



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

DANCE SECTION

Support for Creation-based Collaborations: Local, National and International (Pilot Program)

Follow these three steps to apply for a Canada Council for the Arts grant:	
Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amount, 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's website or contact the Dance Section as indicated below.
Step 3	Complete all sections of the attached application form , and be sure to use the Checklist (Part E3) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

Deadline Dates	Notification Dates
15 November 2006	March 2007
1 May 2007	July 2007

If either of these dates 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.

Further Information

Mark Shaub
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Canada Council for the Arts
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Ottawa ON K1P 5V8

Telephone: 1-800-263-5588 (toll-free) or (613) 566-4414, ext. 5506
TTY (TDD) machine, for hearing-impaired callers: (613) 565-5194
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September 2006 / DAG4E 9-06



STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program provides project funding to presenters and producers to support creative collaborations and relationships among artists, presenters, producers and their communities. The objective of the program is to further vitalize the art form of dance by building strong relationships within the local, national and international dance milieux.</p> <p>Any number of presenters and producers may work together on a project with the common goal of enhancing opportunities for artists and developing innovative ways of increasing public appreciation for Canadian dance. Projects may include local, national and/or international participants, but the applicant must be Canadian.</p> <p>The Pilot Program of Support for Creation-based Collaborations has three components: Creative Residencies, Commissions and Strategic Initiatives.</p> <p>The program aims to reach its objective by:</p> <ul style="list-style-type: none"> • increasing creation and visibility opportunities for professional Canadian dance artists and companies • increasing the capacity of presenters and producers to engage, over extended periods of time, with local, national and international artists • contributing to the establishment of long-term relationships among artists, presenters, producers and audiences, and • improving the conditions for creating dance by allowing artists more time in a single community, which allows them to develop in-depth relationships within the community, and focus on their work or share the intent of their work with a larger community. <p>Examples of creative relationships are as follows:</p> <ul style="list-style-type: none"> • residency initiatives leading to the creation of new work or, in some instances, remounts • extended production periods on stage or in the presentation space with time, space and technical support available during this process. If a presenter usually allows an artist two days in the theatre prior to opening night, then an extended time period might be two to three weeks in the theatre prior to opening night • a Canadian presenter or producer collaborating with any number of Canadian and/or international presenters to commission (co-produce) a Canadian or international artist. The final work must be presented in Canada, and • presenters or producers undertaking an exceptional project whose impact will have a lasting effect on a community larger than their own respective communities. <p>Creative Residencies</p> <p>This component allows presenters or producers (if necessary, in agreement with another party who has the physical space) to invite an artist or company into residence. The residency will be for a pre-determined period of time, but must be at least one week in length.</p>
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<p>Program Description (continued)</p>	<p>The purpose of the residency must be to either complete a creative work or remount a work, and it can take place immediately prior to opening night or at an earlier date. A residency must eventually lead to the professional presentation of the final work, in Canada, by either the residency host or the collaborating Canadian presenter or producer.</p> <p>Commissions</p> <p>The Commissions component provides a direct contribution to the creating artist or company (local, national or international) to support the creation of a new work. This is a flat amount that does not include the presentation fee.</p> <p>Applicants must submit a separate agreement for the presentation fee or a single agreement that clearly separates the commission fee and the performance fee.</p> <p>Presenters and producers can commission local, national or international artists but must have a confirmed presentation agreement to show the work in Canada. An international producer involved in commissioning a Canadian artist or company must commit to the presentation of that artist or company outside Canada. Ownership of the rights to the work must be detailed in the signed contract.</p> <p>Strategic Initiatives</p> <p>This program encourages presenters and producers to think in creative and innovative ways to develop important opportunities for dance artists and dance audiences. The Strategic Initiatives component is for projects that do not meet the eligibility requirements of the above components or any other program in the Dance Section.</p> <p>Applicants must discuss their projects with the Dance Section Officer before submitting an application to this component.</p>
<p>Eligibility</p>	<p>All three program components are for collaborations among local, national and/or international presenters and producers, individual artists and companies. The applicant, however, must be a presenter or producer incorporated in Canada.</p> <p>Applicants must:</p> <ul style="list-style-type: none"> • be directed by recognized professionals and/or community leaders and engage professional artists, mentors and/or elders • operate on a seasonal basis or be attempting to operate on a continuous basis • have a history of public presentation or producing dance. If the organization has less than a three-year history, the track record of the individual presenter or producer will be taken into consideration • have established a working relationship with the artists involved in the project • have an administrative infrastructure to support the project • not be carrying an accumulated deficit that threatens the viability of their organization, and • receive support from other sources, such as municipal, provincial or territorial, and/or private sources.

