



**Canada Council
for the Arts**

**Conseil des Arts
du Canada**



Alberta Creative Development Initiative: Grants to Organizations

Follow these three steps to apply for an Alberta Creative Development Initiative grant:	
Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amount, application 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 the Program Officer, Western Canada, as indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the checklist to confirm that you have completed all relevant sections of the form and have included all required support material.

Deadlines

1 December 2007 and 1 June 2008

If either of these deadline dates falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all support material must be postmarked on or before the deadline date.

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

Further Information

Stephen Williams
Western Canada Program Officer
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. 4690
In Alberta: 780-428-2956

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

Email: stephen.williams@canadacouncil.ca

Fax: (613) 566-4332

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STEP 1 – PROGRAM GUIDELINES

<p>Program Context</p>	<p>The Alberta Creative Development Initiative (ACDI) is a partnership between the Alberta Foundation for the Arts and the Canada Council for the Arts in collaboration with the Calgary Arts Development Authority and the Edmonton Arts Council. This targeted initiative is designed to enhance the continued development of the arts in the province of Alberta.</p> <p>Funding priority will be given to Alberta-based professional artists and arts organizations of high artistic merit that</p> <ul style="list-style-type: none"> • have not previously been supported by the Canada Council or by the Alberta Foundation for the Arts; and/or • are Aboriginal, culturally diverse, or working in an official-language minority community; and/or • are working in new or innovative arts practices within or across artistic disciplines. <p>This is a three-year initiative, with the possibility of a two-year extension. The program eligibility criteria, assessment criteria and other details may be modified following the first competition.</p>
<p>Program Objectives</p>	<p>The objectives of the program are</p> <ul style="list-style-type: none"> • to support the development of professional artists and arts organizations in Alberta; • to foster a dynamic, vibrant arts community in Alberta; and • to enable the success of Alberta artists and arts organizations locally, provincially, nationally and internationally.
<p>Program Description</p>	<p>The Alberta Creative Development Initiative supports creation, production and dissemination of independent work by professional artists, collectives and arts organizations.</p> <p>The ACDI has two components:</p> <p>A. Grants to Individual Artists, Arts Administrators and Collectives*</p> <ul style="list-style-type: none"> • grants for research, creation, production, and/or dissemination; and • grants for professional development, including residencies. <p>* Separate guidelines and application forms are available for component A. Note that groups, bands and ensembles are eligible in component A.</p> <p>B. Grants to Organizations</p> <ul style="list-style-type: none"> • annual or multi-year project grants for research, creation, production and/or dissemination; • annual or multi-year administrative project grants that build capacity; and • annual or multi-year audience development project grants that increase the public impact and/or profile of an organization

