



Canada Council
for the Arts

Conseil des Arts
du Canada

DANCE SECTION

Support Services to the Dance Milieu: Multi-Year, Annual and Project Funding

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

Deadline

Completed applications and all support material must be postmarked on or before **15 November**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

The Canada Council will not accept incomplete applications, applications sent after the application deadline and applications sent by fax or email.

Further Information

Dance Section
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. 4501

T*TY (TDD) machine, for hearing-impaired callers: (613) 565-5194

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DAG3E 9-06



APPLICATION GUIDELINES – SUPPORT SERVICES TO THE DANCE MILIEU: MULTI-YEAR, ANNUAL AND PROJECT FUNDING

PURPOSE

The Support Services to the Dance Milieu program provides multi-year, annual and project funding to Canadian dance organizations, associations and professionals that are dedicated to the development of professional dance in Canada through the provision of services and related opportunities.

The 15 November 2006 application deadline for this program has three components: *Multi-Year and Annual Funding* and *Project Funding*.

Multi-Year and Annual grants are available to Canadian dance organizations that:

- offer a range of services to a regional community of artists, collectives and/or companies; for example, consulting, dance space, administrative services, opportunities for professional development
- provide management to no fewer than three individuals, collectives and/or companies
- carry out sustained activities in dance archiving and/or discourse related to professional Canadian dance
- provide a sustained program of choreographic exploration and development, and
- undertake national advocacy and communication (in both official languages) for the dance community.

Project grants assist Canadian dance organizations and associations to:

- co-ordinate a sustained training subsidy scheme for a community of dancers
- host workshops in any field of artistic skill development for professional dance
- host a choreographic workshop or exploration for Canadian choreographers, and
- provide the Canadian dance community with a national forum – at an actual gathering or electronic meeting place – to enhance learning,

advocacy or communication among professional practitioners across the country.

Project grants also allow individuals to:

- undertake a management project on behalf of three or more artists, collectives and/or companies.

Applicants seeking assistance for the development of non-artistic skills (such as governance, management mentorship, needs assessment, strategy or plan development) are encouraged to consult the Dance Flying Squad program.

Applicants seeking support for artist representation or agent activities should contact the Audience and Market Development Office.

All Canada Council for the Arts programs are accessible to Aboriginal arts organizations and arts organizations of diverse cultural and regional communities of Canada.

ELIGIBILITY

All applicants must:

- be registered or incorporated in Canada (individuals applying to this program may operate as sole proprietors)
- have an appropriate administrative infrastructure, according to the scope and scale of the organization's activities, and
- provide an up-date-to-date business or organization profile (part of the application form).

Multi-Year applicants must also have received annual support for one year.

Annual applicants must also:

- have been in operation for at least five years
- have secured financial support from other funding bodies
- have made a significant contribution to the professional dance milieu through their activities and services, and

- have received a minimum of two project grants from this program.

Project applicants must have a proven track record of providing services to professional artists, collectives and/or companies.

Ineligible Applicants and Projects

The following are not eligible for support from this program:

- libraries, universities and colleges
- workshops that are partially funded by a university or college as an extension of its primary activities (excluding an in-kind contribution)
- pre-professional or professional dance training organizations, and
- agents and artists representatives.

Applicants ineligible for the **Project** component only:

- organizations currently receiving annual or multi-year support through the Support Services to the Dance Milieu program. Projects related to current services must be included in the applicant's request for operating support. Exception: **pilot initiatives** that could demonstrate eligibility for significant new support, not necessarily from the Canada Council, may be accepted on a one-time basis. Any applicants looking for funding for this type of project **must** discuss this possibility with the program officer before submitting their application
- dance companies receiving multi-year support in the Creation-Production in Dance program: The support services activity carried out by these companies should be included in their general operations, and will be evaluated within the criteria for "Artistic Merit" in the Creation-Production in Dance program competition (deadline 15 November 2006), and
- dance companies receiving annual support through the Creation/Production in Dance program: The support services activity carried out by these companies should be included in their general operations, and will be evaluated within

the Creation/Production in Dance program criteria for "Artistic Merit."

