



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**



**Alberta  
Foundation  
for the Arts**

## Alberta Creative Development Initiative: Grants to Individuals

Follow these <b>three steps</b> to apply for an Alberta Creative Development Initiative grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amount, application process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> 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.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>checklist</b> to confirm that you have completed all relevant sections of the form and have included all required support material.

### Deadline

**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  
Program Officer, Western Canada  
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](mailto:stephen.williams@canadacouncil.ca)

Fax: 613-566-4332

Octobre 2007 / ALBG2E 10-07



## STEP 1 – PROGRAM GUIDELINES

<p><b>Program Context</b></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"> <li>• have not previously been supported by the Canada Council or by the Alberta Foundation for the Arts; and/or</li> <li>• are Aboriginal, culturally diverse, or working in an official-language minority community; and/or</li> <li>• are working in new or innovative arts practices within or across artistic disciplines.</li> </ul> <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><b>Program Objectives</b></p>	<p>The objectives of the program are</p> <ul style="list-style-type: none"> <li>• to support the development of professional artists and arts organizations in Alberta;</li> <li>• to foster a dynamic, vibrant arts community in Alberta; and</li> <li>• to enable the success of Alberta artists and arts organizations locally, provincially, nationally and internationally.</li> </ul>
<p><b>Program Description</b></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><b>A. Grants to Individual Artists, Arts Administrators and Collectives</b></p> <ul style="list-style-type: none"> <li>• grants for research, creation, production, and/or dissemination; and</li> <li>• grants for professional development, including residencies.</li> </ul> <p>NB: Groups, bands and ensembles are eligible in this component.</p> <p><b>B. Grants to Organizations *</b></p> <ul style="list-style-type: none"> <li>• annual or multi-year project grants for research, creation, production and/or dissemination;</li> <li>• annual or multi-year administrative project grants that build capacity; and</li> <li>• annual or multi-year audience development project grants that increase the public impact and/or profile of an organization.</li> </ul> <p>* Separate guidelines and application forms are available for component B.</p>