<p>Eligibility</p>	<p>Grants to Organizations</p> <p>The Alberta Creative Development Initiative is open to professional arts organizations incorporated in the province of Alberta.</p> <p>The program is open to small- and mid-size organizations with annual operating revenues that do not exceed \$2 million, based on the average of an organization's three previous years' operating revenue.</p> <p>A professional arts organization or company</p> <ul style="list-style-type: none"> • is legally constituted as a non-profit organization (with the exception of publishing companies); • has a primary mandate in the arts; • is staffed by arts professionals (artists and administrators who are paid for their work); and • supports, presents or produces the work of professional artists. <p>Organizations that do not currently receive an operating grant from the Canada Council can apply to ACDI for an annual or multi-year project grant for research, creation, production, dissemination, administrative capacity building and/or audience development activities. Organizations that wish to apply for a multi-year project grant must have been in operation for at least three years as of the application deadline. They can apply to both ACDI and to other Canada Council programs, but cannot apply to both for support for the same costs or for the same phase of activity.</p> <p>Organizations that currently receive an operating grant from the Canada Council can apply to ACDI for annual administrative and audience development project grants only. They cannot apply to other Canada Council programs for support for the same costs or for the same phase of activity.</p> <p>General Eligibility Criteria for all ACDI applicants</p> <p>The objective of the Alberta Creative Development Initiative is to support the development of professional artists and arts organizations in Alberta and to foster a dynamic, vibrant arts community in the province. Organizations may apply to the program more than once per year provided that they have no outstanding final reports at the Canada Council.</p> <p>Applicants to the Alberta Creative Development Initiative may resubmit an unsuccessful project once to a subsequent ACDI competition. Applicants may also submit an application for a new project in a subsequent ACDI or other Canada Council competition.</p> <p>Specific Eligibility Criteria for all ACDI applicants</p> <p>See Appendix A for discipline-specific eligibility criteria. You must meet the criteria in your discipline to be eligible to apply to ACDI.</p> <p>Applicants are encouraged to contact the Program Officer before applying in order to confirm their eligibility.</p> <p>Applicants should be aware that meeting the eligibility criteria allows them to apply for a grant, but it does not guarantee funding.</p> <p>If your application to ACDI is successful, this does not guarantee success in other programs of the Canada Council or the Alberta Foundation for the Arts.</p>
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<p>Grant Amount</p>	<p>Grants to Organizations</p> <ul style="list-style-type: none"> • Annual project grants are available in amounts of up to \$30,000 for any combination of eligible activities. • Multi-year project grants are available to a maximum of \$75,000 over three years. <p>Eligible costs</p> <p>Eligible costs include project costs such as artists’ fees, fees for project personnel, production and material costs, audience and market development costs, dissemination costs, equipment rental costs, research costs, and travel costs related to research on a specific project.</p> <p>Ineligible costs</p> <p>Applicants’ ongoing operating expenses, including permanent staff salaries, general administration costs and maintenance costs, are ineligible for support. Capital costs and major equipment purchase costs are also ineligible. Applicants must demonstrate sound financial management in their budget forecasts and a serious commitment to carry out the project.</p> <p>General</p> <p>Funding is not available for activities carried out before the application deadline. Successful applicants may not necessarily be awarded the full amount requested given the limited funds available in this program.</p>
<p>Assessment of Applications</p>	<p>A multidisciplinary peer assessment committee reviews applications to the program. Comprising assessors from both Alberta and outside the province, the committee is made up of practicing artists and arts professionals selected for their knowledge of a broad range of artistic disciplines and practices as well as their experience in multidisciplinary and diverse cultural practices. Committee members are also selected to ensure fair representation of gender, regional and cultural diversity, Aboriginal peoples and Canada’s two official languages.</p> <p>The peer assessment committee establishes funding priorities and specific grant amounts based on the overall merit of each application in comparison with all other applications, according to the following weighted assessment criteria for the program:</p> <p>Assessment Criteria for Grants to Organizations</p> <p>Artistic (60%) criteria include</p> <ul style="list-style-type: none"> • excellence in the quality of programming and merit of the artistic goals of the project; • clarity of intentions and merit of the proposed process and strategies; and • experience of the organization and artists involved (including their qualifications and commitment to collaborators and partners), and their proven ability to carry out the project. <p>Public impact (20%) criteria include</p> <ul style="list-style-type: none"> • the public impact of the project and the quality of engagement with an audience, such as targeted audience development and outreach activities.

<p>Assessment of Applications (cont'd)</p>	<p>Administrative (20%) criteria include</p> <ul style="list-style-type: none">• presentation of a realistic budget for the project;• the anticipated impact of the project on the organization;• the organization's ability to forecast potential risks of a project;• the financial stability of the organization;• appropriate planning and allocation of resources; and• a diversity of revenue sources.
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STEP 2 – IMPORTANT INFORMATION FOR APPLICANTS

May I submit extra support material?

No. Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the assessors. Also, the assessors have a limited time in which to study each grant application. This ensures that all applicants 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 your application has been received. This notice will be sent out shortly after your application has been received after the deadline date.

Is my personal information protected?

The Privacy Act protects your personal information and provides you with a right to access your information. The Canada Council maintains your personal information in Personal Information Bank CAC PPU 130. All other information may be accessible to others under the Access to Information Act.

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. This helps with program planning and evaluation of applications.

