IMPORTANT INFORMATION ABOUT SUBMITTING YOUR APPLICATION

You can apply using this process until the end of June 2017. After that time, you must use the portal to apply.

Your start date / departure date and eligible costs can date back to 1 April 2017.

Note that you will not see these changes reflected in the guidelines and application form.

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You can submit your completed application either by email (preferred) or by mail/courier.

If you are submitting your application by **mail/courier**

Yourcompleted application must be sent in **1** package; we will not accept multiple mailings**.**

For components with deadline dates, your completed application form and all required support material must be postmarked on or before the deadline date.

The completed application must contain all of your responses including your:

* completed Identification Form
* responses to all of the mandatory application questions
* budget and/or appendices
* all mandatory required documents
* all mandatory support material on a USB key (we will not accept other formats).

Incomplete application packages will not be assessed.

If you are submitting your application by **email**

* The total maximum email size including attachments cannot exceed **25MB.**
* We will only accept **1 email and 1 USB key (**with support material) by mail per application.

For components with deadline dates, your completed application form and all required support material must be submitted by 11:59 pm your local time on or before the deadline date.

The completed application must contain all of your responses including your:

* completed Identification Form
* responses to all of the mandatory application questions
* budget and/or appendices
* all mandatory required documents
* all mandatory support material (can be a separate mail/courier package).

Incomplete application packages will not be assessed.

**Support material**

For those program components that require support material, you may submit the following formats:

* **Links for uploads** to [SoundCloud](https://soundcloud.com) [https://soundcloud.com/], [Vimeo](https://vimeo.com) [https://vimeo.com/] or [YouTube](https://www.youtube.com) [https://www.youtube.com]
* Links must go directly to your support material and should not require further navigation or a file to be downloaded.
* URLs must be accessible throughout the assessment process. The Canada Council does not take responsibility for links that do not work.
* **Attachments** with an email submission
* we do not accept compressed files such as . .zip, .rar, .7zip etc., htm, or .html or executable files such as .exe, .com etc.
* **USB key** by mail/courier
If you submit your application by email and you are unable to include your support material within the 25 MB limit, you may send it by mail/courier. **You must include with the USB key**:
* the name you used to apply
* the name of the component you applied to

Support material submitted by mail must be postmarked on or before the deadline date.

****EXPLORE AND CREATE:

Concept to Realization (Composite grant only)

The **Concept to Realization** component of *Explore and Create* supports the full creative cycle – from the initial idea through to presentation. Canadian artists, artistic groups and arts organizations can apply to create projects intended for presentation. Grants provide support for artistic research, creation, project development, production and presentation. This component awards project grants for single activities and composite grants that encompass several activities during the same time period.

Individuals who are Deaf or who have disabilities, including those living with mental illness, and require accommodation at any stage of the application process may be eligible for [**additional assistance**](http://canadacouncil.ca/commitments/equity/application-assistance).

**Grant type** – [**project**](http://canadacouncil.ca/glossary/project)or [**composite**](http://canadacouncil.ca/glossary/composite-grant)

**Deadline**

* project requests – any time before the start date of your project
* composite requests – 23 May 2017

**Grant amount**

* project requests – up to $100 000
* composite requests – up to $100 000 per year (to a maximum of $300 000 over 3 years)

Most grants are no more than $60 000 (or $60 000 per year for composite grants). Higher amounts may be considered for activities that have elevated costs due to the duration of the project, number of people involved, and/or technical or other requirements related to the artistic practice.

**Notification of results** – applications received by:

* 23 May 2017 will receive results by July 2017
* 20 June 2017 will receive results by September 2017
* 15 November 2017 will receive results by March 2018
* 31 March 2018 will receive results by July 2018

**Application limits**

* you can apply to this component twice per year (1 March – 28/29 February), but only 1 request can be for a composite grant
* for project requests – each year (1 March – 28/29 February) you can receive grants totalling a maximum of $100 000
* funded activities cannot overlap in time with another **Concept to Realization** grant. You can submit another application before you have completed previously funded activities.

There are [**limits on the number of applications you can submit**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/annual-application-limits) to the Canada Council for the Arts per year.

# I want to apply – what else do I need to know?

If you have not already done so, you must register in the [**portal**](https://apply.canadacouncil.ca/Default2.aspx)at least 30 days before you want to apply.

# APPLICANTS - who can apply

Types of potential applicants to this component include:

* artists
* artistic groups and collectives
* artistic organizations
* visual arts publishers

Your eligibility to apply to this component is determined by the validated profile created in the portal.