DEADLINE

Applications and all support material must be postmarked no later than **15 November**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

The Canada Council will not accept incomplete applications, applications sent after the application deadline and applications sent by fax or email.

GRANT AMOUNT

For a project involving a visiting artistic resource person or people, the maximum contribution to a single organization is \$5,000. These grants may be used for the travel, accommodation and per diem expenses for out-of-province professionals, such as guest teachers. The maximum contribution from this program towards accommodation and per diem is \$100/person/day. Administration, technical costs, and artistic fees are not eligible.

All other grants (multi-year, annual and project) have a minimum value of \$10,000.

Funds are limited, and grants are awarded in a competitive context according to the criteria listed in these guidelines.

Retroactive funding is not available.

HOW TO APPLY

Submit your request for assistance on the attached application form, or a downloaded or created form that corresponds **exactly** to the format of the attached form. Because information provided on these forms is an integral part of the Canada Council's research and planning, the information must be presented in a standard format.

If you represent a **national arts service organization**, please read the **Important Notice** attached to these guidelines.

For details on the support material you must submit, please see "Completing the Application Form," below. Please submit only one copy of the

application and support materials. Your request must bear original signatures.

CONFIRMATION OF RECEIPT

The Canada Council will send, by mail, an acknowledgement that the application has been received. This acknowledgement will be sent within a few days of your application's arrival.

ASSESSMENT OF APPLICATIONS

Applications are reviewed by the Program Officer for eligibility according to the eligibility criteria.

Eligible applications are evaluated by a peer assessment committee. 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 Canada's two official languages, cultural diversity, Aboriginal peoples, gender and geographic origin.

Assessment Process

The peer assessment committee functions as a team. Members review each application and its support material, including the financial information, and discuss each file according to the program evaluative criteria. They may review site visit reports and written feedback in addition to the application and support materials. They discuss the Canadian dance ecology and debate mechanisms for the development of professional dance in Canada. Peer assessment committee members familiar with the activities of an organization or an individual may contribute their own perspectives on the applicant's effectiveness in delivering the kind of activity proposed in its application. The peer assessment committee also considers the priorities of the Canada Council (Aboriginal artists and arts organizations, diverse regions and culturally diverse communities of Canada, young audiences, international development, festivals, interdisciplinary art and the use of new technologies in art).

Applications are reviewed according to the criteria described below.

Priority is given to proposals that provide a strong rationale, demonstrate the applicant's ability to

involve and/or support professional participants in projects of a similar nature, retain appropriate administration, and give evidence of sustained achievement, particularly where sustained support has been offered.

The value and number of grants are recommended by the peer assessment committee for final approval by the Board of the Canada Council, within the budget available.

COMPLETING THE APPLICATION FORM

Part A – Identification and Declaration

Original signatures are required. The Dance Section encourages collaboration — an application may be submitted jointly by more than one organization. If you would like to submit a joint application, contact the Program Officer for further instructions.

Part B – Profile

It is your responsibility to submit an updated version of your own, or your organization's profile with the application. Under "Contextual Information," describe the regional, national and/or international context in which you operate, as well as the milieu directly affected by the activities you outline in the application.

Part C – Basis of Assessment Statement

For **Multi-Year funding**, this statement should not exceed 10 pages. For **Annual funding**, this statement should not exceed 8 pages. For **Project funding**, the statement should not exceed 2 pages. Use a type size of 11 points.

Multi-Year and **Annual** applicants should address the weighted criteria described below in "Weighted Assessment Criteria."

Weighted criteria are not applied to **Project** applications. Applications are, however, evaluated according to their:

- Contribution to the development of the professional dance milieu, normally demonstrated by the success of previous professional development initiatives.
- Impact.
- Administrative/Financial Stability.

