



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**

INTER-ARTS OFFICE

Multidisciplinary Festivals Project Grants

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

All applications and support material must be **postmarked** no later than **1 May 2006** (for festivals taking place between **1 September 2006** and **31 December 2007**). If the deadline date falls on a weekend or statutory holiday, the deadline moves to the next business day.

The Canada Council for the Arts will not accept incomplete applications, applications postmarked after the deadline, or those sent by fax or email.

Further Information

Claude Schryer
Inter-Arts Office
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. 4204

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February 2006

IAG1E 2-06



APPLICATION GUIDELINES – MULTIDISCIPLINARY FESTIVALS PROJECT GRANTS

PURPOSE

Multidisciplinary Festivals Project Grants support Canadian non-profit organizations for the presentation of a specific component of programming and workshops at multidisciplinary festivals. These festivals provide a crucial meeting point for the intergenerational exchange of ideas and sharing of artistic experiences between an audience and professional artists.

This program of support encourages festivals to develop new programming initiatives, enhance existing programs, and introduce Canadian artists from diverse regions and cultural backgrounds to new audiences. It does so through project support for a specific element of the festival's overall programming. Contributions are intended to assist with the direct project costs for the programming or presentation of artists and their work, and to support programming that challenges audiences and includes elements of artistic risk.

Priority will be given to programming projects that display vision and innovation in the presentation of Canadian artists' original and interpretive work, including works:

- by Aboriginal artists
- by artists from diverse regions of Canada and by culturally diverse artists
- by young artists (under the age of 30), and
- that are intended for young audiences.

Assistance is available to help with the presentation of work, including workshops, by Canadian artists in all professional art forms. Eligible art forms include dance, interdisciplinary work, media arts, music, performance art, theatre, visual arts, creative writing, storytelling, circus and street arts, and artists and community collaborations. Projects may include part of a single- or multi-venue festival and allow the participation of artists presenting art forms or practices that are new to the festival and that enhance its general programming. The variety of art forms may be used to address particular constituencies, diverse interests, or particular themes or ideas.

All applicants eligible for the Multidisciplinary Festivals Project Grants program are also eligible to apply for support from the Artists and Community Collaboration Fund (ACCF). This designated investment for 2006-07 increases the Canada Council for the Arts' commitment to diverse artistic activities that bring together professional artists and the broader community and that give the arts a stronger presence in everyday life. For further information about the ACCF, potential applicants should contact an Information Officer at the telephone number given at the end of this document, ext. 5060, to request the "Guidelines for Applicants: Artists and Community Collaboration Fund (ACCF)." The information is also available on the Canada Council's website.

Note: Applicants can apply to **either** the Multidisciplinary Festivals Project Grants program or the ACCF, but not both.

ELIGIBILITY

Applicant Eligibility

Multidisciplinary festivals are considered to be events featuring a number of professional artists, where no single artistic discipline or practice predominates. These festivals usually last more than one day, but take place within a concentrated period of time.

To be eligible for this program, multidisciplinary festivals must:

- feature equally at least three distinct art forms, practices or disciplines that are thematically linked under a particular artistic direction
- be national in scope, featuring artists from at least two provinces or territories in addition to the province or territory in which the festival is being held
- have as their purpose the presentation of Canadian artists and the dissemination of their work
- have a history of artistic programming and have presented at least **two** full editions of a multidisciplinary arts festival as a provincially and

federally registered non-profit Canadian professional arts organization, by the date of application

- be professionally curated, display a distinct artistic vision and demonstrate community support through earned revenues (usually in the form of ticket sales, funds raised, gifts- and/or services-in-kind, and volunteer support), and
- pay professional artists' fees.

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.

First-time applicants to this program are strongly encouraged to contact the Inter-Arts Office, prior to the deadline, to discuss their eligibility.

Restrictions

Competition powwows and showcase events **are not** eligible.

These project grants are intended to fund specific components of festival programming. Festivals must submit a clearly defined project. Applicants submitting their entire program for funding will be considered ineligible.

Applicants to the Multidisciplinary Festivals Project Grants program may not apply to any other Canada Council for the Arts program to support artistic programming for the festival. Music festivals should apply to the Music Festival Programming Project Grants program in the Music Section. Media arts festivals should contact the Media Arts Section. Literary festivals should apply to the Literary Readings, Literary Festivals and Author Residencies Program of the Writing and Publishing Section.