<p><b>Eligibility</b></p>	<p><b>Grants to Individual Artists, Arts Administrators and Collectives</b></p> <p>The program is open to Alberta-based professional artists, arts administrators and collectives working in all artistic disciplines and artistic practices currently supported by the Canada Council or the Alberta Foundation for the Arts, including collaborative projects and artists and community collaborations.</p> <p><b>A professional artist is someone who</b></p> <ul style="list-style-type: none"> <li>• has specialized training in the field (not necessarily in academic institutions);</li> <li>• is recognized as such by his or her peers;</li> <li>• is committed to devoting more time to artistic activity, if financially feasible; and</li> <li>• has a history of public presentation.</li> </ul> <p><b>A professional arts administrator is someone who</b></p> <ul style="list-style-type: none"> <li>• has been working in the arts in a professional administrative or managerial capacity for not less than two years.</li> </ul> <p>Full-time undergraduate students at a school, college or university are not eligible to apply.</p> <p>Graduate or post-graduate students are eligible to apply only if they meet the above definitions of a professional artist or arts administrator and if the proposed project is <b>not related</b> to their program of study and is not under the direct supervision of a university professor.</p> <p>Applicants must be Canadian citizens or have permanent resident status as defined by Citizenship and Immigration Canada. This program is open to residents of Alberta. Individual applicants need not be living in Alberta; however, they must pay their taxes to the province of Alberta in the year which they apply.</p> <p><b>Collectives</b> must be made up of professional artists and must be represented by one individual who will take on the artistic, administrative and financial responsibility for the group. A collective may include artists from outside the province of Alberta; however, the <b>majority</b> of the participants must be residents of Alberta.</p> <p>The status of the lead applicant determines the eligibility of the project.</p> <p>Lead applicants can only apply for one project per competition. A lead applicant in one project can apply as a co-applicant in another project in the same competition.</p> <p><b>Eligibility criteria by discipline or artistic practice:</b></p> <p>The following eligibility criteria are based on those used by the Canada Council in the various artistic disciplines. However, eligibility for the Alberta Creative Development Program does not guarantee eligibility in other programs at the Canada Council or the Alberta Foundation for the Arts.</p> <p><b>Dance</b> (<i>dancers</i>): at least one paid professional public presentation, production in a professional context; (<i>choreographers</i>): a minimum of three works over a period of three years</p>
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<p><b>Eligibility (continued)</b></p>	<p><b>Integrated Arts</b> (<i>for artistic works, practices, programming and events that combine art forms, or integrate existing art forms into a new form</i>) at least one paid public presentation in a professional context.</p> <p><b>Media Arts</b> (<i>film makers/ video artists, directors, scriptwriters, new media and audio artists</i>): at least one independent media art work in a professional context.</p> <p><b>Music</b> (<i>performers, composers, librettists, opera stage directors, groups, bands, ensembles</i>): at least two years of paid performances in a professional context.</p> <p><b>Theatre</b> (<i>playwrights, designers, directors, actors, scriptwriters, composers</i>): at least one work produced or performed in a professional context, or have practiced with professional theatre companies for a minimum of two years.</p> <p><b>Visual Arts</b> (<i>painters, sculptors, photographers, fine-craft artists, installation artists, independent critics and curators</i>): at least three public presentations of work in a paid professional context over a three-year period.</p> <p><b>Writing and Publishing</b> (<i>writers of fiction [novels, short stories], poetry, children’s literature, graphic novels, literary non-fiction, spoken-word artists, storytellers</i>): for writers, at least one book published by a professional publisher; <b>or</b> for fiction, four texts published on two separate occasions in literary magazines, recognized periodicals (including general interest magazines) or anthologies published by professional publishers; <b>or</b> for poetry, 10 published poems; <b>or</b> for literary non-fiction, 40 pages (10,000 words) published in literary magazines, recognized periodicals or anthologies published by professional publishers; <b>or</b> for writing published online, 10 texts published in an online environment. In all cases, writers must have been paid for the publication of their work and the work must have been selected for publication through an independent editorial process. For spoken-word artists and storytellers, at least one paid public performance in a professional context or recognition, in writing, by two established spoken-word artists or storytellers.</p> <p><b>General Eligibility Criteria for all applicants</b></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. Artists, arts administrators and collectives may apply to the program more than once per year as long as the granting period for any previous ACIDI grants held is completed.</p> <p>Individual artists may also apply to other Canada Council programs once per year. For these programs, artists can receive a maximum of two grants, excluding travel grants, within a 48-month period. This maximum does not apply to ACIDI grants. Individual artists cannot apply to ACIDI and to other Canada Council programs for the same costs or for the same phase of activity.</p> <p>Applicants to the Alberta Creative Development Initiative may resubmit an unsuccessful project once to a subsequent ACIDI competition. Applicants may also submit an application for a new project in a subsequent ACIDI or another Canada Council competition.</p> <p>Applicants are encouraged to contact the Program Officer, Western Canada, 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>
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<p><b>Grant Amount</b></p>	<p><b>Grants to Individual Artists, Arts Administrators and Collectives</b></p> <p>Grants are available to a maximum of \$20,000. Eligible costs include</p> <ul style="list-style-type: none"> <li>• a maximum subsistence allowance of \$2,000 per month; and</li> <li>• expenses directly related to the research, creation/production and/or dissemination of the project.</li> </ul> <p><b>General</b></p> <p>Funding is not available for activities carried out before the application deadline.</p> <p>Eligible costs include subsistence and project costs such as production and material costs, audience and market development costs, dissemination costs, equipment rental costs, research costs and professional development fees. Travel costs related to research on a specific project are also eligible, as are travel costs related to professional development.</p> <p>Successful applicants may not necessarily be awarded the full amount requested given the limited funds available in this program.</p>
<p><b>Assessment of Applications</b></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><b>Assessment Criteria for Grants to Individual Artists, Arts Administrators and Collectives</b></p> <p><b>Artists and Collectives will be assessed on</b></p> <ul style="list-style-type: none"> <li>• the artistic merit of the applicant(s)’s previous work and of the proposed project (60%);</li> <li>• the merit of the proposed program of research, residency, professional development, creation, production and/or dissemination and its capacity to advance the artistic practice of the applicant(s) (20%); and</li> <li>• the applicant(s)’s ability to carry out the project within a realistic time frame and budget (20%).</li> </ul> <p><b>Arts Administrators will be assessed on</b></p> <ul style="list-style-type: none"> <li>• the merit of the applicant’s work and the proposed project (40%);</li> <li>• The professional development benefits the applicant will receive from the project and potential impact to the organization or their community (40%); and</li> <li>• the applicant’s ability to carry out the project within a realistic time frame and budget (20%).</li> </ul>

