



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 withing 48 hours (The Co-ordinators are external to the Canada Council and canot 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



The Flying Squad I: An Organizational Development Program in Dance

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 after the competition closing dates, incomplete applications, or 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 – APPLICANT INFORMATION		
Name of organization:		
Name of contact person:	Telephone: ()	
Name and title of person(s) who will benefit from the consult:	_ ,	levelopment:
Address of organization:		
Street and suite number		
City	Province/territory	Postal code
Telephone Fax	Email	
Telephone Fax PART A2 – TYPE OF GRANT	Email	
Brief description of project (maximum of 25 words):		
r r r r r r r r r r r r r r r r r r r		
Name of consultant/mentor: Purpose of the grant (check appropriate component): I – Organizational Research and Planning III – Mentorship IV – Profession (You may apply to Component III or IV if you are applying to possible. See the program symmary for details.) Provide the project's start date	nal Development Component I or II. No other com and end date	
(day/month/year)	(day/month	n/year)
PART A3 - DECLARATION		
Please check the boxes below to confirm the following: □ I am the □ Artistic Director, □ Administrator/General Mark organization that has received operating or project support from □ I am a representative of an association or grouping of dance of project support from the Canada Council for the Arts during the I have read carefully the eligibility criteria for this program, whis confirm that my organization meets these criteria. □ I have already sent all overdue final reports for previous Canada considered ineligible if any of my final reports are outstanding. □ I accept the conditions of this program and I am aware that the Information Act and Privacy Act, as described on the cover page □ I agree to abide by the Canada Council for the Arts' decision. □ I want this application to remain confidential. (Applicants that must specifically request confidentiality.) I certify that the statements in my application are true and contains.	the Canada Council for the Arts during ompanies, of which a majority has recome past three years. In the program information of the Council grants. I understand that my Canada Council for the Arts is subject to the to have their application remains a council for the Arts is subject to the to have their application remains and the council for the Arts is subject to the to have their application remains and the council for the Arts is subject to	g the past three years. eived operating or mation sheet, and application will be et to the Access to main confidential
Signature: AN ODICINAL SIGNATURE IS DECULDED.	Date:	

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 - Oganizational Research, Planning and Consultation

A) Consultant's fees (see guidelines above):

\$
\$
\$
\$
\$
\$
\$
\$

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.