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.

****CREATING, KNOWING AND SHARING:

Travel

The **Travel** component of *Creating, Knowing and Sharing* funds First Nations, Inuit and Métis artists, arts/cultural professionals (including artists’ representatives), cultural carriers, artistic groups, collectives and organizations working in all disciplines*.* Grants support travel costs to attend significant events within Canada or abroad that advance your professional development, enable you or the artists you represent to access new markets or build national and international presence.

The *Creating, Knowing and Sharing* program supports activities in 3 broad areas:

* **Creating** provides support for research, production and creation of new works of art.
* **Knowing** provides support for the retention, maintenance, innovation and transmittal of cultural knowledge and creative practice. This includes contemporary and historical critical discourse, arts/cultural training and initiatives that seek to pass cultural knowledge to younger generations through artistic practice, and the renewal and maintenance of customary art practices.
* **Sharing** provides support for the dissemination, exhibition, presentation and distribution of works of art by First Nations, Inuit and Métis Peoples, which enrich and engage communities in Canada and abroad.

First-time applicants are strongly encouraged to speak to a Program Officer before applying (see **CONTACT INFORMATION**).

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)

**Deadline** – any time before your departure date

**Grant amount** – travel costs generally based on fixed amounts, up to $30 000

In addition, a [**Remote Community Allowance**](http://canadacouncil.ca/glossary/remote-community-allowance) may be available.

**Notification of results** – usually within 2 months of the application date

**Application limits** – each year (1 March – 28/29 February), you can apply to this component twice and receive a maximum of $30 000.

# *Creating, Knowing and Sharing* Objectives

* To support the creative capacity and professional development of First Nations, Inuit and Métis individuals, groups and organizations
* To facilitate the retention, renewal and transmission of cultural knowledge and creative practice
* To support exploration, creation and production of customary and contemporary work by First Nations, Inuit and Métis artists
* To support the presentation, exhibition, and sharing of works by First Nations, Inuit and Métis artists in Canada and internationally
* To strengthen and support the presence of First Nations, Inuit and Métis arts

# 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

* First Nations, Inuit and Métis professional artists
* First Nations, Inuit and Métis aspiring artists working under the mentorship of a professional artist
* First Nations, Inuit and Métis arts/cultural professionals
* First Nations, Inuit and Métis cultural carriers
* First Nations, Inuit and Métis groups
* First Nations, Inuit and Métis for-profit organizations that have been in operation for at least 2 years
* First Nations, Inuit and Métis not-for-profit organizations not presently receiving core (operating) grants

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

Organizations presently receiving core (operating) grants cannot apply to this component. However, if you work within an organization that receives core (operating) funding, you can apply for projects not related to your organization’s activities by creating your own profile in the portal.

# ACTIVITIES - what you can apply for

Your activities must be led by eligible First Nations, Inuit or Métis artists, cultural carriers or arts/cultural professionals.

Travel must be at least 100 kilometres from your place of departure, and by invitation. You can apply for single or several destinations within 1 trip (if you are representing or promoting artists, you can request multiple trips) to:

* share artistic works or cultural knowledge
* participate in significant artistic or cultural events, including pow-wows
* undertake research activities
* build professional and artistic networks
* engage in professional development opportunities
* develop regional, national or international markets

If your application is for touring existing work, you must instead apply to the [**Arts Across Canada: Circulation and Touring**](http://canadacouncil.ca/funding/grants/arts-across-canada/circulation-and-touring) or [**Arts Abroad: Circulation and Touring**](http://canadacouncil.ca/funding/grants/arts-abroad/circulation-and-touring)components.

**You can’t apply for** activities that occur before your departure date or for activities that receive funding from another *Creating, Knowing and Sharing* component or Canada Council program. You also can’t apply for activities 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

* Transportation costs generally based on [**fixed amounts**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/fixed-amounts-for-travel-costs)
* Accommodation and per diem, up to 5 days per trip
* Additional shipping or baggage costs directly related to your activity, up to $2 500
* Registration fees, up to $1 000

# ASSESSMENT - how decisions are made

Your application to the **Travel** component of *Creating, Knowing and Sharing* will be assessed by an [**internal committee**](http://canadacouncil.ca/glossary/internal-committee) on the following weighted criteria, and must receive a minimum score **in each category** to be considered for a grant:

**Impact 60%** (minimum score of 30 out of 60)

The potential of the project to:

* develop and enhance your career, or those of the artists you represent
* advance artistic and/or cultural practices
* build connections, exchange knowledge and generate future opportunities

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

* The artistic or cultural rationale, including timeliness of the activity and suitability of the event, partners or host organizations

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

* The capacity and experience you have to undertake the activity, including support from your partners or host organizations
* A reasonable budget

**Indigenous traditional knowledge or cultural intellectual property (if applicable to the project/activity)**

If your proposed activities touch upon Indigenous traditional knowledge or cultural intellectual property, to be considered for a grant you must demonstrate that:

* appropriate protocols are being observed or addressed

Your application may be given a lower priority if you have already received funding to travel to this region for similar activities.

