



Canada Council  
for the Arts

Conseil des Arts  
du Canada

## **MEDIA ARTS SECTION**

### **Aboriginal Media Arts Program**

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

#### **Deadline**

Completed applications and support material must be postmarked no later than **1 April**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

**The Canada Council will not accept your application if it is incomplete, postmarked after the deadline, or sent by fax or email. Please send applications to the address given below.**

#### **Further Information**

Ian Reid  
Media Arts 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. 5203

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

Email: [ian.reid@canadacouncil.ca](mailto:ian.reid@canadacouncil.ca)

Fax: (613) 566-4409

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## APPLICATION GUIDELINES – ABORIGINAL MEDIA ARTS PROGRAM

### PURPOSE

The Aboriginal Media Arts Program offers grants to Aboriginal media artists to help them:

- develop their careers;
- produce independent media artworks.

This program reduces the historical barriers to media arts production by Aboriginal artists and encourages the use of media arts as a tool for artistic expression.

Decisions on which artists receive grants are made by a peer assessment committee of Aboriginal artists.

**Aboriginal peoples** include Status, Non-Status, Métis and Inuit people of Canada.

**Media artworks** are works in film, video, audio or new media. Film and video productions in all styles, including documentary, experimental, drama and animation, are accepted.

“Audio” refers to sound recording to create sound-scapes, sound installations and sound sculptures. Audio also refers to documentary, narrative, conceptual and live works for radio. **(Please note that audio works do not include music.** Artists interested in music projects should contact the Music Section of the Canada Council for the Arts.)

“New media” refers to works that use multimedia, computers, or communications or information technologies for creative expression.

This program supports only **independent productions and projects**, which are defined as those over which the artists/directors maintain complete creative and editorial control.

You may apply for funding to cover the costs of:

- research, scriptwriting and concept development for an independent film, video, audio or new media artwork;
- experimentation with media arts techniques;
- professional development in the media arts, including training, workshops, residencies, mentorships and internships, etc.
- production and completion of an independent media artwork.

### ELIGIBILITY

#### Who May Apply?

- You must be an Aboriginal person of Canada (Status, Non-Status, Métis or Inuit) and be a Canadian citizen or a permanent resident of Canada. You need not be living in Canada when you apply.
- Individuals or groups of up to three artists working collaboratively on a project may apply.
- If you are a full-time student at a school, college or university, you are **not** eligible to apply. If you are not a full-time student, you may apply for funding to take training courses in media arts (but not to get a degree).
- You must maintain complete creative and editorial control over the project you are proposing. Other funding sources must not compromise your creative and editorial control.
- You must be the director of the production. Producers may not apply.

**Please note:** Although the Aboriginal Media Arts Program is open **only** to Aboriginal peoples of Canada, **all Canada Council for the Arts programs are accessible to Aboriginal artists**, who may apply to any of the Canada Council media arts programs for which they are eligible.

#### Eligible Activities

Your project may involve only one activity (such as writing a film script or creating a media artwork) or it may involve a combination of activities (such as writing a film script, plus creating a production, plus taking media arts training).

The Canada Council supports work that is driven by a desire to use media as a means of artistic expression. Priority is given to projects that involve personal, cultural or community expression.

The Canada Council favours projects that are innovative in their use of the media arts. Innovation may be found in the content of the project, in the artist’s point of view, or in experimentation with form, technology or style.

Your work need not deal with Aboriginal themes or topics.

You are encouraged to seek distribution, broadcast and sales of your completed works. However, projects that are pursued only for profit or financial gain are not supported.

### **Ineligible Activities**

The following types of activities **are not** eligible for support:

- projects done on contract for, or produced by, a government agency or private company;
- commissioned projects (except where the commission gives the artist full creative control, such as festival or curatorial commission);
- industrial projects;
- instructional projects;
- promotional projects;
- student projects;
- projects using film/video, new media or audio simply as a tool to record or document existing artworks;
- projects that transfer a film/video, new media or audio project finished in one format to another, without modification of the original;
- artists' personal promotional Web pages and CD-ROMs;
- "calling card" films;
- pilots for television;
- commercial television projects;
- music videos;
- public-service announcements;
- development of financing for a project.

If you have any doubts about the eligibility of your project, please contact the Media Arts Section Officer *well before the program deadline*.

### **Other Restrictions**

- Final reports for any previous grants you have received from the Canada Council for the Arts must be submitted and approved before you may apply for a new grant. You may, however, apply for activities not related to production before you have completed a prior production grant.
- You may apply to the Canada Council only once for a grant to professional artists each fiscal

year (from 1 April to 31 March) and to only one program. The exception to this is Travel Grants, for which you may also apply once each year.

- Professional, established artists who work in more than one discipline and meet the eligibility criteria for established artists in both disciplines may apply to two grants to professional artists programs per fiscal year. However, successful applicants must accept or refuse the first grant offered by the Canada Council within two weeks of notification. If they accept this grant, any other application they made during the same fiscal year will be withdrawn.
- You are eligible to receive only one grant from the Canada Council for the production component of a project.
- You may submit the same project to the Canada Council for the Arts only twice. If your second request for funding is turned down, you must submit a new project the next time you apply.