Applicants may submit only **one request per festival** to this program, per competition.

DEADLINE

All applications and support material must be **postmarked** no later than **1 May 2006** (for festivals taking place between **1 September 2006** and **31 December 2007**). If the deadline 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 postmarked after the deadline, or those sent by fax or email.

VALUE OF GRANT

Contributions are available to a maximum of **\$25,000** per festival. Given the limited funds available for this program, applicants may not be awarded the full amount requested.

Applicants may request contributions toward **artistic costs** (artists' performance fees, an artistic director's honorarium, travel expenses, accommodation and per diem expenses, etc.); **production costs** (for sound/screening equipment, crews, costumes, sets, staging and venue rental); and **promotional and publicity costs**, including program costs. Only costs directly related to the proposed project may be included, and production/promotional/publicity costs may make up a maximum of one-third (33 percent) of any request.

Capital expenses, operating costs, administrative salaries, costs of a permanent website and other costs not directly related to programming are not eligible for support.

HOW TO APPLY

Requests for assistance must be submitted on the attached form.

Support Material

In addition to a completed application form, applicants must submit the following:

- their certificate of registration as a non-profit organization (first-time applicants only)
- sound and/or video recordings (applicants should not send demonstration tapes) and media/promotional materials for the artists featured in the project for which support is being requested
- one copy of program or similar materials from the last festival presented
- the programming outline for the upcoming festival
- an overall provisional budget for the upcoming festival, indicating both projected expenses and

anticipated and confirmed revenues (applicants should demonstrate funding from a range of other sources), and

- financial statements (audited if possible) from the most recent festival.

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

Only the audiovisual material will be returned to applicants. All other material submitted with the application will be retained by the Canada Council.

CONFIRMATION OF RECEIPT

The Canada Council will send, by mail, an immediate acknowledgement that the application has been received.

ASSESSMENT OF APPLICATIONS

Assessment Process

Applications are reviewed by a peer assessment committee drawn from the relevant artistic communities, and selected for their expertise. Committee members are also selected to ensure fair representation of gender, Aboriginal peoples, regional and cultural diversity, ages, various art forms and Canada's two official languages.

Assessment Criteria for This Program

The committee will assess project applications in a national competitive context, based on the following criteria:

- the **artistic merit** of the programming (i.e. relevance of the project to the festival's mandate, resources and audience), taking into consideration the regional, cultural and inter-cultural context
- the festival's commitment and contribution to the presentation and development of **Canadian artists** (i.e. works created or performed by Canadian artists), and
- presentation of a **realistic** and **clear budget** for the project to be supported, in the context of the overall festival budget, including an appropriate balance between expenses and revenues, and diversification of revenue sources.

In addition, the peer assessment committee will look at projects in light of the Canada Council's identified priorities, which include:

- Aboriginal artists
- culturally diverse artists
- artists from diverse regions of Canada, and
- programming of challenging works by young artists and for young audiences.

Assessment Criteria for ACCF Projects

In assessing applications to the Artists and Community Collaboration Fund (ACCF), the peer assessment committee will consider the above criteria. The committee will also consider and give **priority** to the criteria outlined in the ACCF application guidelines.

Peer assessment committee decisions for this program are final recommendations for approval by the Canada Council.

NOTIFICATION OF RESULTS

Applicants will be notified of the results, by mail, within four months of the application deadline. Results will not be released over the telephone or by email.

PAYMENT OF GRANTS AND REPORTING REQUIREMENTS

Grants will be paid in one instalment.

Final reports must be received and approved before applicants may submit subsequent applications. When available, reviews that feature the supported program should be included in the report.

ACKNOWLEDGEMENT OF CANADA COUNCIL SUPPORT

Successful applicants must acknowledge the assistance of the Canada Council for the Arts and must display the Canada Council logo in all publicity and promotional material.

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.