<p>Eligibility (continued)</p>	<p>Presenters and producers can apply as a single entity or collectively to support a creative collaboration with artists or companies. This program encourages relationships with other presenters — both Canadian and international — to develop, create and extend the life of a dance work.</p> <p>Where appropriate, presentation must be within 15 months of the creative collaboration.</p> <p>Those who are not eligible to apply to this program should refer to the Canada Council’s website or the Calendar of Deadlines for information about other programs of support for dance.</p> <p>All Canada Council for the Arts programs are open to Aboriginal arts organizations or artists and arts organizations or artists from diverse cultural and regional communities of Canada.</p> <p>Definitions of Terms</p> <p>The Canada Council defines presenters as incorporated individuals or organizations that select artists or groups of artists for programming purposes, assume all or part of the artistic and financial risk, and oversee all aspects of presenting the work to audiences. For this program, a presenter cannot be the choreographer or company presenting its own work.</p> <p>Producers are incorporated entities that may not be presenters as defined above. They must pay fees to the artists and collaborate with presenters to ensure public presentation of the work. Producers must have a minimum of three years’ experience in producing artists. Although artists and companies may be considered producers for the sake of this program, these applicants cannot apply for funding to produce or co-produce their own work or the work of artists in their regular employment. They are eligible, however, if they are producing or co-producing the work of other artists or companies.</p> <p>A public presentation can include a promotional or marketing campaign; technical support as required by artists or companies; and the appropriate staffing, management and administration of the project.</p>
<p>Grant Amount</p>	<p>Amount Available</p> <p>This program will award a maximum of \$30,000 per application at each deadline. Applicants can request funds from one, two or all three components of the program. Their total request, however, cannot exceed \$30,000.</p> <p>Eligible Expenses</p> <p>Where this applies, cash and in-kind contributions from applicants and other contributing collaborators must be listed and assigned to specific expenses (on a separate page).</p> <p>For the Creative Residencies and Commissions components, applicants must submit an operational budget for the coming year and must indicate where this project fits within the overall picture.</p>

<p>Grant Amount (continued)</p>	<p><i>Creative Residencies</i></p> <ul style="list-style-type: none"> • Dancers’ rehearsal salaries and an animateur’s or facilitator’s honorarium, during the residency. • Artists’ travel (national and/or international) and per diem costs. The presenter’s or producer’s local theatre and technical costs, during the residency. (complete Appendix A1 in the application form) • Where this applies, production costs associated with previews that are not normally covered by the presenter. • The presenter’s costs of providing facilities and services to artists. • A contribution to salary costs for the hours that personnel spend for the management of this project. <p>The successful applicant will receive one administrative honorarium of \$1,000 to offset the time spent in securing partnerships.</p> <p><i>Commissions</i></p> <ul style="list-style-type: none"> • The direct expense for commissioning the creation of a new work. Applicants are expected to give the entire commissioning fee and related expenses directly to the artist (the grant provides an administrative honorarium for applicants). • The presenter’s or producer’s travel costs, when the purpose of the travel is to secure engagements for artists or companies with other presenters or producers. <p>The successful applicant will receive one administrative honorarium of \$1,000 to offset the time spent in securing co-commissioners.</p> <p><i>Strategic Initiatives</i></p> <p>Applicants must discuss eligible expenses for the Strategic Initiatives component with the Dance Section Officer before completing an application.</p> <p>Ineligible Costs</p> <p>The following are not eligible under any of the components of this program:</p> <ul style="list-style-type: none"> • technical equipment purchases • general administrative overhead and salaries of presenters or producers • costs associated with the presentation of the finished work (such as technical and promotional costs for the public presentation of the work before a paying public) • production costs associated with previews that are normally covered by the presenter • royalties and rights, and • artistic costs normally supported through operating grants to dance company partners.
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<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>The Canada Council reviews applications for eligibility according to the Dance Section’s published eligibility criteria for this program, with outside consultation if needed. A peer assessment committee evaluates eligible applications.</p> <p>The committee establishes funding priorities based on the overall merit of the project in comparison with those of other applicants in the same national competition. The committee’s recommendations are also based on the assessment criteria described immediately below and the availability of funds.</p> <p>Composition of the Peer Assessment Committee</p> <p>Committee members are selected for their specialized involvement with and knowledge of dance in Canada, and to reflect a broad range of professional experience. They are also chosen to provide fair representation of cultural diversity, regions, Aboriginal peoples, gender, geographic origin and Canada’s two official languages.</p> <p>Assessment Criteria</p> <p>The assessment criteria that will be applied to the requests for funding are:</p> <ul style="list-style-type: none"> • strength of commitment of the presenters or producers, including the international collaborators, and artists or companies to the collaborative initiative as described in each collaborator’s artistic statement • clarity of intent • artistic merit of the proposed creation or remount • quality of the artists’ previous work as determined by the audiovisual support material and print material submitted • potential impact of the collaboration on the development of the art of dance and on the dance artists involved • anticipated impact of the project on Canadian audiences • reasonable balance of projected revenue sources • demonstrated ability of the applicant to support the creative process • participation in the project must be appropriate in scale to the applicant’s and collaborators’ abilities and financial capacity, and • demonstrated commitment to present the work for the best possible artistic fee. <p>Projects with greater numbers of confirmed partners will be given higher priority.</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 the 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.