When and how will I find out the results of my application?

You will receive the results, by letter, approximately **four months** after submitting your application. Note that for privacy reasons, the Canada Council does not release results by telephone or email.

Can I find out who got a grant and who was on the peer assessment committee?

Yes. You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients. You can also contact the Canada Council in writing to request the list of peer assessors.

May I obtain feedback about my application?

You are welcome to call the Program Officer to discuss your application, and he will transmit the committee's feedback. Remember, though, that any feedback given by the peer assessment committee is in the context of the particular competition.

Are there other grant programs for arts organizations at the Canada Council?

Yes. Grant programs exist for arts organizations in each discipline or Section. For more information on the programs in each of Council's Sections, see the web pages listed below. Application guidelines as well as application forms can be downloaded from the website.

How do I find out about other grant programs?

- Canada Council for the Arts: www.canadacouncil.ca/grants
- Alberta Foundation for the Arts: <http://affta.tprc.alberta.ca/grants.shtml>
- Calgary Arts Development Authority: <http://www.calgaryartsdevelopment.com/granting>
- Edmonton Arts Council: <http://www.edmontonarts.ab.ca/>

How can I make my application better for the next time I apply to the Canada Council?

There is no single, perfect manner in which to present an application to a Canada Council competition. However, the following suggestions may help you prepare a better application in the future.

- Carefully read the application form and the program guidelines. What you need to know about that program is clearly written there.
- If possible, talk to the responsible program officer about your project and the program.
- Clearly and concisely describe your project. Make sure you indicate how your application speaks to the objectives and assessment criteria for that program.
- Present a clear and logical budget where your total expenses equal your total revenues. Depending on your discipline, it may be important to indicate which sources of revenue are confirmed and/or which are pending confirmation. Read the budget guidelines carefully.
- Present support material that best supports the project you are proposing. Describe how that support material relates to your proposed project. Check that your support material is actually present and functioning properly on the videotapes, CDs or cassettes you are sending.
- Be absolutely sure you have included all of the items that are required for a complete application. Incomplete applications will not be accepted.
- Give yourself a reasonable amount of time to prepare the application and support material.

More information on the Alberta Creative Development Initiative can be found on the Canada Council website at: <http://www.canadacouncil.ca/aboutus/Partnerships/>.



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Alberta
Foundation
for the Arts

Alberta Creative Development Initiative: Grants to Organizations

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.

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

PART A1 – IDENTIFICATION

Registered name of organization _____

Incorporation date _____

Permanent address

Street and suite number _____

City _____

Province/territory _____

Postal code _____

Telephone _____

Fax _____

Email _____

Website _____

Discipline of organization: Dance Music Theatre Writing and Publishing
(check one box only) Visual Arts Media Arts Integrated Arts

Type of current support from Canada Council : Project Annual operating Multi-year operating

PART A2 – DECLARATION

We have previously received a Canada Council grant Yes No

We have previously received an Alberta Foundation for the Arts grant Yes No

As a representative of the organization,

- I have read carefully the eligibility criteria for this program which are described in the application guidelines, and my organization meets these criteria.
- I accept the conditions of the program as outlined in the application guidelines, and I agree to abide by the Canada Council for the Arts' decision.
- 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.
- I have already sent all final reports for previous Canada Council grants. I understand that this application will be ineligible if any of my organization's reports are outstanding.
- 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 prefer to communicate with the Canada Council for the Arts in: English French

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

Name of contact person: _____

Position: _____

Signature: _____ Date: _____

AN ORIGINAL SIGNATURE IS REQUIRED.

NAME OF APPLICANT:

Alberta Creative Development Initiative: Grants to Organizations / 2

PART B1 – GRANT INFORMATION

Type of grant and amount requested (check the appropriate box):

For organizations that **do not** currently receive an operating grant from the Canada Council.

annual project grant for research, creation, production, dissemination, administrative and/or audience development activities (up to \$30,000) \$ _____

multi-year project grant for research, creation, production, dissemination, administrative and/or audience development activities (up to \$75,000 over 3 years) \$ _____

NB: These organizations can apply to both ACIDI and to other Canada Council programs, but cannot apply to both for support for the same costs or for the same phase of activity.

