



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## DANCE SECTION

### The Flying Squad I: An Organizational Development Program in Dance

You must use the attached form must to apply to this program. Please read the program information sheet carefully before completing the application form, and keep a copy of the information sheet and the completed form. These documents contain essential information on the conditions of grants.

**Please contact a Flying Squad Co-ordinator to discuss your project before applying to this program.**

#### Application Deadlines and Notification Dates

Application Deadlines	Notification Dates
1 April 2007	15 June 2007
1 October 2007	15 December 2007

Your completed application accompanied by all required support material must be postmarked on or before the deadline date. If either date falls on a weekend or statutory holiday, the deadline moves to the next business day.

**The Canada Council will not accept applications postmarked after the deadline dates, incomplete applications, or submitted by fax or email.**

#### Confidentiality of Information

The Privacy Act protects your personal information and provides you with a right of access to your information. The Canada Council will maintain your personal information in Personal Information Bank CAC PPU 130. All other information may be accessible under the Access to Information Act.

On a confidential basis, the Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, to assist with program planning and application evaluation.

#### Further Information

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

**Telephone: 1-866-359-7782 (toll-free) or (613) 566-4443.** Leave a message for the Flying Squad Co-ordinators, as instructed on the voice message system. Calls are usually returned within 48 hours (The Co-ordinators are external to the Canada Council and cannot be reached at the Canada Council's toll-free number.)

#### Flying Squad Co-ordinators:

**Joan Bosworth**  
**Francine d'Entremont**

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

Email: joanne.rafuse@canadacouncil.ca

Fax: (613) 566-4409

November 2006/DAG9E 11-06





**PART B – FINANCIAL INFORMATION****Guidelines for Fee Structure for Consultants**

The Canada Council recognizes that there is a significant range of fees charged by full- and part-time professional consultants who may act as consultants. Many consultants bill only for the time spent working directly with a client, either in person or over the phone. Consultants who bill in this way often have higher daily fees to make up for the time spent on research, planning and report writing.

The Flying Squad Program supports the professional fees of consultants for the time doing on off-site research, planning and report writing (which may include time spent analyzing the project) as well as for the time they spend in on-site meetings and activities. The Canada Council no longer sets a maximum allowable fee, but expects you to be able to accomplish the project with the awarded grant amount. When you are negotiating fees with consultants, ask them to provide a breakdown of the time they will bill for off-site research, planning and/or report writing as well as for on-site meetings and activities.

Peer assessment committees will take into account the amount of time proposed for on- and off-site work by consultants in assessing *the suitability of the consultants chosen* and *the feasibility of the project to achieve the projected outcomes, goals and objectives*. If committee members are supportive of the project but find that a disproportionate amount of time is proposed for off-site work, they may elect to reduce the size of the grant to reflect a more appropriate amount of time.

Please contact a Flying Squad Co-ordinator if you have questions regarding fees and expenses eligible for support through this program.

**Specify the costs of the project** (according to the guidelines provided in the information sheet):

**Component I – Organizational Research, Planning and Consultation****A) Consultant's fees (see guidelines above):**

- off-site research, planning and report writing (\_\_\_\_ days x \$\_\_\_\_ daily fee) \$ \_\_\_\_\_
  - on-site and time spent working directly with the client (\_\_\_\_ days x \$\_\_\_\_ daily fee) \$ \_\_\_\_\_
- Total A** (maximum of \$8,000) \$ \_\_\_\_\_

**B) Travel cost for the consultant or the applicant:**

- Travel (if from out of town, economy rate – specify)  
\_\_\_\_\_ \$ \_\_\_\_\_
  - Per diem ( \_\_\_\_ days x \$50, if from out of town) \$ \_\_\_\_\_
  - Accommodation (if from out of town – specify)  
\_\_\_\_\_ \$ \_\_\_\_\_
- Total B** (maximum of \$2,000) \$ \_\_\_\_\_