<b>Assessment of Applications (cont'd)</b>	<p>Funding priority will be given to artists, arts administrators and collectives who are highly assessed in all of the above criteria and who</p> <ul style="list-style-type: none"><li>• have not previously been supported by the Canada Council or by the Alberta Foundation for the Arts; and/or</li><li>• are Aboriginal, culturally diverse, or working in an official-language minority community; and/or</li><li>• are working in new or innovative arts practices within or across artistic disciplines.</li></ul> <p>A successful application to ACDI does not guarantee success in other programs of the Canada Council or the Alberta Foundation for the Arts.</p>
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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.

### 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 115. All other information may be accessible to others under the Access to Information Act.

For this program, the Canada Council for the Arts requests that individual artists indicate their year of birth, gender, cultural origin and language of communication on the application form. The Canada Council for the Arts requires statistics in these areas for program planning, evaluation and policy development. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the peer assessors.

On a confidential basis, the Canada Council may share information related to applications and awards with officials in other arts and cultural-industry funding agencies. 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 after the application deadline. 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](http://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 or she 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.

## How do I find out about other grant programs?

- Canada Council for the Arts: [www.canadacouncil.ca/grants](http://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.
- Make sure your résumé clearly indicates the locations and dates of a) your training in your field of art (professional experience, university, or workshops, etc), and b) your professional public presentations (exhibitions, screenings, publications, etc). Clearly indicate the relevant information (i.e., dates, genre, format, etc. as is applicable to your discipline) for the art works that you have created in your professional (non-student) art practice.
- 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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for the Arts**

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**Alberta Creative Development Initiative: Grants to Individuals**

**THE PRIVACY ACT PROTECTS PERSONAL INFORMATION PROVIDED ON THIS PAGE, WHEN COMPLETED**

Personal information will be maintained in Personal Information Bank CAC PPU 115.

Please note that the information provided on this page will not be submitted to the peer assessment committee.

**IDENTIFICATION**

**Name of applicant or lead applicant**, if applicable (full legal name):

Ms.  Mr.

Last name

First and middle names

If applicable, please provide the name of the collective or group: \_\_\_\_\_

**Permanent address:**

**Present temporary address, if different :**

Street and apartment number

Street and apartment number

City

City

Province/territory

Postal code

Province/territory

Postal code

( )

( )

( )

( )

Telephone (residence)

Telephone (business)

Telephone (residence)

Telephone (business)

( )

( )

Fax

Email

Fax

Email

**CONTACT INFORMATION FOR COLLABORATIONS**

**For collectives, name of first co-applicant:**

Ms.  Mr.

Last name

First and middle names

Street and apartment number

City

Province/territory

Postal code

( )

( )

Telephone (residence)

Telephone (business)

**For collectives, name of second co-applicant (if applicable):**

Ms.  Mr.

Last name

First and middle names

Street and apartment number

City

Province/territory

Postal code

( )

( )

Telephone (residence)

Telephone (business)

## PERSONAL INFORMATION ON APPLICANTS

The Canada Council is committed to supporting culturally diverse and Aboriginal arts in Canada. Therefore, it is gathering information to measure the extent to which Council funding supports culturally diverse and Aboriginal artists in Canada.

The information will not be used to assess your application and will not be passed on to the assessors. It will be used for administrative and statistical purposes ONLY.

Your response to the following questions is voluntary.

### PERSONAL INFORMATION (Only the lead applicant should respond.)

**Gender:**  Male  Female

**Year of birth:** \_\_\_\_\_

**Are you an Aboriginal person of Canada?**

Yes. Please indicate which group: \_\_\_\_\_

No

**Do you identify yourself as a visible minority?**

Yes. Please indicate which group: \_\_\_\_\_

No

**Which community, province or territory do you consider to be home?** \_\_\_\_\_

(This may be different from your current place of residence.)