Note 1: If you are asking for project support for an annual workshop or service, include a brief report on the previous year's activity.

Note 2. New proposals, and **pilot initiatives** in particular, are strengthened by the inclusion of a preliminary study, survey, or similar groundwork that demonstrates the need for the project, as well as the organization's ability to carry it out. For assistance in developing this kind of material, applicants are encouraged to consult the Dance Section's Flying Squad program or other needs assessment programs.

Note 3. Professionals wishing to travel to take an advanced workshop (for up to one month) may be eligible for airfare through the Travel Grants to Dance Professionals program. Requests for this support are eligible **only** if the host organization offers a scholarship or bursary. If your proposal or program includes such opportunities, please identify those in the Basis of Assessment Statement and in the application budget.

WEIGHTED ASSESSMENT CRITERIA

Contribution to the development of the professional dance milieu – 40 percent

The peer assessment committee will consider the clarity, focus and quality of the applicant's analysis of its context and its target clients, as well as its ongoing review and response to these analyses. The committee will consider:

- the applicant's organizational or business objectives: who developed them, and how; changes in emphasis over the years, if any; and rationale for these changes, such as a needs assessment
- the organization's or business' clients or programs, clearly prioritized
- how clients or participants are selected or enrolled, using the above framework of objectives, changes or adaptations and clients or programs
- the applicant's work with other agencies, initiatives and networks to advance its own objectives within larger dance initiatives, and

- the evaluation tools it uses to assess its achievements.

Impact – 45 percent

The peer assessment committee will consider the influence or impact of an organization/business on its stated constituency and on the professional milieu, regionally, nationally and/or internationally. The committee will consider:

- the relevance of the applicant's past, current and projected activity to the development of professional dance in Canada
- the applicant's record of achievement in the provision of services (in some cases, it will be appropriate to look at the successes of the artists/constituents served relative to the services provided by the applicant)
- given its track record, the ability of the applicant to achieve stated goals over the next one to three years
- outreach and/or market development strategies related to the applicant's own profile and accessibility
- the appropriateness of any new initiatives, opportunities, or strategies developed for the applicant's participants, and
- the projected impact of funding on the applicant's priority activities.

Administrative/Financial Stability – 15 percent

The peer assessment committee will consider the applicant's ability to plan and sustain its activities. The committee will review the appropriateness of:

- the balance between expenses and revenues, and the ability to forecast the potential risks of a project or initiate development plans
- diversification and development of revenue sources, such as other federal, provincial municipal or private sector support, either for the organization/business itself or for its constituents
- administrative structure with regard to the ability to sustain or implement plans

- succession, mentorship and staff planning, and
- the ongoing development of policies and strategies at the board level, to support and sustain operations.

SUPPORT MATERIAL

You must submit the support material listed below. Originals should not be submitted. The Canada Council is not responsible for the loss or damage of support material, whatever the cause.

Multi-Year, Annual and Project

- Certificate of registration or incorporation in Canada, if not already submitted in a previous application (for organizations).
- Two sample contracts or letters of agreement, if you are engaged by contract or letter and/or you engage others by contract or letter.
- Audited or professionally, independently prepared financial statements showing your most recent two years of activity.

Multi-Year and Annual applicants must also provide:

- Studies, publications, reports, or other significant documents created or co-created by the applicant in fulfillment of its mandate.
- Appendix A: participant’s remarks, if applicable to the services provided.

Project applicants must also provide:

- a balanced budget for the project
- a list of proposed participants, if applicable, and
- at least one letter of support from an independent dance professional (not associated with the project) who has an informed understanding of the proposal.