### **VALUE OF GRANT**

#### **Emerging Artists:**

To apply as an **emerging** artist, you must either have completed basic training in media arts production or have an experienced mentor or creative team who has agreed to work with you on your project. Basic training can be formal (university or college studies) or informal (production courses, workshops, hands-on experience in media arts production, etc.).

Grant amounts range from \$3,000 to \$16,000, in increments of \$1,000.

#### **Mid-Career Artists:**

To apply as a **mid-career** artist, you must have been practicing for at least three years and have created and released more than one independent media art work in a professional context.

Professional artists in other disciplines who meet the Canada Council's eligibility criteria for their discipline are also considered as mid-career artists. To be eligible, you must demonstrate that you have basic training in film/video, new media or audio, or have an experienced mentor who has agreed to work with you on your project.

Film and video directors and other media arts professionals with at least five year's experience in the industry may apply as mid-career artists.

Grant amounts range from \$3,000 to \$60,000, in increments of \$1,000.

If your application involves only research and/or scriptwriting activities, the maximum grant amount is \$20,000.

### **Established Artists:**

To apply as an **established** artist, you must have been working as an **independent** media artist for at least seven years and have created and released a body of **independent** media art work in a professional context.

Grant amounts range from \$3,000 to \$60,000, in increments of \$1,000.

If your application involves only research and/or scriptwriting activities, the maximum grant amount is \$20,000.

### **All Applicants**

If you receive a grant for research on a project, you may apply later for the production of the same project.

Grants for production projects are a one-time-only contribution towards the total cost of production and post-production.

### **Remote Community Allowance**

If costs are high because the community where you live is extremely remote (fly-in, "north of 60", etc.), you may apply for up to 15 percent more than the grant amounts listed above.

### **Eligible Expenses**

You may use grant funds for:

- subsistence costs for the time you spend working on your project (up to \$2,000 per month per applicant);
- research equipment, space rental, travel/ transportation costs;
- tuition, professional fees and honoraria (for mentors, script editors, consultants, elders, etc.).

If you are applying for production activities:

- pre-production costs (for example, story rights acquisition and location scouting);
- salaries and fees for cast, performers, production crew or post-production personnel;
- rental costs for equipment, studios and other facilities;
- travel and transportation costs;

- payment for technical services, materials and processing;
- contingency funds;
- costs of promoting, launching, reproducing and copying a work, to a maximum of 5 percent of the grant amount.

Productions that you have already begun are eligible for completion funding. However, a grant covers only the costs that you incur after the application deadline.

### **Ineligible Expenses**

You may not use grant funds to:

- buy equipment or pay capital costs;
- develop financing for a project.

### **DEADLINE**

The application deadline is **1 April**. If it falls on a weekend or statutory holiday, the deadline moves to the next business day. (This is the last possible date your application and support material can be postmarked, **not** the date it needs to arrive at the Canada Council for the Arts.)

**The Canada Council will not accept your application if it is incomplete, postmarked after the deadline date, or sent by fax or email.**

### **HOW TO APPLY**

You are encouraged to contact Ian Reid, the Program Officer responsible for the Aboriginal Media Arts Program, to discuss your proposal after you have read the program guidelines and before you fill out the application form.

Your application must include:

- a completed and signed application form;
- profiles of applicants (Part B2 of the application form);
- a project description (please refer to the application form for the information required in your project description);
- a budget, including total expenses and sources of revenue for the project;
- letters of confirmation regarding other sources of funding (if applicable);

- audiovisual support material (see below for details);
- a description of the audiovisual support material.

**Warning:** Failure to provide all of the requested documents by the deadline will result in an incomplete application, which will not be assessed.

### **Audiovisual Support Material**

If you have not yet completed basic training in the media arts, you need not submit audiovisual support material.

If you have completed your basic training, you must send audiovisual material that demonstrates your ability to work in the media arts. This may include previous professional productions, student productions, work produced in workshops, work produced in collaboration with other artists, or samples of productions to which you have made a significant creative contribution. **Use the pages in Part D of your application form to describe your audiovisual support material.**

If you are applying to complete a project, please send a copy of the work-in-progress.

Do not send original support materials, since they could be lost or damaged. The Canada Council is not responsible for the loss or damage, however caused, of materials submitted in support of an application.

Only your audiovisual support material will be returned to you after the competition. All other material submitted with your application will remain with the Canada Council. The Canada Council will cover the cost of returning this material to you. You do not need to send a pre-paid envelope.

### **CONFIRMATION OF RECEIPT**

The Canada Council will send, by mail, an immediate acknowledgement that your application form has been received. This card will indicate your File Reference Number. Please quote this number when you contact the Canada Council (by telephone, fax, mail or e-mail).

### **ASSESSMENT OF APPLICATIONS**

#### **Assessment Process**

Grants are awarded through a competition of all eligible applicants. Because the amount of funds

available for each competition is limited, not all qualified applicants will receive a grant. In recent years, approximately one in six eligible applicants has received a grant (this has varied from competition to competition).