For organizations that currently **receive an operating grant** from the Canada Council:

annual administrative and audience development project grants (up to \$30,000) \$ _____

NB: These organizations cannot apply to other Canada Council programs for support for the same costs or for the same phase of activity.

Period to be covered by this grant: From _____ to _____
(day/month/year) (day/month/year)

PART B2 – PROJECT DESCRIPTION

Discipline of project: Dance Music Theatre Writing and Publishing
(check one box only) Visual Arts Media Arts Integrated Arts

Brief project description (describe how you propose to use the grant in 20 words or less):

PART B3 – DETAILED PROJECT DESCRIPTION

In 1500 words or less (single-spaced, in black ink on one side only of white, 8½ x 11 in. paper), describe the program of work you intend to undertake. Describe as clearly as possible the concept and process of creation or production. If you wish, you may also provide information on the aesthetic or cultural tradition that relates to the work. Please identify who will be credited with authorship of the work.

Attach a work schedule outlining the time lines and activities for your project.

If public presentation is pertinent to the proposed work, provide a dissemination plan. Limit your dissemination plan to a maximum of **250** words. **Any portion of the text that exceeds the word limit will not be forwarded to the assessment committee.**

The description of the project should address the assessment criteria, which are:

Artistic (60%)

- Excellence in the quality of programming and merit of the artistic goals of the project
- Clarity of intentions and merit of the proposed process and strategies
- Experience of the organization or artists involved (including their qualifications and commitment to collaborators and partners), and their proven ability to carry out the project

Public impact (20%)

- The public impact of the project and the quality of engagement with an audience such as targeted audience development and outreach activities

PART B3 – DETAILED PROJECT DESCRIPTION (cont'd)**Administrative (20%)**

- Presentation of a realistic budget for the project
- The organization's ability to forecast potential risks of a project
- The financial stability of the organization
- Appropriate planning and allocation of resources
- The diversification of revenue sources

Funding priority will be given to professional arts organizations who are highly assessed in all of the above criteria and who:

- Have not previously been supported by the Canada Council or by the Alberta Foundation for the arts, and/or
- Are Aboriginal, culturally diverse or working in an official-language minority community, and/or
- Are working in new or innovative arts practices within or across artistic disciplines

PART C – ORGANIZATION PROFILE

Please provide a profile of your arts organization in **500** words or less. Briefly address each of these points:

- Mandate of the 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 the arts community.
- How your organization meets the eligibility criteria specific to your discipline (see guidelines appendix A)
- If you wish, you may also describe your distribution network, facilities, services, sales representation and other relevant information (within the one 500-word limit).

PART D – FINANCIAL INFORMATION**Budget summary**

Please provide a detailed budget for your project on a separate sheet and complete the budget summary below. Complete only the part that corresponds to your proposal.

Expenses

Salaries (provide details of each person receiving a salary in the detailed budget)

\$ _____

Artists' fees (provide details on each artist fee in the detailed budget)

\$ _____

Research, project and travel costs (provide a breakdown of costs, as well as travel itinerary with dates and purpose of travel, on a separate sheet)

\$ _____

Other eligible expenses (please specify) _____

\$ _____

Total cost of project

\$ _____

Revenues

Amount requested from the Alberta Creative Development Initiative

\$ _____

PART D – FINANCIAL INFORMATION (cont'd)

If the total cost of the project exceeds the amount requested from the Alberta Creative Development Initiative, please list below your other sources of financing. The amount requested and other sources of financing should equal the total cost of the project. Indicate whether they are confirmed or pending confirmation. Other sources include private sponsors, foundations, granting bodies, other levels of government and donors.

Names of Other Sources of Financing	Amounts	Confirmed	Pending
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Financial Statements

In addition, all applicants must submit their organization's last official annual financial statement. Applicants that are requesting a multi-year project must submit two years of annual financial statements.

