous Canada Council grants? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PART B2 – DESCRIPTION OF PROJECT

Provide a detailed description of your proposed project. 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 clear, thorough and focused as possible.

Please limit your description to two pages, with a minimum type size of 11 points. Print on one side only of white, 8½ x 11 inch paper.

When describing your project, remember that the committee will evaluate your application against the assessment criteria published in the program guidelines. Be sure to explain your intended contribution to your art form and to describe the significant qualities of your professional practice or artistic process.

If you are applying for a **professional development** project, explain the importance of the project to your development and why you are choosing to do it now.

For a **research** project, focus on the issues or questions you wish to explore and the means you will use to approach them.

If you are requesting support for an **apprenticeship or mentorship** project, refer to Part E1 of the application form.

PART C – TIMETABLE

If this applies, please provide a timetable of activities for the duration of your proposed project.

PART D – FINANCIAL INFORMATION		
EXPENSES		
	Project Budget	Final Report Only
A) All Projects		
Subsistence expenses (maximum of \$2,000 a month) \$ _____ x _____ months	\$	\$
Tuition or study fees	\$	\$
Fees for a monitor, mentor, elder or guest choreographer	\$	\$
Educational or research material expenses	\$	\$
Travel expenses (bus, train or airplane) from _____ to _____	\$	\$
Accommodation expenses(number of days) _____	\$	\$
Studio rental/equipment rental/documentation expenses	\$	\$
Salaries for dancers (if this applies)	\$	\$
Other expenses (provide details)	\$	\$
Total	\$	\$

REVENUES (please use an asterisk (*) to mark all confirmed revenues)		
	Project Budget	Final Report Only
B) Private Support		
Fundraising	\$	\$
Host's in-kind donations or other contributions, required for apprenticeship projects only (provide details — see Part E1)	\$	\$
Foundation grants	\$	\$
Private Support Subtotal	\$	\$
C) Public Support		
Grant requested from this Canada Council program	\$	\$
Other grants: – federal	\$	\$
– provincial or territorial	\$	\$
– municipal	\$	\$
Public Support Subtotal	\$	\$
Total Revenues (B plus C)	\$	\$
Total Expenses (A)	\$	\$
Total Revenues Minus Total Expenses	\$	\$

Note: You are required to round your grant request to the nearest thousand and to submit a balanced budget (revenues must equal expenses).

PART E1 – SUPPORT MATERIAL

You are responsible for submitting all support material on time and for insuring the material. Do not submit originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of material submitted in support of an application.

The Canada Council will return submitted videotapes, DVDs, CDs and audio tapes to you, but will keep written support material in your grant file.

Resumé

You must submit a resumé or curriculum vitae (maximum of two pages). If it applies to your request, you must also provide the peer assessment committee with information about the company, institution or organization involved in the project (for example, the mandate of the organization, a course outline and the teacher's credentials).

Suggestions

- Training, experience and teaching – Explain how you learned your craft (to dance, to design, etc.), where you studied, for how long, the techniques studied and the names of your principal teachers, mentors and/or elders. Where relevant, describe your experience as a teacher or mentor.
- Agents, managers and producers – Tell us about your experience in dance and in the arts, including both non-profit and commercial activities.
- Choreographies and performance experience – Provide the title, date, length, collaborators, place, context, etc. for your presentations, in date order.

Letters of Support (two letters required for emerging dance professionals and non-artistic professionals in dance, but optional for others)

You must have two people familiar with your work (such as peers, elders, teachers or mentors) submit a letter of support to the Canada Council. Letters of support are optional for mid-career and established dance professionals.

Guidelines for letters of support are included with this application form. Note that these letters are not counted as part of the maximum page limit for your application (maximum 15 pages — see Part F for details).

Suggestion

The role of the appraiser is to provide the peer assessment committee with information about you that will help the committee gain insight into your work as a dance professional. It is, therefore, preferable for you to choose appraisers who have followed your career path over the years.

Give the names, professions, addresses and telephone numbers of the two people you have asked to send us an appraisal of your work and your project. The Canada Council must receive your letters of support **on or before 1 April 2006**.

