



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

DANCE SECTION

Travel Grants to Dance Professionals

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 activities are eligible, grant amounts, application 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 one of the Dance Section officers as indicated below.
Step 3	Complete all sections of the attached application form , and be sure to use the Part B- Support Material Requirements and Checklist to confirm that you have included all required support material.

Deadlines

There are no deadlines for this program. You are, however, encouraged to apply a minimum of eight weeks before your departure date.

The Canada Council will not accept incomplete applications, or those submitted by fax or email. You will not be contacted if your application is incomplete.

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 and enter the appropriate extension number

Anglophone artists should contact:

Jerry Longboat, ext. 5501
Email: jerry.longboat@canadacouncil.ca

or

Bernard Sauvé, ext. 5502
Email: bernard.sauve@canadacouncil.ca

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

Fax: 613-566-4409

October 2006

DAG6E 10-06



STEP 1 – PROGRAM GUIDELINES

<p>Program Description</p>	<p>This program assists individual Canadian dance professionals (with the exception of programmers and presenters) to travel on occasions important to the development of their artistic practice or career. Details on eligible travel activities are provided in the next section.</p> <p>Professionals working in all dance world cultures and in a wide range of dance genres and specializations are eligible to apply for support.</p> <p>Travel Grants do not support touring activities. Dance artists who have been invited to tour within Canada should refer to the Dance Touring Grants program of the Canada Council for the Arts.</p>
<p>Eligibility</p>	<p>Eligible Applicants</p> <p>You are eligible to apply to this program if you are a Canadian citizen or permanent resident of Canada, as defined by Citizenship and Immigration Canada. You may be living outside Canada, however, when you apply.</p> <p>See Appendix A of the application form for the wide range of dance genres, sub-genres and specializations (for example, classical, contemporary, Aboriginal, folk, jazz, modern and traditional) from various world cultures that are eligible.</p> <p>You must also be a professional dance artist or other dance professional. The Canada Council considers professional artists to be those who:</p> <ul style="list-style-type: none"> • have specialized training in the discipline (not necessarily in teaching establishments) • are recognized as such by their peers (artists in the same artistic tradition) • are committed to devoting as much time as possible to their artistic practice, considering their financial situation. <p>Dancers must have performed in at least one professional public presentation where they were paid a fee. Choreographers must have presented at least three works publicly over a period of three years. Designers and technicians must have been paid to work on at least three professional productions.</p> <p>Note that all Canada Council for the Arts programs are accessible to Aboriginal artists and artists of diverse cultural and regional communities of Canada.</p>

<p>Eligibility (continued)</p>	<p>Eligible Travel The Travel Grants program is for the following seven specific situations.</p> <p>Invited to Perform A dance artist is invited to perform as a guest with a professional company where all the artists are paid, or he or she is offered a unique opportunity to perform at a festival. The company or festival must offer a fee to the dancer, in writing, for this guest engagement.</p> <p>Invited to Present a Paper or to Teach A dance professional is invited to present a paper or lead an activity at a conference, festival or symposium. The host organization must offer a fee to the applicant, in writing, for this presentation or activity.</p> <p>Invited to Take Part in a Collective Creation A choreographer or dancer is invited to participate in a collective creation where credit for authorship will be shared equally among the participants. The event must be one-time and exceptional, and cannot be part of a company's regular season.</p> <p>Invited to Audition A dance artist receives a written invitation to audition, from a professional dance company in Canada or abroad. The company must confirm, in writing, that it has the ability to offer the artist a minimum of 20 weeks of paid work, including a minimum of three weeks of national or international touring.</p> <p>Conducting an Audition Tour An artistic director wishes to conduct an audition tour of at least three cities, in Canada or internationally. Artistic directors of professional Canadian companies are eligible if they can confirm their ability to offer a minimum of 20 weeks of paid work to dance artists, including a minimum of three weeks of national or international touring.</p> <p>Studying With a Scholarship or Bursary A choreographer or dancer receives a written invitation and a confirmed scholarship or bursary to participate in an advanced professional workshop. The workshop must be for less than one month's duration and be conducted by a professional dance organization.</p> <p>Invited to Set a Choreography A choreographer is invited to set a new or existing choreography on a professional dance company, or to attend the premiere of that work. The host company must be professional, in other words all artists must be paid, and the company must offer a fee (in writing) for the choreography.</p> <p>Restrictions You may apply for only one Travel Grant between 1 April and 31 March of any year (this is the Canada Council's fiscal year). Note that you may apply also for one Grant to Professional Artists in the same period.</p>
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<p>Grant Amount</p>	<p>Amount Available</p> <p>You may apply for one of the following fixed amounts of \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500. However, the amounts of \$2,000 and \$2,500 are available only if you are travelling to or from northern Canada or to international destinations other than the United States and Europe.</p> <p>You may include two or more destinations, as long as they are part of one trip (for example, travel from Vancouver to Montreal for one event, to Toronto for another, and return).</p> <p>Travel grants are available as a contribution toward your travel costs, based on excursion fares. You should apply for the fixed amount that will come closest to covering the excursion fares, and you must justify the amount requested.</p> <p>Where travel by air is not possible, you must state your planned method of travel and the exact fares quoted by a travel agent.</p> <p>Eligible Costs</p> <ul style="list-style-type: none"> • Travel costs (excursion fares only). <p>Ineligible Costs</p> <ul style="list-style-type: none"> • Production costs • Publishing-related costs • The cost of purchasing equipment, costumes and props • Honoraria or fees for the applicant, and • Accommodation and per diem costs.
<p>Assessment of Applications</p>	<p>Assessment Process</p> <p>Applications are assessed by Canada Council program officers, who make their funding decisions based on the overall merit of the project in comparison with other eligible applications and on the assessment criteria listed below. Decisions are also based on the availability of funds, and all decisions are final.</p> <p>Assessment Criteria</p> <ul style="list-style-type: none"> • The importance of the proposed travel for the development of your practice or career. • The artistic impact of the event, festival, conference or other host organization to be visited. (The artistic impact must be made clear in your application.) • Your understanding of the characteristics, scope and influence of the organization, event, festival or conference to be visited. (This understanding must also be made clear in the application.) • The clarity of the proposal and completeness of the required support material. <p>Travel proposals that have received support from this program in the past (for the same activity with the same host organization) will be given a lower priority in the assessment process.</p>

STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

No. Submit only the material requested: extra material will not be reviewed by the assessors. This ensures that all applications are assessed on the same basis.