PART E1 – SUPPORT MATERIAL

Support material is a necessary part of the application. Applications without at least one item of support material will not be accepted. You are responsible for submitting all required support material with the application form. Any support material received after the deadline will not be considered.

Please do not send originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of any support material. The audiovisual and printed material will be returned to you. The Canada Council will retain, in your grant file, all other material you submitted with your application.

If the project you are proposing is radically different from your organization's previous accomplishments, include a sample or test of the kind of work your organization intends to undertake with the grant.

Include letters of agreement confirming any major creative components, such as the use of any material where copyright is not held by the applicant (scripts, images, music, etc.). Where the involvement or participation of others is essential to the project, please submit letters confirming collaborations or partnerships.

General material

Check the boxes below to identify the support material you are submitting.

- An up-to-date biography (typed or word processed and double-spaced) for major collaborators or creation/production partners; summarize relevant training, artistic accomplishments and public presentations of work (maximum three pages) Any additional pages **will not be forwarded** to the assessment committee.
- Letters of incorporation, if not previously submitted
- Letters of agreement or confirmation (if applicable)

Printed materials

You may include additional printed materials, such as catalogues and promotional documents, as supplementary support material. Please do not send press clippings.

PART E1 – SUPPORT MATERIAL (cont'd)**Audiovisual materials**

Submit a maximum **two** items of support material per artist (e.g. one excerpt from a DVD and 10 images, or one CD and one video, or two CD's) from the list below. Submit only the support material that demonstrates the applicant's artistic accomplishments related to the proposed project. Please note that the maximum duration for each item should not exceed 5 minutes. In all cases, the applicant's creative role in the material submitted must be clearly identified. Please clearly identify the excerpt to be viewed.

Complete parts E2 and E3, if applicable. Check boxes below to indicate the two support material submitted.

- Digital Images (maximum 10)
 Photographs
 DVDs
 Audio tapes
 DATs
 CD-ROMs, DVD-ROMs
 Videotapes (VHS, S-VHS)
 Films
 Manuscripts

PART E2 – 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 in. or 3/4 in. cassettes, cued; **audio tapes**, *one piece per cassette*, tape cued to go and CD, DVD, or DAT track indicated; **new media**, presentation instructions included, if appropriate.

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

Item 1

Title:

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

Medium (e.g. DVD, videotape, CD):

Running time:

Completion or recording date:

Venue:

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:
Cued: Yes No

Item 1

Title:

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

Medium (e.g. DVD, videotape, CD):

Running time:

Completion or recording date:

Venue:

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

PART E3 – DETAILED DESCRIPTION OF DIGITAL IMAGES

Submit a maximum of 10 digital images. Label all support material with your organization's name, and number the items chronologically, according to the listing below.

Image No.	Title	Date of Creation	Medium	Dimensions of Artwork
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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

PART E4 –DO’S AND DON’TS OF SUBMITTING DIGITAL SUPPORT MATERIAL

IMPORTANT NOTICE: Applications with digital support material that does not correspond to the following guidelines will be considered incomplete and therefore be withdrawn from the competition.

Test your material before submission to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

- Digital support material is viewed during the assessment meeting.
- Excess support material will not be accepted or shown to the assessors.
- Clearly mark each CD-ROM or DVD with your name.
- Use any of the following software to edit your images: Adobe® Photoshop®, Adobe® Illustrator®, Microsoft® Photo Editor, Microsoft® Paint, CorelDRAW™, Corel® PHOTO-PAINT™, and Jasc® Paint Shop Pro®.

Do’s

If submitting images:

- Submit PC-compatible files only.
- Submit CD-Rs
- Submit jpg files only.
- Submit files of a maximum of 1024 x 768 pixels.
- Submit RGB, sRGB or grayscale colour mode files only (no CMYK)
- Label each file (image) with a number and title.
- Ensure that the numbers for the first nine images begin with a zero (for example: **01**title.jpg, **02**title.jpg ...**10**title.jpg). This will ensure that they are presented in the correct order, following your image list.
- Do not put any special characters, symbols or quotation marks (such as #/-'&| ...) in any file name.

