



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

DANCE SECTION

International Co-production Program for Dance (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 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 F) to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

<p>1 May and 15 November</p> <p>For these deadlines, only original Canadian creation projects are eligible for funding. Projects must be international financial co-productions, which means they must involve confirmed financial contributions by one or more Canadian producers and one or more foreign producers.</p>

If the above dates fall on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all required 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.

Further Information

Mark Shaub
 Dance Section Officer
 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. 5506
 TTY (TDD) machine, for hearing-impaired callers: 613-565-5194
 Email: mark.shaub@canadacouncil.ca
 Fax: 613-566-4409
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STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>The International Co-production Program for Dance provides assistance to Canadian dance professionals, companies and collectives. Grants contribute to the production costs of international co-productions.</p> <p>The main objective of this program is to create more international touring opportunities for Canadian artists. The program also encourages international co-operation and mutual exchange between Canadian and foreign dance artists, companies and collectives by increasing Canadian investment in international co-productions.</p> <p>Applicants can request production grants for international co-productions that have not already received development grants from this program. But in this situation, the international co-productions must be fully developed and ready to go into production. Applicants in this situation must also provide evidence that other sources of financial assistance will meet all costs.</p>
<p>Eligibility</p>	<p>General Criteria</p> <p>The following are eligible to apply to this program:</p> <ul style="list-style-type: none"> • professional dance artists who are Canadian citizens or permanent residents of Canada, and • professional Canadian dance companies or collectives. <p>For this program, the foreign co-producer must make a minimum 15 percent cash commitment to the production budget. There must also be a separate confirmed presentation fee(s) and date(s) of engagement. The support material submitted with the application must include signed letters from all confirmed and potential partners. Details of the requirements are provided in Part E of the attached application form.</p> <p>All Canada Council for the Arts programs are accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.</p> <p>Restrictions</p> <p>Applications for support of “guest artists” are not eligible.</p> <p>Artists, artistic directors of companies and representatives of collectives may apply to both the Grants to Dance Professionals program and this program in the same fiscal year (1 April to 31 March) as long as they are submitting different projects and are eligible to apply to both programs.</p> <p>Applicants are not eligible to apply for a Canada Council grant if they have a final report and/or financial accounting overdue from a previous grant from the Council.</p>

<p>Grant Amount</p>	<p>The program provides grants of up to \$30,000. Normally, applicants will receive the amount they have requested or will not receive any grant.</p> <p>Eligible expenses include travel costs, accommodation and per diem costs, rehearsal salaries, artistic collaborators' fees and technical production expenses.</p> <p>Equipment purchases are not eligible.</p> <p>The Canada Council does not provide funding for projects beginning before the deadline.</p>
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Applications are reviewed for eligibility according to the published program eligibility criteria of the Dance Section, with outside consultation if needed. Eligible applications are evaluated by a peer assessment committee.</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 selected to provide fair representation of cultural diversity, regions, Aboriginal peoples, gender, geographic origin and both official languages.</p> <p>Assessment Criteria</p> <p>The peer assessment committee will establish the funding priorities by comparing the overall merit of each project with that of all other applications in this national competition. Decisions will also be based on the available funds and the following assessment criteria:</p> <ul style="list-style-type: none"> • artistic quality of the project, including the achievements of the artists involved • quality and track record of the foreign co-producers • potential impact of the project on the development of the art of dance • ability of the co-producer(s) to carry out the project successfully • potential of this project to develop touring opportunities for the Canadian artists/companies involved • commitment of funds by foreign co-producers to the Canadian production, and • significance of the premiere performance(s) of the work supported by this grant. <p>The peer assessment committee will also consider the geographic location of the participating partners, in an effort to respond to differences in the economies and cultural policies of participating foreign countries.</p>

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 your application has been received. This notice will be sent 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.

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 **four months** 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.



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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 applicant:	Name of person or organization that will receive the grant (and address if different from mailing address):
Mailing address:	
Street and apartment/suite number	Street and apartment/suite number
City	City
Province or territory	Province or territory
Postal code	Postal code
()	()
Telephone	Telephone
Fax	Fax
Email	Email
Website	Website
PART A2 – GENERAL INFORMATION ON THE APPLICANT AND THE GRANT REQUESTED	
Amount requested from this program: \$ _____ (See Grant Amount in the application guidelines)	Total expenses for the project: \$ _____ (As indicated in Part C – Financial Information)
Are you currently receiving operating assistance from the Dance Section? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, which of the following types are you receiving? <input type="checkbox"/> Annual <input type="checkbox"/> Multi-year	
Project description (10 to 15 words):	
Is this project part of your company's projected plans? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, for which fiscal year? _____	
When will the project take place?	
Provide the project's start date _____ and end date _____ (day/month/year) (day/month/year)	

PART A2 – GENERAL INFORMATION ON THE APPLICANT AND THE GRANT REQUESTED
(continued)

Where will the project take place and who are the presenters?

(name the locations and the presenters involved)

PART A3 – DECLARATION

Please read this section carefully, and complete and sign it. Only an original signature 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

- 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. I, or 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 will act as the only representative of the company or collective, and I will keep the other participants informed of the contents and outcome of this grant application.
- I have already sent all final reports and financial accounting for previous Canada Council grants. I understand that my application will not be eligible if any financial accounting or 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.

AN ORIGINAL SIGNATURE IS REQUIRED

Name of Artistic Director/General Manager/Administrative Director

Position

Signature

Date

PART A4 – PROFILE OF ORGANIZATION

It is your responsibility to keep the profile of your organization up to date with the Canada Council for the Arts once you have applied to this program.