Decisions on who receives grants are made by a peer assessment committee. Committee members are independent Aboriginal media artists or other Aboriginal media arts specialists. They are chosen to fairly represent men and women, both official languages and various communities, regions, and areas of expertise.

The peer assessment committee members select the projects that they feel should be supported. As many of these projects as possible are funded, based on the money available in the program.

### **Assessment Criteria**

Projects are selected based on the following factors:

- the artistic and creative merit of your project;
- the professional development benefits you will receive from your project;
- your technical and production skills;
- the clarity of your project budget and production budget (if applicable), and how reasonable they are.

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

### **NOTIFICATION OF RESULTS**

You will receive written notification of the results of your application no later than 16 weeks after the application deadline.

You will not be given the results over the telephone. However, after you have received your results by mail, you are encouraged to telephone Ian Reid to get feedback on your application.

### **GRANT CONDITIONS**

When funding from other sources is necessary before a project can be undertaken, the Canada Council will release the grant only upon receipt and approval of documentation confirming the additional funding.

If you are unable to begin the proposed activities within 12 months of notification of the grant,

you must notify the Media Arts Section immediately in writing.

You agree to carry out the activities described in your application. You must bring any major changes to the proposed grant activities to the attention of the Media Arts Section for consideration and approval before you make those changes.

You will, at the request of the Canada Council, repay the whole or any part of the grant if you have knowingly provided false information in the application, if you relinquish artistic and creative control before completing the project, or if you use grant funds for purposes not agreed to by the Canada Council.

Canada Council grants are taxable, and T4A slips are issued at the appropriate time. Grant recipients should direct questions on tax matters to the Canada Customs and Revenue Agency (CCRA) or, if applicable, to their provincial or territorial revenue department. The CCRA has produced an interpretation bulletin entitled "Canada Council Grants" (IT-257R) that deals with the taxation of grants received from the Canada Council.

#### **ACKNOWLEDGEMENT OF CANADA COUNCIL SUPPORT**

If you receive a grant, you must acknowledge the assistance of the Canada Council for the Arts in the credits and on all promotional material related to your project, clearly stating that the project was produced with the support of the Canada Council for the Arts. Details of the acknowledgement process are sent with the grant notification.

#### **CONFIDENTIALITY OF INFORMATION**

The federal Privacy Act allows the personal information of individuals to remain private and provides individuals with a right to know what personal information is being kept about them. Personal information will be maintained in Personal Information Bank CAC PPU 115. All other information may be made available to others, if requested, under the federal Access to Information Act.

For this program, the Canada Council for the Arts requests applicants to indicate their year of birth and gender on the application form. This information assists the Canada Council in its program administration and statistical reporting.

However, applicants may choose not to provide this information.

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.

#### **OTHER PROGRAMS OF SUPPORT**

##### **Media Arts Programs**

If you do not wish to apply to the Aboriginal Media Arts Program, you may choose to apply to one of the other media arts programs listed below. To see if you are eligible for these programs, please consult the program information sheets, which are available from the Media Arts Section or on the Council's website at [www.canadacouncil.ca/mediaarts](http://www.canadacouncil.ca/mediaarts).

- **Grants to Film and Video Artists**  
**Anglophone established and mid-career artists**  
Ian Reid, ext.. 5203  
Email: [ian.reid@canadacouncil.ca](mailto:ian.reid@canadacouncil.ca)
- **Anglophone emerging artists**  
Joanne Desroches, ext. 5254  
Email: [joanne.desroches@canadacouncil.ca](mailto:joanne.desroches@canadacouncil.ca)
- **Grants to New Media and Audio Artists**  
Zainub Verjee, ext. 5253  
Email: [zainub.verjee@canadacouncil.ca](mailto:zainub.verjee@canadacouncil.ca)
- **Travel Grants to Media Arts Professionals**  
Joanne Desroches, ext. 5254  
Email: [joanne.desroches@canadacouncil.ca](mailto:joanne.desroches@canadacouncil.ca)

Non-profit arts organizations or collectives may be interested in learning more about this program:

- **Grants to Media Arts Production Organizations: Development Project Grants**  
Ian Reid, ext. 5203  
Email: [ian.reid@canadacouncil.ca](mailto:ian.reid@canadacouncil.ca)

The Media Arts Section also administers a variety of other programs serving non-profit media arts organizations and collectives engaged in the creation, production and dissemination of independent media artworks.

### **Music Programs**

The Canada Council for the Arts has several programs of support for musicians and for music recording.

Contact: Gerri Trimble, ext. 4103

Email: gerri.trimble@canadacouncil.ca

### **Aboriginal Peoples Collaborative Exchange: National and International Travel**

This program assists individual artists or artistic groups to travel to other Aboriginal communities to study/work and create with prominent or highly regarded Aboriginal artists and artistic groups.

Contact: Aboriginal Arts Secretariat, ext. 4222

Email: andree.bertrand@canadacouncil.ca

### **Aboriginal Programs in Other Artistic Disciplines**

The Canada Council for the Arts also administers other programs of support for Aboriginal artists and arts organizations.