TIPS ON PREPARING YOUR APPLICATION

- The peer assessment committee's decisions are based in part upon their assessment of support material. The committee has approximately five minutes per application to view and listen. It is important, therefore, for you to control carefully what will be presented to the committee.
- Consult Canada Council information publications, such as the "Applying to the Canada Council for the Arts" document. Publications are available upon request or on the Canada Council's website.
- Refer to the published assessment criteria in these application guidelines, and allow ample time to prepare your application.
- Use plain language that communicates your artistic intentions clearly and concisely.
- Ask a colleague to read your application so that you may obtain feedback before submitting it to the Canada Council.
- Present a realistic budget that is proportional to the scale and scope of your project.
- If possible, select support material that is recent and that best demonstrates the artistic achievements of your organization.
- Do not include bound material or stapled pages. Do not use coloured or odd-sized pages (they do not photocopy well).
- If your submission is unsuccessful and you wish to reapply, you may contact the Program Officer

to obtain the peer assessment committee's comments. You can take these comments into consideration when you prepare your next submission.

FURTHER INFORMATION

For further information about the *Multidisciplinary Festivals Project Grants* program, contact Claude Schryer, Inter-Arts Officer.

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Multidisciplinary Festivals Project Grants

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.

INTER-ARTS OFFICE, CANADA COUNCIL FOR THE ARTS, 350 ALBERT ST., P.O. BOX 1047, OTTAWA ON K1P 5V8

PART A1 – IDENTIFICATION AND DECLARATION			
Name of organization:		Name of grant recipient: (and address if different from permanent address)	
Permanent address:			
Street and apartment/suite number		Street and apartment/suite number	
City		City	
Province or territory	Postal code	Province or territory	Postal code
()	()	()	()
Telephone	Fax	Telephone	Fax
Email	Website	Email	Website
Amount requested from this program: \$ _____			
This project will begin on _____ and finish on _____ (day/month/year) (day/month/year)			
Project title and brief description (10 to 15 words):			
<input type="checkbox"/> This application is for the Artists and Community Collaboration Fund (ACCF)			
DECLARATION			
As a representative of the organization,			
<input type="checkbox"/> I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets these criteria.			
<input type="checkbox"/> I accept the conditions of the program as outlined in the application guidelines and agree to abide by the Canada Council for the Arts' decision.			
<input type="checkbox"/> I certify that the information contained in this application is accurate and complete, to the best of my knowledge. I will act as sole representative of the organization, and I will keep the other participants informed of the contents and outcome of this grant application, where applicable.			
<input type="checkbox"/> I have already sent, or have included with this application, all final reports for previous Canada Council grants. I understand that my application will be considered ineligible if any of my final reports are outstanding.			
<input type="checkbox"/> I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.			
Name of contact person		Position	
Signature (AN ORIGINAL SIGNATURE IS REQUIRED.)		Date	

PART A2 – PROFILE OF ORGANIZATION

It is your responsibility to maintain an up-to-date profile of your organization with the Canada Council for the Arts.

Please describe your organization on attached pages. Address each of the points below.

To facilitate processing, print on one side only of white, 8½ x 11 inch paper. Please limit your responses to a maximum of **1,000 words**, in total, for this section.

NOTE: Exceeding the word limit indicated may put your request at a disadvantage.

- Mandate of your organization (if applicable)
- Main goals/artistic objectives of your organization
- Structure (give type of incorporation; names and titles of key personnel; names of members of the board of directors; number of employees; and the relationship of your organization to any other organizations with which it has a corporate affiliation)
- Geographic location and community served
- Brief history (include date established, and principal events or main accomplishments)
- Role of your organization within your community (describe the impact of your festival on the milieu and audience)

PART B – PROJECT DESCRIPTION

The description of the project should be directly related to the criteria by which the peer assessment committee will evaluate your application. The assessment criteria are detailed in the application guidelines. For tips on applying to the ACCF, see the Canada Council’s website. The decision to award a grant will be based on the relative merit of your proposal compared with all others received in this national competition, and on the funds available.

While your responses 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 concise and focussed as possible. Please limit your responses to a maximum of **1,000 words**, in total, for this section.

To facilitate processing, print on one side only of white, 8½ x 11 inch paper.

NOTE: Exceeding the word limit indicated may put your request at a disadvantage.

PART C – PROJECT-RELATED FINANCIAL INFORMATION

An electronic version of the Financial Information pages (in Excel with the integrated addition and percentage functions) is available from the Inter-Arts Office on request.