Please describe your organization, in 1,000 or fewer words (approximately two pages), on separate sheets. Address each of the points below. Be sure to print on one side only of white, 8½ x 11 inch paper, with a type size larger than 10 points.

A) Factual Information

- The artistic mission statement of your organization
- A brief history (include date established, milestones and major accomplishments)
- Other relevant information concerning ongoing activities, such as touring, workshops and forums

B) Contextual Information

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

PART B – PROJECT DESCRIPTION

Companies receiving operating funding: Please describe how this project would make a valuable contribution to your short- and long-term plans.

Individual artists: Please describe how this project would make a valuable contribution to your body of existing work.

The description of your project should be directly related to the criteria that the peer assessment committee will use to evaluate your application. These assessment criteria are set out in the application guidelines. The committee will decide whether to award a grant based on the merit of your proposal compared with that of all others received in this national competition, and on the funds available.

While your description 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, straightforward and focused as possible when preparing this section. Please limit your description to a maximum of 750 words, in total.

Be sure to print on one side only of white, 8½ x 11 inch paper, with a type size larger than 10 points.

Please provide the following information on the project, including lists of the performers and creative artists involved.

Title of the work:

Length of the work:

Date that the work will be ready:

Names of the Dancers (and musicians, if this applies to your project)

Names of the Creative Artists

Choreographer	
Composer	
Designers (provide details)	
Others (provide details)	

PART C – FINANCIAL INFORMATION: PROJECT BUDGET		
EXPENSES	Amount	
Artistic:		
Performing artists' fees (dancers' rehearsal salaries and fees)	\$	
Creative artists' fees (choreographer's, composer's, designer's and other's)	\$	
Travel expenses (including per diem and accommodation — provide details on a separate sheet)	\$	
Other (provide details)	\$	
Production:		
Costume and set expenses	\$	
Equipment rental	\$	
Technical personnel's fees	\$	
Other (provide details)	\$	
Studio:		
Studio rental	\$	
Other studio-related expenses (for example, equipment rental)	\$	
Publicity/Promotional/Administration:		
Costs for developing the co-production (provide details)	\$	
Advertising and promotional expenses, and publicist's fees (if this applies to your project)	\$	
Administration expenses (specific to this project)	\$	
International travel expenses	\$	
TOTAL EXPENSES	\$	
REVENUES (Anticipated)		
Cash contributions (provide details on a separate sheet)	\$	%
In-kind contributions (you must also list in-kind contributions above as project expenses)	\$	%
Corporate donations or sponsorships	\$	
Donations (from individuals, foundations, trusts, etc.)	\$	
Federal grants (other than Canada Council)	\$	
Provincial grants	\$	
Municipal grants	\$	
TOTAL REVENUES	\$	
Funds received by foreign artistic collaborators for this co-production	\$	%
Other (provide details)	\$	%
Surplus (Deficit) (Total revenues minus total expenses)	\$	
	\$	
Amount of this Canada Council grant request	\$	

PART D1 – 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 D2). 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 D2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL SUBMITTED

Please provide the information requested below for the audiovisual items you are submitting in support of your application. Clearly identify your support materials, and place them in the order that you wish them to be viewed. Indicate the title, the duration and the distribution (name of the performers and choreographer).

As time is limited, your entire items of support material may not be presented to the peer assessment committee. Identify the segments that you consider to be the highest priorities for viewing.

Item 1

Title:

Choreographer:

Dancer:

Medium (videotape, DVD or CD-ROM):

Original format (16 mm, VHS or DVD):

Presentation format (if different):

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 DVD NTSC PALCued: Yes No**Timing:** from _____ to _____**Item 2**

Title:

Choreographer:

Dancer:

Medium (videotape, DVD or CD-ROM):

Original format (16 mm, VHS or DVD):

Presentation format (if different):

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 DVD NTSC PALCued: Yes No**Timing:** from _____ to _____**Item 3**

Title:

Choreographer:

Dancer:

Medium (videotape, DVD or CD-ROM):

Original format (16 mm, VHS or DVD):

Presentation format (if different):

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 DVD NTSC PALCued: Yes No**Timing:** from _____ to _____

PART E – SUGGESTED LETTER TEMPLATE FOR FOREIGN CO-PRODUCERS

You must submit, with your application OR BY May 1st 2006, signed letters from all confirmed and potential partners. The letters should be addressed to the Canada Council for the Arts and should be on the co-producer's letterhead. Please use this template to ensure that you include all the information that is required.

We have agreed to co-produce (name of production) with (name of artist, company or collective) and have agreed to pay (name of artist, company or collective), directly, the sum of (currency if not Canadian dollars) _____ as a contribution to the expense of mounting the production.

We have also agreed to contribute the following in-kind support for the production (list of in-kind support), which is valued at (currency if not Canadian dollars) _____.

We have also agreed to a separate fee of (currency if not Canadian dollars) _____ for the presentation of the finished work, which we will present in (name of theatre) on (date and time).

(Signature of co-producer)

PART F – SUPPORT MATERIAL CHECKLIST

Please attach the following support material to your application. Use the check boxes below to confirm that you have submitted all required material.

Remember that the peer assessment committee has limited time to review each application. It is therefore to your advantage to present well-organized material.

- Profile of organization (refer to Part A4)
- Project description (refer to Part B)
- Choreographer's resumé (maximum two pages)
- Financial information (refer to Part C)
- Audiovisual support material (refer to Part D1)
- A detailed description of audiovisual support material (refer to Part D2)
- Letters of commitment from artistic collaborators and financial partners (refer to Part E)
- A copy of your organization's most recent audited financial statements or similar year-end statements (if you are applying as an organization).