To be eligible for a composite grant, you must have received at least 2 Canada Council project grants in the last 5 years. This excludes grants from *Leadership for Change: Grants for Organizational Development,* *Flying Squad*, *Visiting Foreign Artists*, and travel programs.

Organizations presently receiving core (operating) grants cannot apply to this component.

For individuals only: you may be considered for [**prizes**](http://canadacouncil.ca/funding/prizes) based on information submitted with your application and your applicant profile. If you do not want to be considered for prizes, email prizes@canadacouncil.ca with OPT OUT in the subject line.

# ACTIVITIES - what you can apply for

Support for creative research, project development, creation and production that result in:

* public presentation
* publication
* exhibition
* digital productions ready for dissemination
* artist books and self-publishing practices (for visual arts publishers)

**You can’t apply for** activities that occur before your project start date, those that receive funding from another Canada Council program or those on the [**general list of ineligible activities**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/general-list-of-ineligible-activities).

# EXPENSES - what is eligible

* Direct costs related to the activities, including subsistence

# ASSESSMENT - how decisions are made

Your application to the **Concept to Realization** component of *Explore and Create* will be assessed by a [**peer assessment committee**](http://canadacouncil.ca/glossary/peer-assessment-committee) representing a discipline or group of disciplines on the following weighted criteria, and must receive a minimum score **in each category** to be considered for a grant:

**Artistic Merit** **50%** (minimum score of 35 out of 50)

* The artistic quality of your work
* The artistic rationale for your project
* The potential artistic outcomes

**Impact** **30%** (minimum score of 15 out of 30)

The potential of the project to:

* contribute to your or your group’s artistic development
* advance artistic practice
* build Canadian public interest in and knowledge of the artistic practice

**Feasibility** **20%** (minimum score of 10 out of 20)

* Your capacity and experience to undertake the project
* A reasonable budget, including other revenue sources, efficient use of resources and the ability to provide adequate working conditions

# REQUIRED INFORMATION AND SUPPORT MATERIAL - what you need to apply

Once registered in the portal, you will need to provide information about:

* your project and its potential impact
* the key artist(s) leading the project
* your plans for distribution, exhibition, dissemination and promotion
* artist fees and safe working conditions
* your timeline
* your budget

You will also need to include:

* samples of the work-in-progress or previous work(s)
* confirmation of support from partners or a [**co-production**](http://canadacouncil.ca/glossary/co-production) agreement, if applicable

# GRANT PAYMENT AND FINAL REPORTS

If your application is successful, the first step in receiving your grant payment is to complete the Grant Acknowledgement Form. Click [**here**](http://canadacouncil.ca/funding/grants/guide/if-you-receive-a-grant) for more information on the responsibilities of grant recipients.

A final report will be due 3 months after you complete the project.

# CONTACT INFORMATION

You are encouraged to speak with a **Canada Council Program Officer** before submitting an application to this component for the first time.

****IDENTIFICATION FORM

Explore and Create: Concept to Realization (Composite grant only)

**The information that you provide on the first three pages will not be submitted to the assessment committee.**

**Identification of Applicant**

**Salutation:** 🞏Dr. 🞏Miss 🞏Mr. 🞏Mrs. 🞏Ms. 🞏Prof. **Year of Birth**

**Last Name First and Middle Name(s)**

**OR**

**Name of Applicant** (group or organization)

**Contact Name** (If a member, leader or other person is responsible for the application, list him or her as the contact person. If an agent or manager is taking care of the application, provide her/his name)