FAIR NOTICE TO ORGANIZATIONS

When the peer assessment committee has concerns about the viability of an applicant organization, it may advise the organization that it is on “concerned status.” This may occur if the organization is in any of the following situations:

- has a major deficit (10% or more of its annual operating budget), and shows evidence of not being financially viable
- has a significantly reduced audience or sales base (if this differs from its own stated intentions)
- does not demonstrate the ability to plan into the future
- does not address major artistic concerns such as artistic/editorial direction, declining quality of activity, or failure to accomplish its activity plan
- does not meet contractual obligations or minimum requirements outlined in the guidelines, and
- demonstrates management practices that do not conform to generally acceptable practices in the discipline.

In such cases, the peer assessment committee will issue a warning. It can also recommend a reduction in the grant amount (generally up to 10 percent). All successful candidates who receive a warning will secure annual funding. They will be required to submit an application the following year, at which time their situation will be re-evaluated by a peer assessment committee.

If the organization receives a second unsatisfactory evaluation, the peer assessment committee can recommend a further grant reduction (generally 10 percent or more).

If the organization receives a third unsatisfactory evaluation, it might be removed from the program. In this case, the candidate will be advised to apply for project assistance.

NOTIFICATION OF RESULTS

Applicants will be notified, in writing, of the results of the competition following the spring meeting of the Canada Council’s Board. Results are not released over the telephone or by email. Successful applicants may be asked to submit a revised program of activities prior to receiving payment.

PAYMENT OF GRANTS

Project grants are paid in one instalment.

Annual grants will be paid in two instalments:

- approximately 90 percent of the grant will be paid at the beginning of the organization's fiscal year, unless specified conditions must be met before release of this payment, and
- approximately 10 percent will be paid once the Dance Section receives and approves the reports noted below.

Multi-Year grants are paid in two instalments as above, for each year of the multi-year period.

FINAL REPORT AND FINANCIAL ACCOUNTING

Final report forms are sent with the grant notification letter. Applicants are welcome to include a narrative or detailed cover letter and to attach related materials to the final report.

In addition to the final report form:

- **project** grant recipients must provide a final budget in order to receive any further support from the Canada Council, and
- **annual and multi-year** grant recipients must also provide audited, or professional, independently prepared financial statements no later than four months after the end of their fiscal year.

ACKNOWLEDGEMENT OF CANADA COUNCIL SUPPORT

Successful applicants must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details on the acknowledgement policy are included with the grant notification.

CONFIDENTIALITY OF INFORMATION

The Privacy Act protects the personal information of individuals and provides them with a right of access to such information about themselves. Personal information will be maintained 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

For further information on the *Support Services to the Dance Milieu* program, contact the Dance Section.

Telephone: 1-800-263-5588 (toll-free) or
613-566-4414, ext. 4501

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

Email: rochelle.hum@canadacouncil.ca

Fax: (613) 566-4409

Website: www.canadacouncil.ca

Dance Section
Canada Council for the Arts
350 Albert Street, P.O. Box 1047
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September 2006

DAG3E 9-06



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

Important Notice
Support Services to the Dance Milieu
(Deadline: 15 November 2006)

If any of the following information applies to your application, you must enclose this sheet, signed and dated, *with* your application.

1. Notice for National Arts Service Organizations Applying to Support Services to the Dance Milieu

a) In addition to the broad objectives of the Support Services to the Dance Milieu program, the Dance Section has specific objectives in providing annual support to National Arts Service Organizations (NASOs). These are:

- to contribute to national networks of dance organizations, and
- to increase the services available to the dance community in the areas of communication and advocacy.

b) In addition to the eligibility requirements of the Support Services to the Dance Milieu Program, NASOs must:

- be governed by a board with a majority of Canadian artists or representatives of Canadian arts organizations
- have the mandate to represent, at the national level, professional artists and/or artistic organizations from a dance discipline; language-based organizations (English, French) must indicate their willingness to contribute to national networks of service organizations in the same specialization
- be the main representative organization of their artistic discipline or broad specialization, as demonstrated by a broad membership, and make efforts to be inclusive/representative of Aboriginal, regionally and culturally diverse communities and contribute to the Council's strategic priorities
- make a significant contribution to serve the needs of Canadian artists and/or arts organizations engaged in the creation, production and dissemination of artworks. This will be illustrated by the applicant's action plan, track record and contribution to the community served through a range of activities encompassing research and analysis, communication and marketing, and professional development, and
- have been in operation for a least two years, demonstrate sound financial management and have self-generated revenues that include other sources of funding and significant membership dues.

c) The weighted evaluative criteria of the program apply to NASOs.