PART E1 – SUPPORT MATERIAL (continued)**Letter of Agreement** (required for apprenticeship or mentorship projects only)

If you are applying for support of an apprenticeship or mentorship project, you must submit a copy of the agreement between yourself and the other party. Please note that this is an example of the kind of information that should be contained in a letter of agreement. It is the minimum required by the peer assessment committee when reviewing your application. You may decide to create your own template and agree on more terms, but **the following five points must be covered.**

Please provide the required information on a separate sheet or sheets.

A) Objectives of the Project

- For you, as the applicant
- For the other party

B) Timetable of Activities**C) Financial and In-Kind Contributions** (details)

If you are apprenticing with an organization, institution or company, the host must provide at least 50 percent of the total cost of the project, in funds and/or in-kind services. Please provide details, including the value of any services offered (classes, rehearsal time, private sessions, etc.).

D) Contingency Plan Regarding Disputes and Non-Compliance

Indicate how you and the other party intend to jointly manage disputes and/or changes of plans. Regularly scheduled reviews of the agreement and check-in points during the project period are suggestions.

E) Signatures of Both Parties

You should state that your letter of agreement forms an essential part of your application for support of an apprenticeship or mentorship project under the Grants to Dance Professionals program. Indicate that the Canada Council for the Arts is not a party to your agreement. Include an identification and signature block, as follows:

This document forms the basis of a project agreement between _____,
the applicant, and _____, the organization, mentor (host) or apprentice.

Applicant's signature

Date

Other party's signature

Date

PART E1 – SUPPORT MATERIAL (continued)**Audiovisual Material**

If you are a dancer, choreographer or teacher, you must submit videotapes or a DVD of your recent work (within the last three years). **You must complete** Part E2 of the application form, Detailed Description of Audiovisual Material.

Requirements and Suggestions

In Part E2, provide clear information on what the peer assessment committee will see and hear: the title of the work; the names of the dancers, choreographers and composer; when and where the video and audio were recorded; why you chose that material for the committee to watch and listen to; and **how it relates to your project**. The committee members will look at a maximum of 10 minutes of work, sometimes at regular speed and sometimes in fast forward mode when an entire work is submitted.

Dancers and choreographers – You may provide up to three pieces of choreography, each on a separate videotape (clearly identified and cued) or all on one DVD. Each video may present a complete choreography, a work-in-progress or an edited version of a complete piece.

Ensure that the dancers and their movements are clearly visible to give a sense of the movement vocabulary and aesthetics of the work. You may choose to record movement material in the studio without production values: the committee members are not expecting the video to be of commercial quality.

Try to relate at least one of the video selections to the project. At least one of the pieces should be very recent work (within the last year or so).

Dancers – Select audiovisual support material that shows your range of expression as a performer and, where appropriate, your technical abilities.

Choreographers – Select support material that shows your choreographic vocabulary and breadth of expression. It should demonstrate the foundation upon which you will undertake the proposed project.

You may wish to highlight other elements of your work (such as sound, sets and lighting). If so, indicate these in Part E2, too.

Teachers – Submit a videotape or DVD that shows you teaching for approximately one hour. Please ensure that the videotape or DVD picks up the comments and corrections you are making to the students. Committee members want to see an overview of the class's direction and be able to move to specific parts.

Other Support Material

Designers – Submit 10 photographs of past productions, or a videotape or DVD if appropriate. Clearly indicate your name on your submitted material, and your role in the productions.

Historians and critics – Submit a maximum of five pages of critical writing and/or various reviews.

Accompanists – Submit a CD or audio cassette and a videotape or DVD of your work in class or in performance.

Agents, managers and producers – Provide two letters of support from peers or mentors.

PART E2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL

Fill in the boxes below, listing the material that you are submitting in support of your application. Be sure to list the items in order of viewing priority. Clearly label your support material.

Send a **maximum of three items** on separate cued **videotapes** or all on one **DVD**, or on separate cued **audio tapes** or all on one **CD**.

Due to time limitations, the peer assessment committee may not be able to view or listen to all of the audiovisual material that you submit.