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. This helps with program planning and application evaluation.

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

Refer to the cover page for the dates that you will be notified of the results, which you will receive by letter. For privacy reasons, the Canada Council does not release results by telephone or email.

If I receive a grant, how will it be paid?

Usually, your grant will be paid in three instalments, as follows:

- The first instalment, representing approximately 50 percent of the grant, will be paid when the Canada Council receives your revised working budget and signed contracts of agreement.
- The second, of approximately 40 percent of the grant, will be paid when you have submitted proof that a reasonable percentage of contributions to the project will be provided by collaborators and/or a revised budget indicating how the project will proceed with modified projected revenues. Acceptable proof of full or partial payment of contributions would be a copy of a wire transfer of funds or a copy of a cheque from the paying party.
- The final instalment, of approximately 10 percent of the grant, will be paid after the Dance Section staff have received and approved your final report and audited statements. The final report must include proof of full payment of the presentation fee. Acceptable proof would be a copy of a wire transfer of funds or a copy of a cheque from the paying party.

The Canada Council reserves the right to redistribute, delay or suspend payments if the grant holder does not carry out its planned program of activities; undergoes major changes in artistic and/or administrative direction; or does not meet its obligations as a grant holder, including submission of reports to the Canada Council.

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.



**Support for Creation-based Collaborations:
Local, National and International (Pilot Program)**

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.

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

PART A1 – IDENTIFICATION

Name of your organization:

Mailing address:

Street and apartment/suite number

City Province or territory Postal code

() ()

Telephone Fax Email Website

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

Amount of project support you are requesting from this program (maximum \$30,000):

\$ _____ +/-or \$ _____ +/-or \$ _____ = \$ _____
Creative Residencies Commissions Strategic Initiatives Total request

Period to be covered by this grant: From _____ to _____
(day/month/year) (day/month/year)

Project description (10 to 15 words):

Your organization's financial year-end: _____
(day/month)

If you are applying as a presenter, will the programmed artists or company be presented in your season?

Yes No

If you answered Yes, please indicate in which fiscal year: 20 _____ - 20 _____

Please attach to this form a copy of your dance programming activities as submitted to Canadian Heritage (PCH) along with your program summary.

Have you requested, or do you plan to request, funds from other public funding agencies for this project?

Yes No

If you answered Yes, please indicate from which program: _____

PART A3 – DECLARATION

Please read this section carefully, and complete and sign it. Only original signatures will be accepted: do not send a photocopy of this page.