2. The Artists and Community Collaboration Fund (ACCF):

“This Fund is a designated investment that increases the Canada Council’s commitment to the diverse artistic activities that bring together professional artists and the broader community, and that gives the arts a stronger presence in everyday life. This is an opportunity for communities to express themselves through creative collaborations with leading professional artists.”

The fund is under revision and new information will be available in January 2006. If you plan to apply for assistance from this fund through Support Services to the Dance Milieu Program, contact the program officer.

3. Signature:

I have read the above information: (check applicable)

- ____ 1) Notice for National Arts Service Organizations (NASOs) applying to Support Services to the Dance Milieu.
- ____ 2) About the Artists and Community Collaboration Fund.

Where pertinent, this information is reflected and incorporated in my application. This sheet is enclosed with my application.

Name of applicant

Signature of applicant

Date



Support Services to the Dance Milieu: Multi-Year, Annual and Project Funding

Please read the application guidelines carefully before completing the form. If you are completing the application on a computer, use the following format. Type or print in black ink.

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

PART A – IDENTIFICATION AND DECLARATION		
Registered name of organization or legal name of applicant: <hr/>	Name of grant recipient: (and address if different from permanent address) <hr/>	
Permanent address: <hr/> Street and apartment/suite number <hr/> City <hr/> Province or territory Postal code () () <hr/> Telephone Fax <hr/> Email Website	<hr/> Street and apartment/suite number <hr/> City <hr/> Province or territory Postal code () () <hr/> Telephone Fax <hr/> Email Website	
Amount requested from this program (see application guidelines): \$ _____		
Indicate (y/m): Project funding _____ OR Annual funding _____ OR Multi-Year funding _____		
Are you currently receiving an operating grant from the Dance Section? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Financial year-end (day/month/year): _____		
DECLARATION		Date: _____
We, the undersigned, <ul style="list-style-type: none"> • have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization we represent meets the criteria • accept the conditions of the program as outlined in the application guidelines • agree to abide by the Canada Council for the Arts' decision • certify that the information contained in this application is accurate and complete, to the best of our knowledge • have already sent all final reports for previous Canada Council grants; we understand that our application will be considered ineligible if any of our final reports are outstanding, and • are aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines. 		
ORIGINAL SIGNATURES ARE REQUIRED.		
<hr/> Chairperson	<hr/> Artistic Director	<hr/> General Manager/Administrative Director
<hr/> Signature	<hr/> Signature	<hr/> Signature

Applicants for multi-year and annual funding: Please note that the appendix attached to this application form may be an important part of your application. It is to be sent directly to the Canada Council by the participant, and not included with your application.

PART B – PROFILE

Your organization's profile (or for sole proprietor: business profile) will be provided to the peer assessment committee members, to external assessors (where applicable) and to the Board members of the Canada Council for the Arts. It is your responsibility to include an up-to-date profile with each application for support.

Please describe your activity, in 1,500 or fewer words (approximately two and a half pages), on separate sheets. Address each of the points below. To facilitate processing, print on one side only of white, 8½ x 11 inch paper, with a type size of at least 11 points.

Describe the events or activities that have marked the growth and development of your organization or business by providing the following information:

A) Factual Information

- The legal mandate of your organization (if incorporated).
- The artistic mission statement of your organization.
- A brief history (include date established, milestones and accomplishments).
- Other relevant information concerning ongoing activities.