If submitting a video file:

- Submit only a file that can be accessed with one of the following plug-ins: QuickTime, RealPlayer, Shockwave, Windows Media Player or Flash.
- If you are submitting both images and a video, you must remove five images from the maximum number you are allowed to submit.

Don’ts

- Don’t submit Mac files that are not fully PC compatible.
- Don’t submit any type of presentation (such as PowerPoint).
- Don’t submit compressed files (WinZip®, Stuffit®, etc.).
- Don’t include hyperlinks to Internet sites with your images.
- Don’t submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
- Don’t submit any files by email.
- Don’t submit any other component of your application electronically on your CD-ROM or DVD.

PART F – CHECKLIST

You must include the following items in the order shown below. The Canada Council will send the audiovisual support material, along with a photocopy of the rest of the material, to the peer assessment committee members.

- Parts A1 and A2 – Applicant Information and Declaration (with original signatures)
- Part B1 – Grant Information
- Part B2 – Project Description
- Part B3 – Detailed Project Description
- Part C – Organization Profile

Part D – Financial Information

- Detailed budget for your project
- Revenues and Expenses
- Financial Form (Financialform.xls)
- Part E1 – Support Material
- Part E2 and/or E3 – Detailed description of audiovisual / digital images

Do not submit originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. The support material that you submit will not be returned to you.

Please do not bind or staple your application. Be sure to make and keep a copy of your completed application.

Please remember to:

- Keep a copy of your completed form.
- Submit your application by the deadline date.

<p>APPENDIX A – Eligibility criteria by discipline</p>	<p>ELIGIBILITY CRITERIA</p> <p>The following eligibility criteria are based on those used by the Canada Council in the various artistic disciplines.</p> <p>DANCE</p> <p>In Dance, the program is open to dance companies, service organizations, festivals, professional associations and organizations involved in the promotion and dissemination of Canadian dance.</p> <p>Dance companies/organizations/service organizations</p> <ul style="list-style-type: none"> • are directed by recognized professional artists and engage professional interpreters and other professional artists, mentors and/or elders; • operate on the basis of an annual season or attempt to operate on a continuous basis; • have a history of public presentation or producing dance; • have an appropriate administrative infrastructure, according to the scope and scale of the organization’s activities; and • have a proven track record of providing services to professional artists, collectives and/or companies. <p>INTEGRATED ARTS</p> <p>In Integrated Arts, the program is open to creation/production, co-creation, curatorial research and programming implementation, hosting, support, development and touring activities.</p> <p>Integrated Arts organizations</p> <ul style="list-style-type: none"> • have a mandate to create or support artistic works, practices, programming and events that combine art forms, or integrate existing art forms into a new form, outside the framework of an existing funding program at the Canada Council. This includes interdisciplinary content, multidisciplinary content and multidisciplinary structure organizations. <p>MEDIA ARTS</p> <p>In Media Arts, the program is open to production, distribution, programming and service organizations and media arts festivals.</p> <p>Production organizations</p> <ul style="list-style-type: none"> • have completed at least two full years of activities; and • provide ongoing support for Canadian media artists’ creation and production of independent film, video, new media and/or audio artworks. <p>Programming organizations</p> <ul style="list-style-type: none"> • have completed at least two full years of activities; • demonstrate a serious, ongoing commitment to the presentation of Canadian independent media artworks as one of their primary activities; • pay artists’ fees and/or distributor rental fees and honoraria for the Canadian independent media artworks presented; and • present a minimum of six public presentations of Canadian independent media artworks per year. Eligible public presentations include exhibitions, screenings, installations, performances and telecommunications events.
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**APPENDIX A –
Eligibility criteria
by discipline
(cont'd)**

Media Arts festivals

- have been in operation for at least three years and have produced at least three full festivals, and
- pay artists' fees and/or distributor rental fees for the Canadian independent media artworks presented.

Internet-based festivals must also feature a series of scheduled events that offer a platform to bring artists, distributors, curators, exhibitors and audiences together to optimize the impact of the festival.