Contact: Information Officer, ext. 5060

Email: info@canadacouncil.ca

### **FURTHER INFORMATION**

For further information about the *Aboriginal Media Arts Program*, contact Ian Reid, Media Arts Section Officer.

Telephone: 1-800-263-5588 (toll-free) or  
(613) 566-4414, ext. 5203

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

Email: ian.reid@canadacouncil.ca

Fax: (613) 566-4409

Website: www.canadacouncil.ca

Please send applications to:

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

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NOTE TO APPLICANTS

### ABORIGINAL MEDIA ARTS PROGRAM

#### CHECKLIST FOR ABORIGINAL MEDIA ARTS PROGRAM GRANT APPLICATIONS

The application form for the Aboriginal Media Arts Program is attached. Use this checklist as a reference guide when completing your application. A completed application should include the items listed below.

- Part A1 and A2 of the application form, completed and signed (original signatures are required)
- Application Summary Page, Part B1 of the application form
- Profiles of Applicants, Part B2, including your résumé(s), if available
- Detailed Description of Project (including script, treatment or storyboard, etc.), Part B3
- If you are an emerging artist, information about your mentor(s) or creative team, including copies of their résumés and letters of agreement regarding their participation
- Letters of agreement from documentary subjects (if applicable)
- Other letters of permission, or option agreements for the use of scripts, images, stories, music, etc. (if you do not own or hold the copyright)
- Information concerning the participation of elders or other cultural authorities (if applicable)
- Project Budget, Part C1
- Letters of confirmation regarding other sources of funding (if applicable)
- Detailed Production Budget (if applicable), Part C2
- Your audiovisual support material (clearly labeled), Part D, and other support material (as applicable)
- Detailed description of your audio visual support material, as well as of other support material you have submitted, Parts D2, D3, D4 and D5 (as applicable)

**This checklist is for your own use. Do NOT send it with your application. Please keep this checklist, along with a photocopy of your completed application form, for your own reference.**





**THE PERSONAL INFORMATION PROVIDED ON THIS PAGE IS PROTECTED WHEN COMPLETED**

Personal information will be maintained in Personal Information Bank CAC PPU 115. Refer to the Confidentiality of Information section in the application guidelines.

**Aboriginal Media Arts Program**

**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.**

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

**APPLICANT INFORMATION**

**In the case of collaborations, the Canada Council will consider the person whose name is listed first as the individual responsible for the project.**

**Name** (please provide your **full** legal name):  Miss  Mrs.  Ms.  Mr. Year of birth (optional): \_\_\_\_\_

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First and middle names

**Permanent address in Canada:**

**If you will not be at your permanent address during the competition period, please provide a mailing address, telephone number and/or e-mail address where we can contact you during the next six months:**

\_\_\_\_\_  
Street and apartment number

\_\_\_\_\_  
Street and apartment number

\_\_\_\_\_  
City

\_\_\_\_\_  
City

\_\_\_\_\_  
Province or territory Postal code

\_\_\_\_\_  
Province or territory Postal code

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Telephone (residence) Telephone (business)

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Telephone (residence) Telephone (business)

(\_\_\_\_) \_\_\_\_\_

Fax Email

(\_\_\_\_) \_\_\_\_\_

Fax Email

**For collaborations, second co-applicant** (if applicable)

Miss  Mrs.  Ms.  Mr.

Year of birth (optional): \_\_\_\_\_

\_\_\_\_\_  
Last name First and middle names

\_\_\_\_\_  
Street and apartment number

\_\_\_\_\_  
City

\_\_\_\_\_  
Province or territory Postal code

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Telephone (residence) Telephone (business)

**For collaborations, third co-applicant** (if applicable)

Miss  Mrs.  Ms.  Mr.

Year of birth (optional): \_\_\_\_\_

\_\_\_\_\_  
Last name First and middle names

\_\_\_\_\_  
Street and apartment number

\_\_\_\_\_  
City

\_\_\_\_\_  
Province or territory Postal code

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Telephone (residence) Telephone (business)



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du Canada

### Aboriginal Media Arts Program

The information that you provide from this point onward is public information and will be submitted to the peer assessment committee for review.

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

#### PART A1 – NAME AND LOCATION OF APPLICANT

Name of applicant

City (permanent residence)

Province or territory

#### PART A2 – DECLARATION

**Please read this section carefully, and complete and sign it. Original signatures are required – do not send a photocopy of this page.**

Will you allow the Canada Council for the Arts to put your name and address on its mailing list? (This information will be used only by the Canada Council.)  Yes  No

- I prefer my contact with the Canada Council for the Arts to be in  English  French.
- I am a Canadian citizen or permanent resident of 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 to the Canada Council for the Arts for only one Grant to Professional Artists (excluding Travel Grants) between 1 April and 31 March of any year.
- I accept the conditions of this program, which are described in the application guidelines, and I agree to abide by the Canada Council for the Arts' decision.
- I have already sent, or have included with this application, all final reports for previous Canada Council grants received for projects that are completed. I understand that if any final reports are outstanding, no further grant payment may be issued.
- 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.

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

Signature

Date

Signature of second co-applicant (if applicable)

Date

Signature of third co-applicant (if applicable)

Date

**PART B1 – APPLICATION SUMMARY**

Fill out this page **after** you have completed all of the other sections in your application.