Will you allow the Canada Council for the Arts to put your name and address on its mailing list?
(This information will be used only for Canada Council business.) Yes No

In which language do you prefer to communicate with the Canada Council? English French

- The organization I represent is incorporated in Canada
- I have read carefully the eligibility criteria for this program, which are in the application guidelines. I confirm that I and the organization I represent meet these criteria.
- I accept the conditions of this program, as described in the application guidelines, and I agree to abide by the Canada Council for the Arts' decision.
- I have already sent all final reports for previous Canada Council grants. I understand that my application will be considered ineligible if any of my organization's final reports are outstanding.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

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

ORIGINAL SIGNATURES ARE REQUIRED

Name of the person responsible for the application: _____

Position (if applicable): _____

Signature: _____

Date: _____

We confirm our participation in this creation-based project, as local, national or international participants.

Signatures of participants: _____

PART B – PROFILES OF APPLICANT AND COLLABORATORS

Your organization's 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 keep the profile of your organization up-to-date with the Canada Council once you have applied to this program.

Please describe your organization, in 1,000 or fewer words (approximately two pages), on separate sheets. When describing your organization, as well as the events or activities that have marked its development, address each of the points below:

1) Factual Information

- the legal mandate of your organization
- the artistic mission statement
- a brief history (include date established, milestones and accomplishments)
- other relevant information concerning ongoing activities (see application guidelines), and
- the structure of your organization (use page 4 for this purpose).

Include a description of your facilities, services and other relevant aspects of your organization.

2) Contextual Information

Explain the particular place and role your organization occupies in dance and the context that you work in. In other words, how do you see your organization within your discipline in a regional, national and international context, if this applies to you?

You must also provide a similar profile for all other presenters and/or producers involved in the project.

PART C1 – BASIS OF ASSESSMENT

When deciding whether to award a grant, the peer assessment committee compares the relative merit of your proposal with that of all others received in this national competition. Their decision is also based on the assessment criteria listed in the application guidelines, and on the funds available. Please note that your organization's artistic mission, geographic environment and artistic environment are all considered when defining and applying the assessment criteria. Parts B and C of this application form are integral components of the application assessment process and provide essential information on the activities and structure of your organization.

Submit a **two-page proposal** that responds to the program's assessment criteria and describes how the creative collaboration project will meet the objective of the program. In your text, address the desired outcomes of the artists, presenters and producers. Be sure to include the following points:

- How the creative collaboration project will deepen the working relationship between the artists and the presenters or producers, and how it will contribute to audience-building for the presenting organization. In other words, explain why these specific artists have been chosen for your community. (This section should be completed by the applicant.)
- How the creative collaboration project will enhance the artists' work (as described in the artists' and collaborators' statements — see immediately below).

In addition, all participating collaborators (presenters, producers and/or artists) must submit a one-page artistic statement confirming their direct engagement, describing how the project will contribute to their vision for dance, and outlining their desired outcomes for the project.

You must also include a calendar of activities for the project.

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 focused as possible. Print on one side only of white, 8½ x 11 inch paper.

PART C2 – STRUCTURE OF YOUR ORGANIZATION	
<p style="text-align: center;">Board of Directors</p> <p>Please provide the name, profession and corporate affiliation, where this applies, of the following:</p> <p>Past President:</p> <p>President or Chairperson:</p> <p>Treasurer:</p> <p>Other officers:</p>	<p style="text-align: center;">Details of Incorporation</p> <p>The organization is incorporated under the following name:</p> <p>Type of charter:</p> <p>Date of charter:</p> <p>Charitable licence number:</p>
<p>Regular Staff (names and functions):</p>	<p>Term Contract Staff (names and functions):</p>
<p>Casual Contract Staff (names and functions):</p>	<p>Professional Services Contract Personnel (names and functions):</p>

PART D1 – FINANCIAL INFORMATION: REVENUES				
Provide the information requested below, based on your organization's fiscal year. You must submit your financial information on the pages provided below, unless your organization's computer printout corresponds exactly to the Canada Council for the Arts' forms.				
PROJECT REVENUES				
	Creative Residencies	Commissions	Strategic Initiatives	Presentation (for info only)
Earned:				
Performance revenues (if this applies)	\$	\$	\$	\$
Residency activity revenues (if this applies)	\$		\$	
Subtotal	\$	\$	\$	\$
Fundraising (specific to this project):				
Donations	\$	\$	\$	\$
Sponsorships	\$	\$	\$	\$
Special events	\$	\$	\$	\$
In-kind donations (provide details)	\$	\$	\$	\$
Lotteries and casinos	\$	\$	\$	\$
Other (provide details)	\$	\$	\$	\$
Applicant's contribution to this project (provide details on a separate page):				
Contributions from participating collaborators (provide details on a separate page):	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Public Support:				
Arts Presentation Canada program (Department of Canadian Heritage) support toward presentation of the artist and/or company (where applicable)		\$		\$
	\$	\$	\$	\$
Other federal sources supporting this project:	\$	\$	\$	\$
• project assistance				
• employment programs	\$	\$	\$	\$
• other sources (provide details)	\$	\$	\$	\$
	\$	\$	\$	\$