### LANGUAGE INFORMATION (Only the lead applicant should respond.)

What is your preferred language of communication?  English  French

If one of Canada's two official languages is your primary language, please indicate which one.

English  French

Do you speak or understand an Aboriginal language? If so, please indicate which language:

\_\_\_\_\_

Do you speak or understand any other language? If so, please indicate which language:

\_\_\_\_\_

Speak

Read

Understand



## Alberta Creative Development Initiative: Grants to Individuals

- Read the program guidelines carefully before completing the form.
- The Canada Council for the Arts requires only one copy of this application form, completed in black ink to facilitate duplication.
- The Canada Council for the Arts will not accept applications submitted by fax or email.
- Your application must be complete or your request will be considered ineligible.
- The information that you provide from this point onward will be submitted to a peer assessment committee for review.

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

### PART A1– APPLICANT INFORMATION

\_\_\_\_\_  
Last name of applicant (or lead applicant, if applicable) First and middle names

City (permanent residence) Province or territory Postal Code  
**Discipline of lead applicant:**       Dance       Music       Theatre       Writing and Publishing  
 (check one box only)                       Visual Arts       Media Arts       Integrated Arts

**For collectives, first co-applicant::**

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

\_\_\_\_\_  
City (permanent residence) Province or territory

**For collectives, second co-applicant::**

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

\_\_\_\_\_  
City (permanent residence) Province or territory

### PART A2 – DECLARATION

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 for Canada Council business.)       Yes       No

In which language do you prefer to communicate with the Canada Council?       English       French

I have previously received a Canada Council grant.       Yes       No

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

**To be eligible for consideration, you must sign below to confirm all of the following statements:**

- I am a Canadian citizen or permanent resident of Canada.
- I am a resident of Alberta.
- I have read carefully the eligibility criteria for this program which are described in the application guidelines, and I meet 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 have already sent all final reports for previous Canada Council grants. I understand that my application is ineligible if any of my final reports are outstanding.
- I am aware that the Canada Council is subject to the *Access to Information Act* and *Privacy Act*, as described in the application guidelines.

**PART A2 – DECLARATION (continued)**

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

**ORIGINAL SIGNATURES ARE REQUIRED.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of first co-applicant (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of second co-applicant (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

NB: Please enclose a complete list of any additional applicants with the application.

**PART B1 – GRANT INFORMATION**

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

Grants for research, creation, production and/or dissemination **OR**

Grants professional development and residencies

Individual artists

(up to \$20,000)

\$ \_\_\_\_\_

Arts Administrators

(up to \$20,000)

\$ \_\_\_\_\_

Collectives

(up to \$20,000)

\$ \_\_\_\_\_

Please list up to three previous public presentations/publications of your work in a professional context as required in the program guidelines (for artists and collectives only):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

**PART B2 – PROJECT DESCRIPTION**

Discipline of project:

(check one box only)

Dance

Music

Theatre

Writing and Publishing

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**, printed in black ink on one side only of 8½ x 11 inch white paper single-spaced, describe your practice (previous and current work) and the program of work you intend to undertake if you receive a grant. Describe as clearly as possible the concept and process of creation, production or professional development activities that you will undertake (program of work or project). If you wish, you may also provide information on the aesthetic or cultural tradition that relates to your work. Collectives should identify who will be credited with authorship of the work.

Attach a work schedule outlining the time lines and activities for your project and an up-to-date résumé of professional activities for each applicant (three pages maximum per résumé, typed or word processed and double-spaced). Any **additional résumé pages will not be forwarded** to the assessment committee.

If public presentation is pertinent to the proposed work, provide a dissemination plan that addresses the following questions: Where and by whom would you like your work to be seen? How do you plan to achieve these goals? 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:

**Artists and Collectives**

- The artistic merit of the artist's previous work and proposed project (60%)
- Merit of the proposed program of research, residency, creation and/or dissemination and its capacity to advance the artistic practice of the applicant(s) (20%)
- The applicant(s) ability to carry out the project within a realistic time frame and budget (20%)

**Arts Administrators**

- The merit of the applicant's work and the proposed project (40%)
- The professional development benefits the applicant will receive from the project and potential impact to the organization or their community (40%)
- The applicant's ability to carry out the project within a realistic time frame and budget (20%)

**Funding priority** will be given to artists, arts administrators and collectives 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 – 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.