B) Contextual Information

Describe the dance milieu in which you work and the niche you occupy within that milieu. How do you see your activities within the ecology of professional dance in a regional, national and international context, if applicable? Are you mandated to work in partnership with other organizations? If so, who are these associates and how do you collaborate?

PART C – BASIS OF ASSESSMENT STATEMENT – (for all applicants)

With respect to the assessment criteria described in the application guidelines, please describe your organization's past performance and future plans. The decision to award a grant will be based on the relative merit of your proposal in a national competitive context, and on the funds available. Please note that the evaluative criteria are defined and applied within the context of the organization's artistic mission and available resources.

We encourage applicants to provide enough detail for the peer assessment committee to make informed decisions, but to convey that detail with precision and focus.

- Limit the Basis of Assessment Statement to a maximum of 10 pages for multi-year funding, 8 pages for annual funding or 2 pages for project funding.
- To bring a particularly complex issue to the attention of the peer assessment committee, you may attach a supplement to the Basis of Assessment Statement.

To assist the peer assessment committee, please use a type size of 11 points and print on one side only of white, 8½ x 11 inch paper.

STRUCTURE OF ORGANIZATION		
<p style="text-align: center;">Board of Directors (if applicable)</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 (if applicable)</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>Artistic Staff (names and titles):</p>	<p>Administrative Staff (names and titles):</p>	
<p>Number of Regular Staff:</p>	<p>Number of Other Staff: (includes term contract, casual contract and professional services contracts)</p>	
<p>Definitions (for your information)</p> <p>Regular Staff</p> <ul style="list-style-type: none"> ➤ May be full-time or part-time. ➤ Employed 52 weeks per year, although time may be flexible according to the requirements of the position. ➤ The salary is based on an annual amount, paid in regular instalments. ➤ The position is for an indeterminate period with no end date. ➤ The employer withholds statutory deductions (income tax, EI, CPP/QPP) and other benefits (if applicable). <p>Term Contract Staff</p> <ul style="list-style-type: none"> ➤ May be full-time or part-time. ➤ The salary is for a fixed term and has a planned end date. ➤ The employer withholds statutory deductions (income tax, EI, CPP/QPP) and other benefits (if applicable). 		<p>Casual Contract Staff</p> <ul style="list-style-type: none"> ➤ The employee is paid by the hour. ➤ The contract is for a fixed term and has a planned end date. ➤ The employer withholds statutory deductions (income tax, EI, CPP/QPP) and other benefits (if applicable). <p>Professional Services Contracts</p> <ul style="list-style-type: none"> ➤ The contract is for a specific service that is outside the normal activity of the organization. ➤ There is no employee–employer relationship (the Canada Revenue Agency provides a specific definition). ➤ No statutory deductions are withheld at source.

PART D1 – FINANCIAL INFORMATION

Those applying for **multi-year or annual funding** should attach a copy of their latest audited financial statement. A professional, independently prepared financial statement, showing two years of activity, is acceptable if the organization's last Canada Council grant was under \$100,000.

Multi-year applicants must complete columns 2005-06, 2006-07, 2007-08, 2008-09 and 2009-10.

Annual applicants must complete columns 2005-06, 2006-07 and 2007-08.

Audited financial statements must also be submitted for any holding companies, parent companies or foundations with which the organization is associated, and for any subsidiaries, related companies or special trust funds that benefit the organization.

All financial information requested must be submitted on pages 5 and 6, or in a form that corresponds exactly to the Canada Council for the Arts' form. Please ensure that the figures on pages 5 and 6 agree with those in your audited statements, or attach a note explaining discrepancies.

When completing a budget line that contains the term "specify," you **must** explain the expense(s) or revenue(s) you have entered on that line. Use an attached sheet, noting the line, fiscal year (if relevant) and breakdown, if the amount is an aggregate of various amounts.

Those organizations applying for **project funding** should attach financial statements for the last completed fiscal year. Do not complete pages 5 and 6. Instead, outline expenses and revenues on a single sheet, providing the information requested below.