Item 1

Title:
 Applicant's credit or role (choreographer, dancer, etc.):
 Medium (videotape, audio tape, etc.):
 Running time:
 Brief description of how the support material relates to the proposed project:

Original format (16 mm, VHS, DVD, CD, DAT, etc.):

Presentation format (if different from above):

Completion or recording date:

Special instructions or notes:

Track number: ___ **Time indicator:** From _____ to _____ **Video standard:** VHS DVD
 Cued Yes No

Item 2

Title:
 Applicant's credit or role (choreographer, dancer, etc.):
 Medium (videotape, DVD, CD, audio tape, etc.):
 Running time:
 Brief description of how the support material relates to the proposed project:

Original format (16 mm, VHS, DVD, CD, DAT, etc.):

Presentation format (if different from above):

Completion or recording date:

Special instructions or notes:

Track number: ___ **Time indicator:** From _____ to _____ **Video standard:** VHS DVD
 Cued Yes No

Item 3

Title:
 Applicant's credit or role (choreographer, dancer, etc.):
 Medium (videotape, DVD, CD, audio tape, etc.):
 Running time:
 Brief description of how the support material relates to the proposed project:

Original format (16 mm, VHS, DVD, CD, DAT, etc.):

Presentation format (if different from above):

Completion or recording date:

Special instructions or notes:

Track number: ___ **Time indicator:** From _____ to _____ **Video standard:** VHS DVD
 Cued Yes No

PART F – CHECKLIST

Please check the boxes below to confirm that all parts of the application form and the required support material are attached or will be submitted by the deadline indicated in the application guidelines.

To be complete, your application must include the following items. Submit them in the order indicated below. A photocopy of this material will be sent to the peer assessment committee members.

Note that a maximum of 15 pages will be submitted to the peer assessment committee.

- Cover page of the application form – Identification and Declaration, with an original signature
- Part A – Name and Location of Applicant
- Part B1 – Description of Grant Request
- Part B2 – Description of Project
- Part C – Timetable
- Part D – Financial Information
- Part E1 – Support Material
 - Resumé (maximum of two pages)
 - Letters of support (two letters required for emerging dance professionals and non-artistic dance professionals; optional for mid-career and established dance professionals)
 - Letter of agreement (required for apprenticeship or mentorship projects)
 - Audiovisual material
 - Videotapes or DVD (for dancers, choreographers, teachers and accompanists)
 - Photographs, videotape or DVD (for designers)
 - CD or audio cassettes (for accompanists)
 - Information on the institution, organization or company where the applicant will be studying (if required)
 - Critical writing or reviews (for historians and critics; maximum of five pages)
- Part E2 – Detailed Description of Audiovisual Support Material
- Other (provide details)

Please remember to keep a copy of your completed form and to submit your application by the deadline date.

APPENDIX A – ELIGIBLE DANCE GENRES AND SPECIALIZATIONS		
Genres	Sub-Genres	Specializations
Aboriginal	Powwow forms Contemporary Traditional/regional West coast Métis Inuit	Accompanist Animator Artistic director Artists' management Arts administrator Choreographer Choreographic consultant/dramaturge
African	Afro-Caribbean Contemporary Traditional	Collective Composer Costume designer
Ballet	Classical Contemporary Neo-classical	Dance company Dance therapist Dancer Designer
Baroque		Festival
Butoh		Film/video director
Capoeira		Historian/researcher
Classical Spanish		Multidisciplinary presenter
Contemporary	Aerial Dance theatre Improvisation Modern Jazz Integrated Other	Notator Photographer Presenter Producer/production company Publisher Rehearsal director Service organization Specialized presenter
Dance and media	Video Film New technologies	Stage manager Teacher Writer Other
East Asian	Peking opera Traditional Chinese Korean	
Flamenco		
Folkloric	Percussive Traditional	
Latin	Tango Salsa	
Middle Eastern	Lebanese folk Baladi Contemporary	
South Asian	Bharata Natyam Kathak Odissi Kathakali Contemporary	
Tap		
Urban	Hip hop/breakdance Contemporary	
Other		



Guidelines for Letters of Support Grants to Dance Professionals

Note that your appraisers must submit their letters of support to the Canada Council for the Arts on or before 1 April. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Letters received after that date will not be used.

If you are an **emerging or non-artistic dance professional** (such as archivist, manager, etc.) applying to the Grants to Dance Professionals program, you must send a copy of these guidelines to two appraisers who are familiar with your work. (If you are a mid-career or established dance professional, letters of support are optional.)

Attach your response to Part B2 – Description of Project of the application form and your budget expenses (Part D of the form) to these guidelines to give your appraisers a sense of the project as it is being presented to the peer assessment committee.