**Name of Contact Title**

**Email Telephone**

Permanent Address

**Address Line City**

**Country Province/Territory**

**Postal Code Telephone**

Mailing Address

🞏 Check if mailing address is the same as your permanent address

**Address Line City**

**Country Province/Territory**

**Postal Code Telephone**

**Declaration**

**As an individual applicant,**

* I understand that funded activities cannot overlap in time with another **Explore and Create: Concept to Realization** grant.
* I understand that, for **Explore and Create: Concept to Realization,** I can apply twice per year (1 March – 28/29 February) but only once for a composite request.
* I understand that, if I am awarded more than 1 project grant from **Explore and Create: Concept to Realization** in the same year (1 March – 28/29 February), the maximum combined total can be $100 000.
* I have read the [**Annual Application Limits**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/annual-application-limits)information and I understand that there are limits on the number of applications I can submit to the Canada Council for the Arts per year (1 March – 28/29 February).
* I understand that I may be considered for [prizes](http://canadacouncil.ca/funding/prizes) based on information submitted with this application and my applicant profile. If I do not want to be considered for prizes, I can email prizes@canadacouncil.ca with OPT OUT in the subject line.
* I understand that I am responsible for informing myself about and following any and all applicable ethical and legal responsibilities that may apply to my activities.
* I am aware that the Canada Council is subject to the [Access to Information and Privacy Acts](http://canadacouncil.ca/about/public-accountability/access-to-information-and-privacy-acts).
* I understand that all granting decisions are final. I agree to abide by the Canada Council’s decision.
* I understand that, if my grant application is successful, I will be subject to the terms and conditions of the grant.
* I understand that, if my grant application is successful, I will be required to submit a final report for this grant.

**🞏 I confirm that:**

* I agree with the statements above.
* The statements in my application are complete and accurate, to the best of my knowledge.

**Name**

**Signature Date**

**As a representative of a group or organization,**

* I understand that funded activities cannot overlap in time with another **Explore and Create: Concept to Realization** grant**.**
* I understand that, for **Explore and Create: Concept to Realization,** we can apply twice per year (1 March – 28/29 February) but only once for a composite request.
* I understand that, if we are awarded more than 1 project grant from **Explore and Create: Concept to Realization** in the same year (1 March – 28/29 February), the maximum combined total can be $100 000.
* I have read the [Annual Application Limits](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/annual-application-limits)information and I understand that there are limits on the number of applications we can submit to the Canada Council for the Arts per year (1 March – 28/29 February).
* I am aware that the Canada Council is subject to the [Access to Information and Privacy Acts](http://canadacouncil.ca/about/public-accountability/access-to-information-and-privacy-acts).
* I understand that we are responsible for informing ourselves about and following any and all applicable ethical and legal responsibilities that may apply to our activities.
* I understand that all granting decisions are final. We agree to abide by the Canada Council’s decision.
* I understand that, if this grant application is successful, we will be subject to the terms and conditions of the grant.
* I understand that, if this grant application is successful, we will be required to submit a final report for this grant.
* I am authorized to sign this application on behalf of the group or organization and assume the responsibilities of the grant.

 **🞏 I confirm that:**

* I agree with the statements above.
* The statements in my application are complete and accurate, to the best of my knowledge.

**Name**

**Signature Date**

APPLICATION FORM

Explore and Create: Concept to Realization (Composite grant only)

**The information that you provide from this point onward will be submitted to the assessment committee.**

**Identification of Applicant**

**Name of Applicant**(Individual artist, group or organization)

**City Province or territory**(main city of activity)

**OR**

**Name of person completing this application**

**City Province or territory**(main city of activity)

**Applicant Profile**

**In order to apply to the Canada Council for the Arts, you must have a validated Applicant Profile.**

🞏 I confirm that my Applicant Profile has been validated on the Canada Council Portal.

**Indicate the Applicant Profile you want to use for this application. To be eligible, your proposed project must be directly linked to the experience, knowledge and training set out in your validated profile and field of practice. That said, your project can go beyond the boundaries of your artistic practice or incorporate other artistic practices.**

**Field of Practice/Applicant Profile for this application**Ex. Music and Sound/Musician OR Media Arts/ Distribution Centre

**Submit your application to:
Explore and Create – Concept to Realization (Composite grant only)**Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

**OR**exploreandcreate.1003@canadacouncil.ca
**🞏 I am submitting my support material on a USB key by mail.
🞏 I am submitting my support material by email.**

**Signature Date**

IMPORTANT INFORMATION ABOUT SUBMITTING YOUR APPLICATION

You can apply using this process until the end of June 2017. After that time, you must use the portal to apply.

Your start date / departure date and eligible costs can date back to 1 April 2017.

Note that you will not see these changes reflected in the guidelines and application form.

Application Form

 = required

## GRANT DESCRIPTION

1. **For groups and organizations, provide the name of the contact person responsible for this application.**
2. **Give your application a name.** (approximately 10 words)

The name you provide is for your reference and will identify this grant application in your dashboard.

1. **Start date**

~~For project requests, this date must be after the date you submit your application.~~

For composite requests, this date must be after the deadline date.

1. **End date**
2. **Grant type**

🞆 **~~Project~~** 🞆 **Composite**

Composite grants are available to applicants who are currently receiving composite grants or who have received at least 2 Canada Council project grants in the last 5 years.