EXPENSES*

	Specific Project Costs Requested From Canada Council	% of Request	Specific Project Costs From Other Sources	Total Specific Project Costs	Notes
Artistic:					
Artists' fees (detail the number of performances and artists' fees per show within the festival)	\$		\$	\$	
Artistic director's honorarium	\$		\$	\$	
Travel expenses	\$		\$	\$	
Accommodation expenses	\$		\$	\$	
Per diem	\$		\$	\$	
Other (specify)	\$		\$	\$	
Total artistic costs	\$		\$	\$	
Production, Promotional and Publicity:					
Sound/screening equipment rental	\$		\$	\$	
Installation costs	\$		\$	\$	
Crews	\$		\$	\$	
Costumes, sets and staging	\$		\$	\$	
Venue rental	\$		\$	\$	
Promotional/publicity costs (including printed programs)	\$		\$	\$	
Other (specify)	\$		\$	\$	
Total production, promotional and publicity costs (no more than 33 percent of total request to Canada Council)	\$		\$	\$	
Total expenses for specific project	\$		\$	\$	

***Notes on eligible expenses:**

- Budgets must not include federal and/or provincial/territorial taxes if your organization is registered for reimbursement of these taxes.
- Capital expenses, administrative staff salaries, general administration and maintenance costs, and the costs of a permanent website are not eligible.
- Artists' fees, honoraria, copyright fees and royalties must be paid to all living Canadian artists whose work is presented. Amounts must be agreed upon by the artists and your organization (fees should never be less than the current national standard).

PART C – PROJECT-RELATED FINANCIAL INFORMATION (cont'd)					
REVENUES					
	Confirmed	Pending	Specific Project Revenues	% of Revenues	Notes
Project request to the Canada Council			\$		
Earned revenues (ticket sales, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	\$		
Sponsorships	<input type="checkbox"/>	<input type="checkbox"/>	\$		
Other federal grants	<input type="checkbox"/>	<input type="checkbox"/>	\$		
Provincial or territorial grants	<input type="checkbox"/>	<input type="checkbox"/>	\$		
Municipal grants	<input type="checkbox"/>	<input type="checkbox"/>	\$		
Other grants	<input type="checkbox"/>	<input type="checkbox"/>	\$		
All other revenues	<input type="checkbox"/>	<input type="checkbox"/>	\$		
Total revenues for the project			\$		
Total expenses for the project			\$		
Balance (should be \$0)			\$		

PART D – SUPPORT MATERIAL

Have you included the following?

- Certificate of registration as a non-profit organization (first-time applicants only).
- Sound and/or video recordings (do not send demonstration tapes), and media/promotional materials for the artists featured in the project.
- One copy of program or similar materials from the last festival presented.
- Programming outline for the upcoming festival.
- Overall projected budget for the upcoming festival.
- Financial statements (audited if possible) from the most recent festival.

Complete Appendices A and B, if applicable.

APPENDIX A – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL

Provide the information requested below if you are submitting audiovisual material in support of your application. List the material **in order of viewing priority**. Clearly label your support material.

Videotapes, one piece per cassette, on 1/2 or 3/4 inch cassettes, cued; **audio tapes**, one piece per cassette, tape cued to go; CD, DAT or LP, track indicated; and **new media**, presentation instructions included, if appropriate. If submitting **slides**, please use Appendix B.

Due to time limitations, material may not be presented in its entirety to the peer assessment committee.

Item 1

Title:

Applicant's credit/role (e.g. director, artist):

Medium (e.g. videotape, audio tape):

Running time:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Special instructions or notes:

Track number: ____ **Dolby:** B C N/A **Video standard:** NTSC PAL SECAM
Cued: Yes No

Item 2

Title:

Applicant's credit/role (e.g. director, artist):

Medium (e.g. videotape, audio tape):

Running time:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Special instructions or notes:

Track number: ____ **Dolby:** B C N/A **Video standard:** NTSC PAL SECAM
Cued: Yes No

APPENDIX B – DETAILED DESCRIPTION OF SLIDES

Submit a maximum of 15 slides. Label all slides with your name, and number them according to the listing below. Clearly mark slides to indicate the lower left corner when held in the hand for viewing.

Slide No.	Artist(s)	Title	Date of Creation	Medium	Dimensions of Artwork
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Briefly describe how the material shown in these slides relates to the proposed project.