Expenses

- Personnel expenses related to the project: show the fee paid to the resource artist in the case of a skill development or choreographic development workshop. In the case of a shared management or forum project, show fees for the manager or project co-ordinator. Accompanist's fees, administrative fees and expenses, web maintenance or publicist's fees (or portion of these fees if shared with another organization) are also eligible personnel costs.
- Related expenses: show studio/hall/office rental (or portion where applicable), overhead or utilities charged to the project, the provision of a bursary or scholarship, advertising costs, fees related to Web site presence, printing costs specifically related to the project.

Revenues

- Revenues from participants, including fees.
- Sponsorship and in-kind donations toward the personnel and related expenses indicated above.
- Request to this grant program. **Note: For projects involving a visiting artistic resource person or people, the contribution from this program will cover only the expense of travel and a \$100 contribution per day to the combined cost of a resource person's per diem and accommodation expenses.**
- Other sources of funding (your application will be strengthened if you have other sources of funding to support this project).
- An allocation from your organization to this project.

NAME OF APPLICANT:

Support Services to the Dance Milieu / 5

PART D2 – OVERALL FINANCIAL INFORMATION FOR MULTI-YEAR AND ANNUAL FUNDING ONLY

Please complete the Excel sheet for Revenues available on the Canada Council's website or by contacting the Dance Section.

NAME OF APPLICANT:

Support Services to the Dance Milieu / 6

PART D2 – OVERALL FINANCIAL INFORMATION FOR MULTI-YEAR AND ANNUAL FUNDING ONLY

Please complete the Excel sheet for Expenses available on the Canada Council's website or by contacting the Dance Section..

PART E – SUPPORT MATERIAL**For all applicants:**

- signed “Important Notice,” if applicable
- certificate of registration or incorporation in Canada, if not previously submitted
- organization profile
- Basis of Assessment Statement
- supplemental information related to issues described in the Basis of Assessment Statement, if necessary
- audited financial statements, or a professional, independently prepared financial statement for the last completed year (this statement must show two years of operation, for comparison purposes), and
- if applicable, two service contracts or letters of agreement between artists and the applicant organization, where services are provided or acquired on a contract or fee basis.

For multi-year and annual funding applicants:

- budget information as requested in Part D2
- any publications, studies or significant documents created or co-created by your organization in fulfillment of its mandate
- supplemental information to the budget, such as your responses to “specify”, and
- Appendix A, if appropriate (to be submitted directly by the participant).

For project funding applicants:

- list of proposed project participants (where applicable)
- at least one letter of support from a dance professional (not associated with the project), who has an informed perspective concerning the project, and
- budget information as described in Part D1.



Participant's Remarks

Only applicants to the multi-year and annual funding component should distribute this page to the organization's participants.

Name and address of the participant:

Telephone: (____) _____

Name of the organization from which support or services were obtained:

To help the Canada Council for the Arts in its assessment process, please answer the following questions as a participant or beneficiary of the organization's services. You can add a page if the space provided is insufficient. Your answers will be treated as constructive observations, and your identity will be kept confidential.

For artists receiving services from the above organization, such as management services and professional development workshops, etc.

What types of services did you receive from the organization (for example, administrative, management, professional development)? Please detail the nature of these services.

For resource persons offering activities under the auspices of this organization.

What kinds of activities did you offer under the auspices of this organization (for example, intensives, specialized workshops)? Please detail the nature of these activities.

For all artists.

Did the organization undertake any follow-up (apart from this questionnaire) to the activities and services it provided? If so, please describe this follow-up.

Depending on the nature of your relationship with the organization, how would you rate its administration, management support, publicity, responsiveness of the organizers/administrators to those they serve, and the quality of the services and activities it provides?

Any further comments?

Please return directly to: Support Services to the Dance Milieu, Dance Section, Canada Council for the Arts,
350 Albert Street, P.O. Box 1047, Ottawa ON K1P 5V8