1. **What art form(s), style(s), genre(s) and/or expression(s) are most relevant to this application?** (approximately 25 words)

Some examples include: hip hop, experimental music, Theatre for young audiences, throat singing, documentary film, fine craft, new media, children’s illustrated book, circus aerial acrobatics, transdisciplinary arts, Deaf theatre.

This information helps the Canada Council collect examples of art forms and practices in Canada and will not be used for assessing your application.

1. **Describe your proposed activities, including the rationale for your artistic choices or the inspiration for the new creative work(s). Indicate when and where you plan to show the work.** (Project – approximately 750 words; Composite – approximately 1500 words)

Include information about the key artist leading the projects. For digital projects, details about when and where you plan to show the work are not required.

1. **Briefly outline your work plan, including timeline** (Project – approximately 250 words; Composite – approximately 500 words)

Identify key steps and the dates for their completion.

1. **How will your activities:** (Project – approximately 250 words, Composite – approximately 500 words)
* **contribute to your, or your group’s, artistic development?**
* **advance artistic practice?**

Consider the following questions, as applicable: What types of artistic risks will you be taking? Are you exploring a traditional artistic practice in a new way? Will you be using technology in an innovative way or experimenting with new models of dissemination?

**If applicable, how will your activities build interest in and knowledge of the artistic practice? Are your activities targeted to a specific public?** (approximately 500 words)

1. **If you are hiring artists, explain how you determine the fees to be paid.** (approximately 250 words)

You must pay professional artist fees. This may be governed by industry standards or union rates.

1. **How will you ensure safe working conditions for artists involved in your activities?** (approximately 100 words)
2. **Describe your distribution, exhibition or dissemination plans and, if applicable, your promotional plans.** (approximately 100 words)
3. **If there is anything that has not been asked that is essential to understanding your application, provide it here.** (approximately 250 words)

You may wish to explain specific requirements related to your artistic practice or the regional context in which you work, for example.

Do not use this space to provide additional information related to earlier questions.

1. **Provide a one-sentence summary of your project.** If possible, use the format ACTIVITY, PERFORMANCE and DATES. (approximately 25 words)

For example, “To create WORK A for presentation in Vancouver planned for month/year”.

This summary will be used in the Canada Council’s official reporting.

## BUDGET AND APPENDICES

1. **Complete the Budget and Appendices document.**
2. **Grant amount requested**

Up to $100 000, though most grants are no more than $60 000 (or $60 000 per year for composite grants). Higher amounts may be considered for activities that have elevated costs due to the duration of the project, number of people involved, and/or technical or other requirements related to the artistic practice.

This amount must match the requested amount in your completed budget.

If successful, you might not be awarded the full amount requested.

## REQUIRED DOCUMENTS

1. **If your project involves a co-producer or producing partner, provide a co-production agreement or a copy of a letter/email that indicates what the partner is providing to support your project.**

## SUPPORT MATERIAL

1. **You must submit at least 1 item of support material.**

Support material should be current work/activities with a relationship or relevance to your grant application; it may include the work/activities of other key artists or partners. You may choose to include earlier work/ activities to provide a context for your application.

Assessment committee members are instructed to view as much material as they need in order to make an informed decision; generally this is up to 10 minutes.

The support material you submit will be destroyed after assessment.

**Weblinks (hyperlinks)**

Only support material uploaded to [SoundCloud](https://soundcloud.com/), [Vimeo](https://vimeo.com/) or [YouTube](https://www.youtube.com/) are accepted. Links must go directly to your support material and should not require further navigation or a file to be downloaded. URLs must be accessible throughout the assessment process. The Canada Council takes no responsibility for links that do not work.

**File Uploads**

The total combined size of all files you submit cannot exceed 4GB.

**Audiovisual files** must be:

* viewable with VLC media player (for more information, consult [www.videolan.org/vlc/](http://www.videolan.org/index.html))
* a maximum 60 FPS
* a maximum resolution of 1080P (or frame size of 1920 x 1080)
* no larger than 1 GB

**Image files** must be:

* JPEG (.jpg, .jpeg) format
* RGB colour mode

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Brief description of how the material relates to your application | Upload file Maximum file size of 1 GB | Weblink (hyperlink) | Password, if applicable |

1. **Instructions for viewing**

If the material you provide exceeds 10 minutes, you must indicate what you want the assessment committee to view. If you do not provide this information, the committee will start viewing from the first items submitted.