Distribution organizations

- have been in operation for at least one year;
- demonstrate a clear and ongoing commitment to the distribution of Canadian independent film, video, new media or audio productions by artists as one of their principal activities;
- have a published acquisitions policy and demonstrate accountability to the artists (through written agreements) whose work they distribute; and
- have at least 50 percent of their active distribution collection comprising Canadian independent film, video, new media or audio productions by artists.

Please note that any costs related to a commercial activity are not eligible.

MUSIC

In Music, the program is open to orchestras, opera and music/theatre companies, festivals, choirs, service organizations and new music organizations.

Orchestras

- demonstrate a significant and strong commitment to Canadian creation/repertoire as part of their ongoing annual programming.

Opera companies

- must produce and stage at least two productions per year, of which two performances are given.

Music theatre companies

- must produce and stage at least one major production per year, complemented by relevant public activities such as workshops, public readings, training sessions for singers/performers in techniques appropriate to the repertoire.

Festivals (stand-alone)

- present the music festival as the applicant's core activity and feature music as their sole or primary artistic discipline, and
- are national in their scope of curated programming and events and must pay professional artist fees.

Festivals are only eligible to the Canada Council for project funding to provide focus on Canadian artists.

**APPENDIX A –
Eligibility criteria
by discipline
(cont'd)**

Choirs

- have a consistent core or membership of singers, as well as a paid professional choral conductor/artistic director; and
- have a season of activities (concerts) planned that includes a variety of self-produced programs showcasing Canadian choral music works.

Church choirs and university choirs are not eligible for support.

New music organizations

- have all their activities taking place in the organization's home market; and
- have presented no fewer than two full seasons of local performances, including at least two different programs, as well as no fewer than two ticketed programmed events plus another public activity tour.

THEATRE

In Theatre, the program is open to producing theatre companies, festivals, service organizations and play development centres.

Theatre organizations

- are directed and managed by recognized theatre professionals, and
- operate on a full-time basis and support ongoing activities.

VISUAL ARTS

In Visual Arts, the program is open to Canadian visual arts and contemporary craft organizations. These include museums, public art galleries, exhibition centres, artist-run centres, festivals, university art departments, art colleges, contemporary crafts colleges, service organizations and professional associations, with a primary mandate in the visual arts. Visual arts include drawing, painting, sculpture, photography, print-making, architecture, contemporary craft and installation.

Visual Arts organizations

- are directed by recognized visual arts professionals,
- maintain a permanent, dedicated space that is accessible to the public,
- pay artists' fees to those participating in their programming activities that meet nationally recommended fee standards, and
- operate on a full-time basis and support ongoing activities.

WRITING AND PUBLISHING

In Writing and Publishing, the program is open to book publishers, magazine publishers, hosts of literary readings and literary festivals, hosts of spoken word and storytelling festivals and performance series, service organizations and professional associations, and organizations involved in the promotion and dissemination of Canadian literature.

<p>APPENDIX A – Eligibility criteria by discipline (cont’d)</p>	<p>Book publishers</p> <ul style="list-style-type: none"> • have their head office in Canada, maintain editorial control in Canada and be at least 75 percent Canadian-owned; • maintain full control over editorial processes; • have book publishing as their primary, rather than a peripheral or occasional activity; and • issue clear royalty statements on a regular basis and have fulfilled all contractual obligations to writers, illustrators, translators and other copyright licensors. <p>Magazine publishers</p> <ul style="list-style-type: none"> • are at least 75 percent Canadian-owned, • publish at least twice a year, • have identified the target audience for the magazine and developed an appropriate distribution method to reach it, and • have and honour a clear policy with respect to the use of contributors’ writing and intellectual property. <p>Hosts of literary readings, including post-secondary institutions, public libraries, writers’ associations, museums, art galleries and community centres, and hosts of spoken word and storytelling performance series</p> <ul style="list-style-type: none"> • have proven experience in hosting literary readings or in producing spoken word or storytelling performance series, and • pay writers, spoken word artists and/or storytellers for their participation in the reading or performance series. <p>Hosts of literary festivals, spoken word festivals and storytelling festivals:</p> <ul style="list-style-type: none"> • hold a minimum two-day event with not fewer than 10 Canadian writers, spoken word artists and/or storytellers participating; and • pay writers, spoken word artists and/or storytellers for their participation in the festival. <p>Organizations involved in the promotion and dissemination of Canadian literature, service organizations and professional associations</p> <ul style="list-style-type: none"> • are non-profit Canadian organizations or groups; and <p>undertake activities that benefit a significant range of professional writers, publishers, translators, spoken word artists or storytellers who are active in the development of Canadian literature.</p>
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**APPENDIX B –
Definitions**