Dear Appraiser:

Thank you for agreeing to provide the Canada Council for the Arts Dance Section with a letter of support for this applicant. It helps the peer assessment committee, particularly when the committee members are not familiar with the applicant, to gain some insight into his or her work as a dancer, administrator, teacher, etc. To help you prepare your letter, here is some background about the Grants to Dance Professionals program.

It is open to all Canadian dance professionals (individuals), including dancers, choreographers, animators, teachers, notators, critics, designers, historians, accompanists and administrators.

The program provides support to emerging, mid-career and established dance professionals as well as to Aboriginal dance professionals in all of these categories. Professionals working in all dance world cultures and a wide range of dance genres are eligible.

Dance professionals can apply to this program for support of professional development, research and apprenticeship or mentorship projects.

Eligible Grant-Supported Activities

Professional development and research projects include:

- periods of study or related travel (nationally or internationally, such as attending international dance festivals) within self-directed or established programs
- attendance at workshops or training courses that are above the level of basic training
- youth development initiatives, such as exploring new ways of introducing dance to young audiences
- investigation of technologies for dance, which may involve a research period in preparation for working with video, film or other media (including study in the medium and development of a script, storyboard or treatment material)
- professional and/or personal research that is not related to a specific creation.

Apprenticeship or mentorship projects allow both the applicant (who can be either the apprentice or the mentor) and the other party (the mentor, company, individual or group) to benefit from working closely together in order to exchange knowledge.

An apprenticeship arrangement is when one party asks another to share knowledge and it is a mutually beneficial experience. This can be done either on a one-to-one basis or as one person apprenticing with a company. **Mentorship** involves an applicant initiating a project that allows him or her to “pass down” and share expertise with others in a mentoring relationship. A mentor may choose to work with one individual or a group.

Assessment Criteria for Applications

In evaluating the applications, the peer assessment committee will consider the following when applicants request funds for **professional development and research** projects:

- the applicant's previous achievements
- the applicant's contribution to the discipline
- the contribution of the proposed project to the professional development of the applicant
- the artistic merit of the project and/or its significance to the development of the profession
- the clarity of the project and how relevant the submitted support material is to the project
- other possible sources of financing.

For applications involving **apprenticeship or mentorship** projects, the committee will consider the above, and give priority to the projects whose terms of agreement provide the greatest benefits for both parties involved.

Contents of Your Letter of Support

Your letter of support should include the following points:

- 1) Your name, position or occupation, and address.
- 2) The date of your letter and your signature.
- 3) The length of time you have known the applicant.
- 4) Your impressions of the applicant's past work (for example, you might want to discuss a performer's abilities, musicality and creativity; a choreographer's ability to convey her or his point of view through movement, the work's structure, the sense of theatre, lighting, sets and props; or an administrator's track record or perceived abilities in the field).
- 5) The applicant's contribution to the discipline.
- 6) The project's importance to the artistic development of the applicant (for professionals working in non-artistic capacities, the project's importance to the applicant's career).
- 7) The applicant's potential as a dancer, administrator, teacher, etc., including strengths and weaknesses with reference to his or her area of specialization.
- 8) The applicant's ability to carry out the project and to use the grant effectively.
- 9) Any other comments you feel would be useful to the committee.

Note that the Privacy Act applies to the Canada Council for the Arts. This means that the contents of letters of support must be made accessible to applicants who request this information, although the identity of the

appraiser who submitted the letter will be kept confidential. The Canada Council keeps the information that you supply in the applicant's grant file.

Preparation and Submission of Your Letter

Please use a computer to prepare your letter: do not send a handwritten letter as it will not photocopy well. Send your letter of support to:

Letter of Support for Grants to Dance Professionals
Dance Section
Canada Council for the Arts
350 Albert Street, P.O. Box 1047
Ottawa ON K1P 5V8

Or you may email your letter to linda.nickolson@canadacouncil.ca, or you may fax it to (613) 566-4409.

Further Information

For further information on the Grants to Dance Professionals program, contact Julie Poskitt or Jerry Longboat, Dance Section Officers.

Telephone: 1-800-263-5588 (toll-free) or (613) 566-4414, ext. 4578 (Linda Nickolson, Assistant)

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

Email: julie.poskitt@canadacouncil.ca or jerry.longboat@canadacouncil.ca

Fax: (613) 566-4409

Website: www.canadacouncil.ca

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