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:

Short-Term Projects

The **Short-Term Projects** component of *Creating, Knowing and Sharing* funds First Nations, Inuit and Métis professional and aspiring artists, cultural carriers, arts/cultural professionals, groups, collectives and organizations working in all disciplines. Grants provide support for any combination of eligible *Creating, Knowing and Sharing* activities for projects lasting up to 1 year.

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)

**Deadlines**

* 23 May 2017
* 21 September 2017
* 21 December 2017
* 21 March 2018

**Grant amount** – up to $100 000

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

**Notification of results** – usually within 3 months of the deadline date

**Application limits** – you can apply to this component twice per year (1 March – 28/29 February). Grants cannot overlap in time with another Short-Term Project grant and cannot be related to activities supported by a Long-Term Project grant.

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.

# *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

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

Organizations presently receiving core (operating) grants can apply for exceptional projects that extend beyond regular activities. You are responsible for demonstrating the exceptional nature of your project.

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

Your activities must be led by eligible First Nations, Inuit or Métis artists, cultural carriers or arts/cultural professionals and can include participation of or collaboration with non-Indigenous artists.

You can apply for any combination of eligible *Creating, Knowing and Sharing* activities lasting up to 1 year, including but not limited to:

* *Creating* – research; creation; production; critical discourse (including research or writing); residencies; collaborations
* *Knowing* – mentorships; artistic training; community-based initiatives to engage young people through artistic practices; language preservation through artistic practices; intergenerational transmission of artistic knowledge; preservation of traditional knowledge through artistic practice; development of administrative, artistic, cultural or organizational capacity; research; collaborations
* *Sharing* – local, regional, national or international exhibitions; implementation of dissemination strategy and organizational objectives; publishing activities; gathering events involving artistic practices; collaborations; marketing and publicity; presentations, festivals and showcase events; networking events involving artistic practices; outreach activities

**You can’t apply for** activities that occur before your project start 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

* All expenses related to supporting the above activities, including subsistence

# ASSESSMENT - how decisions are made

Your application to the **Short-Term Projects** component of *Creating, Knowing, Sharing* will be assessed by an Indigenous [**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:

**Relevance 40%** (minimum score of 25 out of 40)

* The clarity of your artistic or cultural rationale
* The quality of your previous work and that of other key participants, if any
* The rigour of your artistic, critical, programming or curatorial process

**Impact** **40%** (minimum score of 25 out of 40)

* The contribution to your artistic or cultural development
* The advancement of your artistic/cultural practice or enrichment of the cultural life of your community

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

* A reasonable budget, including other revenue sources, efficient use of resources and fees paid to project participants
* The capacity and experience you and your partners have to undertake the project

**Investment in First Nations, Inuit and Métis human resources**

* You must have a reasonable representation of First Nations, Inuit and Métis participants in the project, as well as in key roles

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

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
* you are addressing questions of integrity, authenticity, and community support

# 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 timeline and project plan
* your budget
* the partners or host organizations, if any

You will also need to include:

* biographies of key artistic, cultural and technical participants, if any
* a letter of invitation or confirmation from your partner, organization or venue, if applicable
* samples of your previous work and the work of each key participant, if any
* 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 activity.

# 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: Short-Term Projects

**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: Short-Term Projects**, I can apply twice per year (1 March – 28/29 February).
* I understand that grants cannot overlap in time with another **Short-Term Project** grant and cannot be related to activities supported by a **Long-Term Project** grant.
* 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 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.

**🞏 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, collective or organization,**

* I understand that, for **Creating, Knowing and Sharing: Short-Term Projects**, we can apply twice per fiscal year (1 March – 28/29 February).
* I understand that grants cannot overlap in time with another **Short-Term Project** grant and cannot be related to activities supported by a **Long-Term Project** grant.
* 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, 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: Short-Term Projects

**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 - Short-Term Projects**Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

**OR**creatingknowingandsharing.3003@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. **Project start date**

This date must be after the deadline date.

1. **Project end date**

This date can be up to 1 year after the project start date.

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, 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)

**Creating** supports research, production and creation of new works in all art forms.

**[ ]** Research **[ ]** Critical discourse (including research or writing)

**[ ]** Creation **[ ]** Residencies

**[ ]** Production **[ ]** Collaborations

**[ ]** Other activities related to **Creating** (please describe, approximately 25 words)

**Knowing** supports the retention, maintenance, innovation and transmittal of cultural knowledge and creative practice

**[ ]** Mentorships

**[ ]** Development of administrative, artistic, cultural or organizational capacity

**[ ]** Artistic training

**[ ]** Language preservation through artistic practices

**[ ]** Community-based initiatives to engage young people through artistic practices

**[ ]** Intergenerational transmission of artistic knowledge

**[ ]** Preservation of traditional knowledge through artistic practices

**[ ]** Research

**[ ]** Collaborations

**[ ]** Other activities related to **Knowing** (please describe, approximately 25 words)

**Sharing** supports the dissemination, exhibition, presentation and distribution of works of art by First Nations, Inuit and Métis Peoples that enrich and engage communities in Canada and abroad.

[ ] Local, regional, national, international exhibitions

[ ] Presentations, festivals, and showcase events

[ ] Implementation of dissemination strategies and organizational objectives

[ ] Publishing activities

[ ] Gathering events involving artistic practices

[ ] Networking events involving artistic practices

[ ] Collaborations

[ ] Outreach activities

[ ] Marketing and publicity

[ ] Other activities related to **Sharing** (please describe, approximately 25 words)

1. **Describe your proposed project, including:** (approximately 1000 words)
* **your artistic, critical, programming or curatorial process**
* **your project plan and timeline**
* **the key participants.**

Include key steps and the dates for their completion.

You may attach a detailed project plan in the *Required Documents* section of the application, if necessary.

**Organizations currently receiving core (operating) grants must explain how the proposed activities are outside of your regular activities.**

1. **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)
2. **What do you hope to achieve? How will this project:** (approximately 500 words)
* **contribute to your artistic or cultural development?**
* **advance your artistic/cultural practice or enrich the cultural life of your community?**
1. **What experience and skills do you have that will help you successfully complete the project?** (approximately 250 words)
2. **Explain how you determine the fees paid to project participants, if any.** (approximately 100 words)

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

1. **Indigenous traditional knowledge or cultural intellectual property** (approximately 250 words)

**If your project:**

* **touches upon Indigenous traditional knowledge, or cultural intellectual property, how are you addressing them?**
* **includes participation by members of First Nations, Inuit or Métis communities, how are you addressing questions of integrity, authenticity and community support?**
* **explores customary traditions (such as ceremonies or other forms of communal knowledge), how does your process respect and relate to cultural traditions? How are protocols observed?**
1. **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 activity.** If possible, use the format ACTIVITY, EVENT (if applicable), LOCATION (if applicable) and DATES. (approximately 25 words)

For example, “To research SUBJECT in northern Quebec 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 $100 000)

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.** (100 words)

## REQUIRED DOCUMENTS

1. **Attach biographies of the key artistic, cultural and technical participants, if any.**
2. **Attach letters of invitation or confirmation from your partners, organizations and/or venues, if applicable.**

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

1. **Provide information about the partners or host organizations, if any.**

Maximum of 1 page for each partner or host organization.

1. **Attach a detailed project plan, if necessary.**
2. **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. **You must submit samples of your previous work and the work of each key participant.**

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 project merit.

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 [YouTub](https://www.youtube.com)e are accepted.L inks 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.