PART D1 – FINANCIAL INFORMATION: REVENUES (continued)				
PROJECT REVENUES (continued)				
	Creative Residencies	Commissions	Strategic Initiatives	Presentation (for info only)
Provincial sources supporting this project:	\$	\$	\$	\$
• project assistance	\$	\$	\$	\$
• employment programs	\$	\$	\$	\$
• other sources (provide details)	\$	\$	\$	\$
Amount requested from this program	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Total Revenues	\$	\$	\$	\$

PART D2 – FINANCIAL INFORMATION: EXPENSES				
PROJECT EXPENSES	Eligible Costs	Eligible Costs	Eligible Costs	Ineligible Costs
	Creative Residencies	Commissions	Strategic Initiatives	Presentation (for info only)
Artistic and Production				
Artists' fees (hourly or weekly x no. of days or weeks)	\$	\$	\$	
Artists' fees for performances (for information)				\$
Expenses for artistic collaborators, advisors and mentors	\$	\$	\$	\$
Production personnel fees (if applicable)	\$	\$	\$	\$
Travel expenses (number of people) as per Appendix A1	\$	\$	\$	\$
Per diem expenses as per Appendix A1 (number of days X number of people)	\$	\$	\$	\$
Accommodation expenses as per Appendix A1 (number of days X number of people)	\$	\$	\$	\$
Other artistic expenses (provide details)	\$	\$	\$	\$
Theatre rental	\$	\$	\$	\$
Technical crew expenses	\$	\$	\$	\$
Other production expenses (provide details)	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Audience Development:	\$	\$	\$	\$
Animateur's or facilitator's honorarium	\$	\$	\$	\$
Other (provide details)	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$

Note: The Canada Council for the Arts' contribution to per diem and accommodation expenses is a maximum of \$ 100 / day.

PART D2 – FINANCIAL INFORMATION: EXPENSES (continued)				
PROJECT EXPENSES	Eligible Costs	Eligible Costs	Eligible Costs	Ineligible Costs
	Creative Residencies	Commissions	Strategic Initiatives	Presentation (for info only)
Marketing:	\$	\$	\$	\$
Salaries	\$	\$	\$	\$
Residency and related workshop expenses	\$	\$	\$	\$
Publicity and promotional expenses	\$	\$	\$	\$
Other (provide details)	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Administration (specific to the project):	\$	\$	\$	\$
Salaries (% of overhead costs and/or contract services.)	\$	\$	\$	\$
Rent and maintenance	\$	\$	\$	\$
Other (provide details)	\$	\$	\$	\$
Subtotal	\$1,000*	\$1,000*	\$	\$
Total Expenses	\$	\$	\$	\$
Total Revenues (from previous page)	\$	\$	\$	\$

* The Canada Council will provide successful applicants with an administrative honorarium of \$1,000 to offset the time spent in securing collaborators.

PART E1 – AUDIOVISUAL SUPPORT MATERIAL

You must submit, with your application, the audiovisual support material described below. You must also complete the description of audiovisual support material (Part E2). Clearly label your support material with the same information.

This audiovisual material should relate as closely as possible to the proposed project. It must demonstrate your ability to work in professional dance. Submissions may include your previous professional productions, student productions, work produced in workshops or work produced in collaboration with other artists. Please include a videotape, DVD or CD-ROM illustrating the work of the dance company or of the choreographer involved in your project.

Send complete works, cued to the sections you want viewed. Do not send excerpts or demo reels. Peer assessment committee members must be able to see the entire works, if they choose to do so. **Note that, due to time limitations, the committee may be able to view to only a portion of each item you submit.**

Submit a **maximum of three items, as follows:**

- **videotapes**, one piece per cassette, on 1/2 inch or 3/4 inch cassettes,
- **DVDs**, and
- **CD-ROMs**.