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 approximately one 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.

For this program, you are asked to indicate your year of birth and gender on the application form (this is optional). The Canada Council for the Arts needs statistics in these areas for program planning, evaluation and studies. Note that this information is not submitted to assessors.

On a confidential basis, the Canada Council 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 to eight weeks** after the application has been submitted. For privacy reasons, the Canada Council does not release results by telephone or email.

Can I find out who got a grant?

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients.



Travel Grants to Dance Professionals

If you are completing the application on a computer, please use the following format. Otherwise, type or print in block letters using 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 – APPLICANT INFORMATION					
Name (your full legal name): <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. Year of birth (optional): _____					
Last name			First and middle names		
Permanent address in Canada:			Present address if different from permanent:		
Street and apartment number					
City		Province/Territory		Postal code	
(_____) _____		(_____) _____		(_____) _____	
Telephone (residence)		Telephone (business)		Telephone (residence)	
(_____) _____		(_____) _____		(_____) _____	
Fax		Email		Fax	
(_____) _____		(_____) _____		(_____) _____	
PART A2 – FIELD OF SPECIALIZATION AND GRANT REQUESTED					
In the space provided, describe your field of specialization or the specific art form or artistic tradition in which you work. To assist you, consult Appendix A at the end of this form.					

U ndicate the amount of the grant you are requesting (see the application guidelines for details):					
<input type="checkbox"/> \$500 <input type="checkbox"/> \$750 <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$1,500 <input type="checkbox"/> \$2,000 <input type="checkbox"/> \$2,500					
PART A3 –DESCRIPTION OF TRAVEL ACTIVITY					
In the space provided below, describe the travel you wish to undertake (in a maximum of 15 words).					

Event or activity: _____					
Destination (please indicate both the city and country): _____					
Date: _____					

PART A4 – DECLARATION

Please respond to the following questions and statements:

Will you permit the Canada Council for the Arts to include your name and address on its mailing list?

(This information will be used for Canada Council business only.) Yes No

- Which language do you prefer to communicate with the Canada Council for the Arts? English French.
- I am a Canadian citizen or permanent resident of Canada, as defined by Citizenship and Immigration Canada.
- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Travel Grant between 1 April and 31 March of any year.
- I have already sent all final reports for previous Canada Council grants. I understand that my application will not be eligible if any of my final reports are outstanding.
- I accept the conditions of this program and I agree to accept by the Canada Council for the Arts' decision.
- I am aware that the Canada Council for the Arts is subject to the *Access to Information Act* and the *Privacy Act*, as described in the application guidelines.

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

Signature: _____

AN ORIGINAL SIGNATURE IS REQUIRED

Date: _____

PART B – SUPPORT MATERIAL REQUIREMENTS AND CHECKLIST

- Attach a separate page describing the significance of your activities. Be sure to relate your description to the assessment criteria stated in the application guidelines. Indicate the merit of the proposed travel with regard to the development of your professional practice or career. As well, give details on the program of activities and travel itinerary, and provide information on any other funding applied for or received for this travel.
- Include a signed invitation letter from the host organization or event, describing the nature of your planned participation. Include published information on the host organization or event. For collectives creations, attach a letter from the producer that details the context of presentation of the work.
- Attach your curriculum vitae (maximum of three pages), typed or printed in block letters using black ink, and double-spaced.
- Attach a written confirmation that a fee is being offered, where required.
- Include a quote from a travel agent confirming the cost of excursion fare for the period when you will be travelling.

Note: All support material must be clearly labelled with the name of the applicant.

Do not send originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. All material submitted with your application will be kept on file by the Canada Council.

APPENDIX A – ELIGIBLE DANCE GENRES AND SPECIALIZATIONS		
Genres	Sub-Genres	Specializations
Aboriginal	Powwow forms Contemporary Traditional/regional West coast Métis Inuit	Accompanist Animator Artistic director Artists' management Arts administrator Choreographer Choreographic consultant/dramaturge
African	Afro-Caribbean Contemporary Traditional	Collective Composer Costume designer
Ballet	Classical Contemporary Neo-classical	Dance company Dance therapist Dancer
Baroque		Designer
Butoh		Festival
Capoeira		Film/video director
Classical Spanish		Historian/researcher
Contemporary	Aerial Dance theatre Improvisation Modern Jazz Integrated Other	Multidisciplinary presenter Notator Photographer Presenter Producer/production company Publisher Rehearsal director
Dance and media	Video Film New technologies	Service organization Specialized presenter Stage manager Teacher Writer Other
East Asian	Peking opera Traditional Chinese Korean	
Flamenco		
Folkloric	Percussive Traditional	
Latin	Tango Salsa	
Middle Eastern	Lebanese folk Baladi Contemporary	
South Asian	Bharata Natyam Kathak Odissi Kathakali Contemporary	
Tap		
Urban	Hip hop/breakdance Contemporary	
Other		