**Activities**

Please check all the boxes below that apply to your project.

- Research
- Scriptwriting / concept development
- Training / professional development (workshops, mentorships, classes, residencies, etc.)
- Experimentation
- Production (including post-production)

Title of work: \_\_\_\_\_

- Completion (post-production only)

Title of work: \_\_\_\_\_

**Format**

- Film  
Length: \_\_\_\_\_
- Video  
Length: \_\_\_\_\_
- New Media
- Audio  
Length (if applicable): \_\_\_\_\_
- Installation
- Web site

**Style or Genre**

- Documentary
- Drama
- Experimental
- Animation
- Other  
Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART B1 – APPLICATION SUMMARY (cont'd)****Time period to be covered by this grant**

From: \_\_\_\_\_ To: \_\_\_\_\_  
 (day/month/year) (day/month/year)

**Amount Requested (Please insert from Part C1 – Budget)**

\$\_\_\_\_\_ (Please round this amount to the nearest thousand dollars.)

**Brief Project Description**

In two or three sentences, give a brief summary of your proposed project in the most general terms possible. If there is a production component, please indicate the type and length of the production (for example, "To attend a new media workshop at the Community College of Canada and to produce a one-hour experimental video documentary on the buzzing of bees."). To reduce copying and paper costs, please use only the space provided below for your project description.

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**Level of Experience**

Please read "Value of Grant" in the application guidelines, then check the appropriate box below.

 Emerging Artist:

- Select this category if you have not yet directed your first non-student professional media artwork.

 Mid-Career Artist:

- To apply as a **mid-career** artist, you must have been practicing for at least three years and have created and released more than one independent media art work in a professional context.
- Professional artists in other disciplines who meet the Canada Council's eligibility criteria for their discipline are also considered as mid-career artists. To be eligible, you must demonstrate that you have basic training in film/video, new media or audio, or have an experienced mentor who has agreed to work with you on your project.
- Film and video directors and other media arts professionals with at least five year's experience in the industry may apply as mid-career artists.

 Established Artist:

- To apply as an **established** artist, you must have been working as an **independent** media artist for at least seven years and have created and released a body of **independent** media art work in a professional context.

**PART B2 – PROFILE OF APPLICANTS**

Please complete this section using only one sheet of white 8½ x 11 inch paper, printed on one side only, portrait orientation.

Please describe yourself and your interest and goals in the media arts. For example:

- How did you become interested in the media arts?
- What is your level of experience in the media arts?
- What are your past experiences in the media arts? (If you have an artist's résumé, please attach it. See details below.)
- What are you doing currently in the media arts?
- What are your long-term plans, goals and aspirations in the media arts? (Please note: This is not the place to describe the project for which you are requesting funds.)
- What other artistic or life experiences have you had that contribute to your work in the media arts?

If you are sending an artist's résumé, it should describe the following:

For **emerging** artists:

- your media arts training in film/video, new media or audio;
- student or other non-professional productions of film/video, new media or audio artworks you have created.

You may also describe your community service and volunteer activities, education, previous work experience, and other arts/cultural activities and experience.

For **mid-career and established** artists:

- your media arts training in film/video, new media or audio;
- film/video, new media or audio artworks you have created;
- major exhibitions or presentations of your professional artistic work (festivals, gallery or museum exhibitions, radio, television or Web broadcasts, special presentations, etc.).

You may also describe your community service and volunteer activities, education, previous work experience, and other arts/cultural activities and experience.

For **collaborations**, each co-applicant should submit a one-page profile and attach, if available, an artist's résumé.

**PART B3 – DETAILED DESCRIPTION OF PROJECT**

This is the most important part of your application. For more details, please see "Assessment of Applications" in the application guidelines.

Please complete this section on separate sheets of paper, white, 8½ x 11 inch, printed on one side only, portrait orientation. Please type or print in black ink. Please use paper clips to secure material; do not use binders, plastic covers or staples.

Please provide a clear and detailed description of your project, answering the questions below as appropriate.

What do you want to do?

- Describe the activities you will carry out as part of your project.
- Describe what you will have created by the end of the grant period.

Why do you want to do this project?

- Describe your artistic concerns and your approach to artistic creation.
- Describe how this project fits in with your goals as a media artist.
- Describe the effect this project would have on your career as a media artist.

How will you do it?

- Describe the methods you will use and the goals of your program of work.
- Describe the technologies, processes and/or techniques with which you will work.

Where and when will this project take place?

- Describe any travel involved with this project.
- Provide a work schedule that identifies when the major stages in your project would be carried out.

Who will you be working with?

- Provide information about the mentor(s) who have agreed to work with you. Describe how they will assist or guide you through the various stages of your project. Include letters from these individuals confirming their offer to participate, along with their résumés.
- Provide information about the creative team who has agreed to work with you. Include letters from these individuals confirming their offer to participate, along with their résumés.
- If elders or other cultural authorities will be involved in your project, please describe their participation.
- If you intend to use technologies with which you are unfamiliar, name the consultants or specialists who will work with you, and provide letters that confirm their availability.