# 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
* your travel plans
* your budget
* the event, partners or host organizations, if any

You will also need to include:

* at least 1 invitation or confirmation indicating any artist fees or financial contributions your partner or host organization is providing
* a sample of your previous work
* a list of represented artists, if applicable
* for aspiring artists only, a letter/email of agreement from your mentor and your mentor’s current biography

# 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

Creating, Knowing and Sharing: Travel

**The information that you provide on the first two 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, for **Creating, Knowing and Sharing: Travel**, each year (1 March – 28/29 February), I can apply twice and receive a maximum of $30 000.
* 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 I am responsible for informing myself about and following any and all applicable ethical and legal responsibilities that may apply to my activities.
* 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.

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

* I understand that, for **Creating, Knowing and Sharing: Travel**, each year (1 March – 28/29 February), we can apply twice and receive a maximum of $30 000.
* 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, collective 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

Creating, Knowing and Sharing: Travel

**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.**

**Applicant Profile for this application**Ex. First Nations, Inuit or Métis Professional Artist OR First Nations, Inuit or Métis Professional Not-for-profit Organization

 **Submit your application to:
Creating, Knowing and Sharing - Travel**Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

**OR**

creatingknowingandsharing.3001@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. **Departure date**

This date must be after the date you submit your application.

1. **Return date**
2. **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, birch bark biting, 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. **Type of activity** (you may choose more than 1)

🞏 **participate in significant artistic or cultural events, including pow-wows**

**🞏 undertake research activities**

**🞏 share artistic works or cultural knowledge**

**🞏 build professional and artistic networks**

**🞏 engage in professional development opportunities**

**🞏 develop regional, national or international markets**

**🞏 other (specify)**

1. **Describe your project**. **Why do you wish to complete it now and at this location? If you have undertaken similar activities in the past, explain how the proposed project will give you additional benefits?** (approximately 500 words)
2. **If you are an aspiring artist, you must work under the guidance of a professional artist.**

**Who is this professional artist and why do you want to work with this person?** (approximately 250 words)

1. **What do you hope to achieve? How will this project:** (approximately 250 words)
* **develop and enhance your career (or those of the artists you are representing)?**
* **advance****artistic and/or cultural practices?**
* **build connections, exchange knowledge and generate future opportunities?**
1. **What experience and skills do you have that will help you successfully complete the project?** (approximately 250 words) 
2. **Describe:** (approximately 100 words)
* **the involvement of your partners or host organizations and/or**
* **the opportunities provided to you at the event(s)**.
1. **If your proposed activity touches upon** **Indigenous traditional knowledge or cultural intellectual property, how are appropriate protocols observed or addressed?** (approximately 250 words)
2. **If there is anything that has not been asked that is essential to understanding your application, provide it here.** (approximately 1000 words)

For example, you may wish to provide relevant context for your practice and/or your project, such as information regarding your relationship to Indigenous communities you are connected to, or plan to work with. This may include geographic, Nation-based, social, cultural or artistic communities. You may include any information you deem relevant. If you have any questions, contact a **Program Officer**.

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

For example, “To showcase at the ABC Festival in Vancouver from day/month/year to day/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** (maximum of $30 000)

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

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

1. **Do you need an additional amount from the Remote Community Allowance?**

If you face increased or unusual costs due to your geographic location, you may be eligible for a remote community allowance. The allowance will be determined by program staff on a case-by-case basis.

**🞏 No 🞏 Yes $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Explain the reasons for these extra costs.** (approximately 100 words)

## REQUIRED DOCUMENTS

1. **Attach at least 1 letter/email of invitation or confirmation.**

These must include as much information as possible about event dates, venues, artists’ fees and other financial contributions.

1. **Provide information about the events, partners and/or host organizations, if any.**
2. **Attach a roster or list of the artists you represent, if applicable.**

The list should include the artists’ names, their genres/styles and whether those represented are First Nations, Inuit and Métis and whether they are citizens or permanent residents of Canada.

1. **If you are an aspiring artist, you must provide:**
* **a letter/email of agreement from your mentor**
* **your mentor’s current biography.**

The one-page letter of agreement must include the details of your arrangement, including the services your mentor will provide and the number of hours that you will be working with your mentor. Provide as much information as possible.

## SUPPORT MATERIAL

1. **Submit a sample of your previous work.**

**If you are unable to submit a sample of your previous work, please contact a** **Program Officer****.**

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.

Support material is used by the assessment committee to evaluate your capacity and experience to successfully complete the project.

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 |

If you are not able to provide support material in the formats listed, you can email a link/URL. Contact a program officer if this applies to you.

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.