The Canada Council can screen 1/2 inch and 3/4 inch videotapes (VHS and SVHS).

Do not send originals. The Canada Council for the Arts is not responsible for the loss or damage, however caused, of materials submitted in support of an application.

The audiovisual material (only) will be returned to you. All other material submitted with your application (copies of resumés, financial statements, etc.) will be kept on file by the Canada Council for the Arts.

PART E2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL SUBMITTED

Please provide the information requested below, and attach a list of all audiovisual items submitted in support of your application. Clearly identify your support material submissions, and place them in the order that you wish them to be viewed.

Send a **maximum of three items** (no more than 10 minutes), and follow the instructions in Part E1.

Due to time limitations, the peer assessment committee may be able to view or listen to only a portion of each item you submit. Identify the segments that you consider priorities.

Item 1

Title:

Choreographer:

Dancers:

Medium (videotape, DVD or CD-ROM):

Original format (16 mm, VHS or DVD):

Running time:

Completion or recording date:

Brief description of how the submitted support material relates to the proposed project:

Special presentation instructions or notes:

Video standard: VHS NTSC PAL SVHS **Cued:** Yes No

Timing: From _____ to _____

Item 2

Title:

Choreographer:

Dancers:

Medium (videotape, DVD or CD-ROM):

Original format (16 mm, VHS or DVD):

Running time:

Completion or recording date:

Brief description of how the submitted support material relates to the proposed project:

Special presentation instructions or notes:

Video standard: VHS NTSC PAL SVHS **Cued:** Yes No

Timing: From _____ to _____

Item 3

Title:

Choreographer:

Dancers:

Medium (videotape, DVD or CD-ROM):

Original format (16 mm, VHS or DVD):

Running time:

Completion or recording date:

Brief description of how the submitted support material relates to the proposed project:

Special presentation instructions or notes:

Video standard: VHS NTSC PAL SVHS **Cued:** Yes No

Timing: From _____ to _____

PART E3 – APPLICATION AND SUPPORT MATERIAL CHECKLIST

Please check the appropriate boxes to confirm that you have completed all parts of the application and have attached the following documentation.

Note that the time that the peer assessment committee may devote to each file is limited. It is therefore to your advantage to present well-organized material.

- A completed application form with the original signatures of all participants
- Your certificate of incorporation, unless you have submitted it previously
- Your organization's profile and a one-page profile for each participating organization
- Service contracts or letters of agreement
- Audited financial statements for the last two years. An independent financial review may be acceptable if your last Canada Council grant was under \$60,000. You must also submit audited financial statements for any holding companies, parent companies or foundations that your organization is associated with, and for any subsidiaries, related companies or special trust funds that benefit your organization
- A statement of your organization's operating budget for the year in which the project will take place, and an indication of where this project fits within the overall picture
- Various publications, brochures, and promotional or other documents produced by your organization, and similar documents produced by the collaborators
- Statements from the participating collaborators, as requested in Part C1
- Artistic statements from the participating collaborators, as requested in Part C1
- A videotape, DVD or CD-ROM of the artists' most recent work
- A completed support material page (Part E2)
- Curriculum vitae(s) or resumés for principal artists (maximum of two pages each)
- Calendar of activities (dates, type of activities and who is involved)

Do not send originals. The Canada Council is not responsible for the loss or damage, however caused, of materials submitted in support of an application.

Payment checklist, required from successful applicants only:

- Proof of payment of contribution and/or presentation fee (copy of wire transfer of funds or copy of cheque)

APPENDIX A1 – ARTIST EXPENSES FOR RESIDENCIES								
Eligible costs: For per diems, the Canada Council for the Arts only provides \$100 per day maximum contribution towards per diem and accommodation. These costs, along with total travel costs, will be automatically calculated based on the number of people, etc.								
	Name of artist	City	Province/territory	Country	Number of days	Cost of transportation	Accommodation	Per diem
1						\$	\$	\$
2						\$	\$	\$
3						\$	\$	\$
4						\$	\$	\$
5						\$	\$	\$
6						\$	\$	\$
7						\$	\$	\$
8						\$	\$	\$
9						\$	\$	\$
10						\$	\$	\$
11						\$	\$	\$
	Totals carried over to page 7, Part D2					\$	\$	\$