**PART B3 – PROJECT DESCRIPTION (cont'd)**

If you have already completed some work on your project, please include with your application a copy of the work done to date. Check off which material that you are submitting:

- For documentary productions, a description of the research you completed while developing your project.
- For documentary productions, letters of agreement from your subject(s) confirming their offer to participate in your project and confirming that you would have access to the relevant material. (This is **required** for all documentary production applications.)
- For dramatic productions, and as appropriate for other kinds of productions, a complete draft of the script.
- For animation productions, and as appropriate for other kinds of productions, a storyboard.
- For experimental productions, and as appropriate for other kind of productions, a description of your working process.
- For all film and video productions, as appropriate, a detailed treatment (or description) of the proposed production, including your planned visual and sound treatment (camera movement, lighting, music or audio sources, etc.).
- For audio productions, a detailed description and treatment indicating audio sources.
- For new media productions, as appropriate, a flowchart.
- For new media productions, as appropriate, a description of the graphics and some samples of them.
- For new media productions, as appropriate, a description of the text.
- For new media productions, as appropriate, a description of your visual and sound approaches.
- For media-based installations, sketches and plans, including technical plans.
- If you are applying for post-production (completion) funding, a complete project description. (The peer assessment committee considers the project description as well as the work-in-progress itself in its evaluation.)
- For all projects, where appropriate, submit rights or option agreements, or letters of permission for the use of scripts, images, music, etc. for which you do not own or hold the copyright.

**PART C1 – PROJECT BUDGET**

Please fill out the following Project Budget summary, using the categories that are appropriate to your project.

**Remember that an important factor in the assessment of your application is how clear and how reasonable your budgets are.**

**PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING YOUR PROJECT BUDGET****EXPENSES**

**Artist's or director's subsistence:** You may request a subsistence allowance of up to \$2,000 per month for each applicant, for the time spent working on research, production and/or post-production.

**Research equipment and space rental costs:** List only the costs related to the research component of your project.

**Remote community allowance:** If you live in a remote community (fly-in, "north of 60", etc.), you may apply for up to 15 percent more than the maximum grant amounts described in the guidelines. Attach information about your community, explaining why costs are higher there than elsewhere.

**REVENUES**

**Other sources of funding:** If your project expenses are higher than the maximum grant available through this program, list your other sources of funding. Indicate which ones are confirmed and which are pending confirmation. Include copies of documentation from confirmed sources of funding for your project (contracts, letters of intent, letters of investment, grant announcements, etc.).

**Donations:** Put a value on all materials and services being donated to your project (for example, services donated by crew members; donations of materials or supplies).

**Deferrals:** Put a value on any deferrals you are receiving for this production. A deferral occurs when a cast or crew member agrees to have all or part of his or her fees paid if and when the production makes money.



**PART C1 – PROJECT BUDGET (cont’d)**

**EXPENSES**

Subsistence:

\_\_\_\_\_ month(s) x \$ \_\_\_\_\_ per month (maximum of \$2,000 a month)

x \_\_\_\_\_ (number of applicants requesting subsistence funds) \$ \_\_\_\_\_

Research equipment and space rental costs \$ \_\_\_\_\_

Tuition, professional fees and honoraria \$ \_\_\_\_\_  
(for mentors, script editors, elders, consultants, etc.)

Story rights acquisition \$ \_\_\_\_\_

Research transportation/travel costs \$ \_\_\_\_\_

Production costs \$ \_\_\_\_\_  
(If your project has a production and/or post-production (completion) component, fill out the Production Budget (Part C2). Insert the "Total Expenses" amount here.)

Other project costs (please list in this space or on an attached 8½ x 11 inch white page) \$ \_\_\_\_\_

Remote community allowance \$ \_\_\_\_\_  
(if applicable; see "Value of Grant" in the guidelines)

**Total Expenses** \$ \_\_\_\_\_

**REVENUES**

Grant amount requested from the Canada Council for the Arts \$ \_\_\_\_\_  
(Please round your total grant request to the nearest thousand dollars. This is the amount that you transfer to Part B1 – Application Summary.)

Other sources of funding \$ \_\_\_\_\_  
(attach documents for confirmed funding)

Donations \$ \_\_\_\_\_  
(provide details in this space or on an attached 8½ x 11 inch white page)

Deferrals \$ \_\_\_\_\_  
(provide details in this space or on an attached 8½ x 11 inch white page)

**Total Revenues** \$ \_\_\_\_\_

**PART C2 – DETAILED PRODUCTION BUDGET**

**Complete this only if your project has a production or post-production (completion) component.**

After you have calculated the Total Expenses in this part, insert the amount on the "Production costs" line in the "Expenses" part of Part C1 – Project Budget.

You may fill out the following pages provided, using the categories appropriate to your project, **OR** you may provide your own budget document.

If you are applying for funding to complete a project that has already been started, clearly indicate which expenses have already occurred and which ones you wish to cover with the grant you are applying for.

The budgets you submit to the Canada Council for the Arts must be similar to those you submit to other sources of funding for this project.

**PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING YOUR DETAILED PRODUCTION BUDGET****EXPENSES**

The Canada Council for the Arts encourages grant recipients to pay reasonable salaries to cast and crew.

**Cast or performers:** Provide names (if available), roles and rates of pay.

**Production crew or staff:** Provide names (if available), roles and rates of pay. If a crew member's salary includes the cost of providing his or her own equipment, please indicate this.

**Equipment rental:** List the equipment being rented (camera, lighting, grip, sound, etc.) during the production phase of your project only. Enter the cost of renting equipment for the research component of your project under "Research equipment and space rental costs" in Part C1 – Project Budget.

**Studio or facilities rental:** Describe the production facilities being rented. Enter the cost of renting facilities for the research component of your project under "Research and space rental costs" in Part C1 – Project Budget.

**Travel costs:** Include only the direct costs of travel related to the production phase of your project (ground transportation and airfare at economy rates or less).

**Transportation costs:** Include the costs to transport equipment you need for the production phase of the project.

**Materials or supplies:** Include the costs of raw stock, video/audio tape, disks, computer software, art/construction supplies, costumes, etc.

**Lab costs:** For film, include the costs of processing the original, workprint, sound transfer, etc.

**Post-production personnel:** Provide names (if available), duties and rates of pay.

**Editing costs:** For film, include the costs of mixing/dubbing, optical transfer, titles, optical printing, the negative cut, the answer print, the release print, and all other costs. For video, include the costs of the off-line edit, materials, the final edit (on-line), special effects, computer graphics, and all other costs.

**Post-production materials or supplies:** Include the costs of videotape, audiotape and other supplies.

**Sound:** Include the costs of studio/equipment rental, recording (narration/voice-over, etc.), foley recording, the audio mix, mastering and all other costs.

**Music:** Include the rights and recording costs. Provide names (if available) of the soundtrack composer and other musicians.

**Contingency:** You are allowed to add a small percentage to your budget (usually 5 to 10 percent) as a contingency fund to cover possible unforeseen or emergency costs.

NAME OF APPLICANT:

**PART C2 – DETAILED PRODUCTION BUDGET (cont'd)**

**EXPENSES**

**Pre-production**

Story rights acquisition	\$
Location scouting	\$
Equipment and space rental costs	\$
Travel costs	\$
<b>Subtotal for pre-production and research</b>	<b>\$</b>

**Production**

Cast or performers (list names if available, roles and rates of pay)	\$
Production crew or staff (list names if available, roles and rates of pay)	\$
Equipment rental	\$
Studio or facilities rental	\$
Transportation costs	\$
Materials or supplies	\$
Lab costs	\$
Other (specify)	\$
<b>Subtotal for production</b>	<b>\$</b>

NAME OF APPLICANT:

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<b>PART C2 – DETAILED PRODUCTION BUDGET (cont'd)</b>	
<b>EXPENSES</b>	
<b>Post-production (completion)</b>	
Post-production personnel (list names if available, roles and rates of pay)	\$
Editing costs	\$
Post-production materials or supplies	\$
Sound	\$
Music	\$
Other (specify)	\$
<b>Subtotal for post-production</b>	\$
<b>Contingency ( _____ % of \$ _____ )</b>	\$
<b>TOTAL EXPENSES</b> <b>Insert this amount in the "Production costs" line of the Project Budget (PART C1)</b>	\$

**PART D1 – AUDIOVISUAL SUPPORT MATERIAL**

You must send audiovisual material that gives the members of the peer assessment committee an idea of your particular approach to creating art using film/video, new media or audio technologies. This may include copies of your previous professional work or work you created as a student, in workshops, or in collaboration with other artists, depending on the category to which you are applying (emerging, mid-career or established artist). It is more important to give the peer assessors a sense of your approach to artistic creation than to demonstrate your technical ability.

**YOUR AUDIOVISUAL SUPPORT MATERIAL IS THE ONLY MATERIAL THAT WILL BE RETURNED TO YOU.** All other material you submit with your application (flowcharts, plans, project descriptions, etc.) will be kept by the Canada Council for the Arts.

Please complete the following page(s) and clearly label your support material with the same information. Mid-career and established artists **must** submit audiovisual support material. If possible, emerging artists should submit audiovisual support material.

Please send a *maximum of two items*, in these media types:

- **films** (submitted on reels, head out);
- **videotapes** (one piece per cassette, on ½ in. or ¾ in. cassettes, cued);
- **audiotapes** (one piece per cassette, tape cued to go);
- **CDs, DVDs, DATs or LPs**, track indicated;
- **new media** (please see part Part D3);
- **slides** (please use Part D4).

Do not send originals. Note that the Canada Council is not responsible for the loss or damage, however caused, of materials submitted in support of an application.

**Due to time limitations, the peer assessment committee may be able to view or listen to only a portion of each item you submit**

**PART D2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL SUBMITTED**

The peer assessment committee's time is very limited. To assist in the assessment process, please provide some descriptive and contextual information. Include a brief description of each piece of audiovisual support material. If necessary, add some notes or special instructions. Explain why you are sending a particular item, what it shows, and how it relates to what you are proposing. In all cases, you must clearly identify your creative contribution to the material.