**Grants for research, creation, production, and/or dissemination:**

Subsistence (maximum of \$2,000 a month per applicant) for _____ applicant(s) for _____ month(s) at \$ _____	\$ _____
Artists' fees (provide details of each artist fee in the detailed budget)	\$ _____
Project costs (provide breakdown of materials, equipment rental, etc.,)	\$ _____
Travel costs (provide itinerary, with dates and purpose of travel, on a separate sheet)	\$ _____
Other eligible expenses (please specify) _____	\$ _____
<b>Total cost of project</b>	\$ _____

**Grants for professional development and residencies:**

Subsistence (up to \$2,000 a month per applicant) for _____ applicant(s) for _____ month(s) at \$ _____	\$ _____
Artists' fees (provide details of each artist fee in the detailed budget)	\$ _____
Research, project, travel costs or tuition fees (provide a breakdown of costs, and a travel itinerary with dates and purpose of travel, on a separate sheet)	\$ _____
Other expenses (please specify) _____	\$ _____
<b>Total cost of project</b>	\$ _____

**Revenues**

Amount requested from the Alberta Creative Development Initiative (up to \$20,000)	\$ _____
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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, personal financial contribution 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"/>
		<input type="checkbox"/>	<input type="checkbox"/>

**PART D1 – SUPPORT MATERIAL****General 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 the required support material with your 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. 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 previous accomplishments, include a sample or test of the kind of work you intend to undertake with the grant.

Applications should 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, you must include letters confirming collaborations or partnerships.

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

- Information on the festivals or venues to be visited (if applicable)
- Confirmation of professional development activities (if available)
- Letters of agreement or confirmation (if applicable)
- Terms and letter of agreement (for apprenticeship/mentorship projects)

**Printed materials**

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

**Audiovisual materials**

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

Complete parts D2 and D3, if applicable. Check boxes below to indicate the two support material items you are submitting.

- |   |   |                                |                                      |                               |
|---|---|--------------------------------|--------------------------------------|-------------------------------|
| <input type="checkbox"/> Digital Images<br>(maximum 10) | <input type="checkbox"/> Photographs                | <input type="checkbox"/> DVDs  | <input type="checkbox"/> Audio tapes | <input type="checkbox"/> DATs |
| <input type="checkbox"/> CD-ROMs, DVD-ROMs              | <input type="checkbox"/> Videotapes<br>(VHS, S-VHS) | <input type="checkbox"/> Films | <input type="checkbox"/> Manuscripts |                               |

**PART D2 – 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 DVD, CD, DAT track indicated; **new media**, presentation instructions included, if appropriate. If you submit **digital images**, please complete Part D3.

**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 D3 – DETAILED DESCRIPTION OF DIGITAL IMAGES**

Submit a maximum of 10 digital images. Label all support material with your 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 D4 –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 E – CHECKLIST**

You must include the following items in the order shown below. The Canada Council will send a photocopy of this material (except for the Identification and Declaration) 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 – Financial Information
- Part D1 – Support Material
- Part D2 and/or D3 – 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.

**APPENDIX A  
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 not less than 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 (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.

<p><b>APPENDIX A Definitions (cont'd)</b></p>	<p>Based on the Official Languages Act, <b>Official-language minority communities</b> are Francophones living outside the province of Quebec and Anglophones living inside the province of Quebec.</p> <p>A <b>peer</b> 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.</p> <p><b>Peer assessment</b> 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.</p> <p>The Canada Council for the Arts defines a <b>professional artist</b> 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.</p> <p>A <b>professional arts organization or company</b> 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.</p> <p>Artistic <b>research</b> leads toward the creation of a new artistic work or arts administration activity.</p> <p><b>Subsistence cost</b> covers necessary living expenses, such as for housing and food.</p>
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