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.

****ARTS ACROSS CANADA:

Representation and Promotion

The **Representation and Promotion** component of *Arts Across Canada* funds travel linked to promotion and the development of new markets for Canadian artists and artistic works. Grants are available to Canadian registered or incorporated arts organizations that represent Canadian artists and regularly seek out new opportunities in the Canadian arts market.

**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

**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 4 times and receive a maximum of $30 000.

# 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:

* support groups, organizations and shared platforms
* magazine publishers
* agencies, management service organizations and art dealers

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 to this component

# ACTIVITIES - what you can apply for

Travel must be within Canada, at least 300 kilometres from your place of departure. You can apply for single or several destinations within 1 trip and for multiple trips within 1 application, to:

* formally represent and promote Canadian artists (i.e. through a contractual relationship)
* build on an existing tour (for artists’ representatives only)

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

* 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
* Conference fees and booth rental costs for market development events

# ASSESSMENT - how decisions are made

Your application to the **Representation and Promotion** component of *Arts Across Canada* 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** **40%** (minimum score of 25 out of 40)

The potential of the project to:

* develop and enhance the national profiles of the artists you represent
* generate future opportunities

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

* The rationale for the project, including the timeliness and suitability
* The suitability of the event or involvement of the partners or host organizations

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

* The capacity and experience you and your partners or host organizations have to undertake the project
* A reasonable budget

Your application will be given a lower priority if you have already traveled 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

You will also need to include:

* a list of represented artists
* letters of invitation or written confirmation

# 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

Arts Across Canada: Representation and Promotion

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

**Identification of Applicant**

**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 a representative of an organization,**

* I understand that, for **Arts Across Canada: Representation and Promotion**, each year
(1 March – 28/29 February), we can apply up to 4 times 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 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

Arts Across Canada: Representation and Promotion

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

**Identification of Applicant**

**Name of Applicant**(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 was 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:
Arts Across Canada - Representation and Promotion**Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

**OR**artsacrosscanada.5002@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.

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

Application Form

 = required

## GRANT DESCRIPTION

1. **Provide the name of the key permanent artistic or administrative staff 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 of earliest travel**

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

1. **Latest 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, 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):

Travel within Canada to:

🞏 formally represent and promote Canadian artists

🞏 build on an existing tour (for artists’ representatives only)

1. **Briefly describe your project**. (approximately 250 words)
2. **Why do you wish to complete this project at this location? Why is it relevant at this time?** **If you or the artists you represent have undertaken similar activities in this region in the past, explain how the proposed project will give the artists you represent additional benefits.** (approximately 250 words)
3. **How will the project:** (approximately 250 words)
* **develop or enhance the national profile(s) of the artist(s) you represent?**
* **generate future opportunities?**
1. **Describe:** (approximately 100 words)
* **the involvement of your partners or host organizations and/or**
* **the opportunities to promote your artists at the event(s).**
1. **How many years have you been actively involved in this type of activity? If you have less than 3 years’ experience, describe how you feel you are ready to undertake this project.** (approximately 250 words)
2. **If there is anything that has not been asked that is essential to understanding your application, provide it here.** (approximately 250 words)

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, EVENT, LOCATION and TRAVEL DATES. (approximately 25 words)

For example, “To promote artists A, B and C at XYZ conference in Halifax, NS 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.

## REQUIRED DOCUMENTS

1. **Provide information about the events, partners and/or host organizations.**
2. **Attach letters of invitation or written confirmations.**

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

Applications for building on an existing tour must include written confirmation of interest from at least 2 venues or sites.

1. **Attach a roster or list of the artists you represent.**

The list should include the artist’s name, their genre/style and whether they are Canadian or non-Canadian