**Complete the following and clearly label your support material with the same information. Do not send originals.**

**Item 1**

Title:

Name of applicant or co-applicant:

Applicant or co-applicant's credit/role (director, co-director, performer, etc.):

Production medium (film, video, audio or new media):

Format of support material (16mm, VHS, CD, DVD, etc.):

Running time (where applicable):

Completion or recording date:

Indicate whether the support material is an example of your student, professional independent artist, or industry work. Briefly describe how the support material relates to your proposed project:

Special presentation instructions or notes:

**Item 2**

Title:

Name of applicant or co-applicant:

Applicant or co-applicant's credit/role (director, co-director, performer, etc.):

Production medium (film, video, audio or new media):

Format of support material (16mm, VHS, CD, DVD, etc.):

Running time (where applicable):

Completion or recording date:

Indicate whether the support material is an example of your student, professional independent artist, or industry work. Briefly describe how the support material relates to your proposed project:

Special presentation instructions or notes:

**PART D3 – AUDIOVISUAL SUPPORT MATERIAL: GUIDELINES FOR NEW MEDIA**

These guidelines will assist you in submitting computer-based electronic files to the Canada Council for the Arts.

**Hardware/software**

- Material must be self-supporting. Please do not assume that we have the required software and plug-ins to open your material. If your material requires plug-ins that are not listed below, please include these plug-ins in your material.
- Make sure that you send us material that is compatible with the hardware/software listed in the specifications below.
- Indicate if all or parts of the material must be installed on our hard drive for viewing. Send complete installation instructions on how best to download and view.
- Please specify which area, screen or page is especially important, and give step-by-step instructions how to get to this/these area(s)/screen(s)/page(s).
- If submitting a URL as support material, indicate your preferred browser and version number.

**Functionality**

- Test your material before sending it, to ensure that it is functional and readable. It is your responsibility to ensure that all copies of new media artworks reach the Canada Council intact and in a readable format. The Council assumes no responsibility for unreadable material.
- The Canada Council is not responsible if the URL you submit is not functional or your server is down at the time your support material is reviewed by the peer assessors. Reasonable efforts will be made to return to your site during the adjudication process. You may wish to include a CD-ROM or DVD-ROM version of your Web site as a backup.

**HARDWARE AND SOFTWARE USED BY THE CANADA COUNCIL TO PLAY NEW MEDIA SUPPORT MATERIAL**

MACINTOSH	IBM PC
<ul style="list-style-type: none"> <li>• Apple Macintosh Power PC, model G4-500 MHz, Operating System 9.0</li> <li>• 27 GB hard drive</li> <li>• 256 MB of RAM</li> <li>• 16 MB of video RAM (AGP)</li> <li>• CD-ROM/DVD-ROM/DVD-RAM drive</li> <li>• 2 speakers</li> <li>• 100 MB Zip drive</li> </ul>	<ul style="list-style-type: none"> <li>• HP Vectra Vli8 Pentium III 650 MHz, Windows 98</li> <li>• 14 GB hard drive</li> <li>• 128 MB of RAM</li> <li>• 4 MB Matrox MGA G200 (AGP)</li> <li>• DVD-ROM/CD-ROM drive</li> <li>• 2 speakers</li> </ul>
<b>MEDIA</b>	
MACINTOSH	IBM PC
<ul style="list-style-type: none"> <li>• Diskette</li> <li>• CD-ROM/DVD-ROM/DVD-RAM</li> <li>• Zip (100MB)</li> </ul>	<ul style="list-style-type: none"> <li>• Diskette</li> <li>• CD-ROM</li> <li>• DVD-ROM</li> </ul>
<b>SOFTWARE</b>	
MACINTOSH	IBM PC
<ul style="list-style-type: none"> <li>• Macromedia Director, version 8.0</li> <li>• Adobe Photo Shop, version 6.0</li> <li>• Internet Explorer 5.5 or Netscape Communicator 4.75, with the following plug-ins: <ul style="list-style-type: none"> <li>- Flash</li> <li>- Shockwave</li> <li>- Adobe Acrobat</li> <li>- RealAudio</li> <li>- RealVideo</li> <li>- QuickTime</li> <li>- QuickTime VR</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Office 97 (PowerPoint slide shows)</li> <li>• Internet Explorer 5.5 or Netscape Communicator 4.75 with the following plug-ins: <ul style="list-style-type: none"> <li>- Windows Media Player</li> <li>- RealPlayer</li> <li>- QuickTime</li> <li>- Adobe Acrobat</li> </ul> </li> </ul>

**PART D4 – DETAILED DESCRIPTION OF SLIDES**

Please do not submit more than 20 slides (photocopy this page if you have more than 10 slides). Label all slides with your name, and number them to match the listing below. Clearly mark slides to indicate the lower left corner when held in the hand for viewing. Do not send original artworks.

Slide No.	Title	Date	Medium	Dimensions of Artwork

**Briefly describe how the support material shown in these slides relates to the proposed project. Explain why you are sending this particular material, what it shows, and how it relates to what you are proposing.**

**Briefly describe any other support material you have submitted.**