**Total grant requested** (A + B, maximum of \$10,000) \$ \_\_\_\_\_

**PART B – FINANCIAL INFORMATION (continued)**

**Component II – Mentorship**

- Salary for person being mentored ( \_\_\_\_\_ weeks x \$600) \$ \_\_\_\_\_
- Mentor’s honorarium ( \_\_\_\_\_ weeks x \$200, to a maximum of \$1,000) \$ \_\_\_\_\_
- Subtotal** (maximum of \$8,000) \$ \_\_\_\_\_
- Travel for person being mentored (if going out of town, economy rate – specify) \_\_\_\_\_ \$ \_\_\_\_\_
- Accommodation and per diem (maximum of \$100/day) for person being mentored (if going out of town – specify) \_\_\_\_\_ \$ \_\_\_\_\_
- Subtotal** (maximum of \$2,000) \$ \_\_\_\_\_
- Total grant requested** (maximum of \$10,000) \$ \_\_\_\_\_

Please indicate the number of weeks of employment for staff person being mentored: \_\_\_\_\_ weeks per year

**Component III – Special Initiatives** (identify the specific expenses involved for a group or an association)

Consultant’s fees (see guidelines on previous page)

- off-site research, planning and report writing ( \_\_\_\_\_ days x \$ \_\_\_\_\_ daily fee) \$ \_\_\_\_\_
- on-site and time spent working directly with the client ( \_\_\_\_\_ days x \$ \_\_\_\_\_ daily fee) \$ \_\_\_\_\_
- Consultant’s per diem ( \_\_\_\_\_ days x \$50, if from out of town) \$ \_\_\_\_\_
- Travel (if from out of town, economy rate – specify) \_\_\_\_\_ \$ \_\_\_\_\_
- Accommodation (if from out of town – specify) \_\_\_\_\_ \$ \_\_\_\_\_
- **Minus:** Your contribution and other sources of funding (specify) \$ \_\_\_\_\_
- Total grant requested** (maximum of \$10,000) \$ \_\_\_\_\_

**Component IV – Professional Development**

- Registration fees for workshop or seminar \$ \_\_\_\_\_
- Per diem ( \_\_\_\_\_ days x \$50, if going out of town) \$ \_\_\_\_\_
- Travel (if going out of town, economy rate – specify) \_\_\_\_\_ \$ \_\_\_\_\_
- Accommodation (if going out of town – specify) \_\_\_\_\_ \$ \_\_\_\_\_
- **Minus:** Your contribution and other sources of funding (specify) \$ \_\_\_\_\_
- Total grant requested** (maximum of \$2,500) \$ \_\_\_\_\_

**PART C – OTHER SOURCES OF FUNDING**

Are you seeking other sources of funding for this project?  Yes  No

Are you seeking other sources of funding for a related project?  Yes  No

If yes, where else are you seeking funding (e.g., Department of Canadian Heritage, provincial or municipal grants, foundation grants)? \_\_\_\_\_

What is the name of the officer or contact person there? \_\_\_\_\_

What is their telephone number? \_\_\_\_\_

What is the amount of this other funding request? \_\_\_\_\_

Please indicate the date of notification of this other funding request: \_\_\_\_\_

**PART D – SUPPORT MATERIAL**

Attach a brief outline of the proposed project. In the outline, identify the specific needs of your organization, how the consultation, mentorship or professional development activity will address these needs, and what effect this project is expected to have on your organization.

Attach a one-page schedule for the project (including a work plan), background information on the consultant, a letter of intent from the chosen consultant/mentor confirming his or her agreement to participate in the project (if the grant is approved), and the profile and artistic mission statement of your organization.

If you are applying to Component II and are requesting a salary (up to \$600 per week), you must demonstrate your need for this support (for example, you are taking unpaid leave to undertake the mentorship).

If your project relates to financial management, fundraising, a capital project or a financial crisis, attach a budget summary for your organization.

Documents must be typed or word processed. Please refer to the program information sheet for guidance on the program objectives and priorities, assessment criteria and assessment process.