An **Aboriginal artist** is a professional artist who belongs to an Aboriginal Peoples community (Inuit, Métis, and Status and Non-Status people).

An **Aboriginal arts organization or company** has a majority of Aboriginal Peoples diverse practice and/or composition.

Artistic merit is a distinct and unique artistic voice or vision representing excellence, innovation, experimentation and creativity in all established and emerging traditions of artistic practice.

Artist and community collaboration is an arts process that actively involves the work of professional artists and non-arts community members in creative and collaborative projects.

A professional **arts administrator** is someone who has been working in the arts in a professional administrative or managerial capacity for at least two years.

An **arts service organization** is a non-profit organization that furthers the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, advocacy, provision of professional services, and production of collective projects.

A **collaborative project** is an activity carried out in a context of shared authorship, where equal credit is given for the resulting work.

Artists' **collectives** may include any number of professional artists contributing to a common creative goal.

A **culturally diverse artist** is a professional artist from a visible minority community (those from Asia, Africa, the Middle East, Latin America as well as those with mixed or bi-racial heritages).

A **culturally diverse arts organization or company** dedicates the majority (at least 80 percent) of its financial and human resources to culturally diverse arts practices (non-European arts practices) and/or has artistic activities and leadership that are primarily culturally diverse.

An **emerging artist** is at an early stage in his/her career, has created a modest independent body of work and has made a locally recognized contribution to an artistic practice through public presentation.

In music, **groups, bands, and ensembles** may include any number of people contributing to a common creative goal whose works have been presented publicly or have received professional recognition.

Innovative work is an activity that brings an added value or expanded dimension to an arts practice, including opening new terrain for art and artists, and their relationships with audiences, communities and the general public. It can be ground-breaking, forward-moving and often contributes to the evolution of an artistic practice using unique perspectives, methods and processes.

Integrated Arts are artistic works, practices, programming and events that combine art forms, or integrate existing art forms into a new form, outside the framework of an existing funding program at the Canada Council.

**APPENDIX B –
Definitions
(cont'd)**

A **multi-year project grant** is a grant to a professional arts organization, usually over a period of three years, for the completion of a particular project in the area(s) of research, creation, production, dissemination, administration or audience development.

Based on the Official Languages Act, **Official-language minority communities** are Francophones living outside the province of Quebec and Anglophones living inside the province of Quebec.

An **operating grant** is a grant to a professional arts organization, either over an annual or multi-year period, that contributes to the organization's general operating costs.

A **peer** is a professional artist or arts professional experienced in an applicant's discipline or working in the same artistic tradition or context as the applicant whose work is being assessed.

Peer assessment is an assessment of funding applications by representatives of the applicants' peers. Assessment by peers is a principle of the Canada Council's grants programs.

The Canada Council for the Arts defines a **professional artist** as someone who has specialized training in the field (not necessarily in academic institutions), who is recognized as such by her or his peers (artists working in the same artistic tradition), who is committed to devoting more time to the artistic activity, if financially feasible, and who has a history of public presentation or publication.

A **professional arts organization or company** has a primary mandate in the arts, is staffed by arts professionals (artists, administrators, arts presenters who are paid for their work), and supports, presents or produces the work of professional artists.

Artistic **research** leads toward the creation of a new artistic work or arts administration activity.

Subsistence cost covers necessary living expenses, such as housing and food.