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:

Foreign Artists Tours

The **Foreign Artist Tours** component of *Arts Across Canada* supports Canadian not-for-profit arts organizations to circulate exhibitions or tour artists from around the world and provide new experiences to the Canadian public.

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

**Deadlines**

* 23 May 2017
* 25 September 2017
* 25 January 2018

**Grant amount** –up to $75 000

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

**Application limits** – each year (1 March – 28/29 February), you can apply to this component twice and receive a maximum of $75 000.

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:

* artistic organizations
* festivals, presenters and touring networks

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

Support for projects involving:

* the circulation or touring of work by international artists, groups or organizations with at least 2 consecutive performances, presentations or exhibitions to 2 different cities, towns, rural communities or reserves in Canada

**You can’t apply for** activities that occur before the deadline 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

Travel costs within Canada, including:

* transportation
* accommodation and per diem
* additional shipping or baggage costs directly related to your activity

# ASSESSMENT - how decisions are made

Your application to the **Foreign Artists Tours** component of *Arts Across Canada* 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 the selected work
* The artistic rationale for the project in relation to your organization’s mission and intended public

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

* The potential of the project to enhance the Canadian public’s appreciation of the arts

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

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

# 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 works selected for presentation and the foreign artists
* your marketing and outreach strategies
* the partners, if any
* your itinerary
* your budget

You will also need to include:

* samples of the selected work
* contracts or letters of intent with the selected artists
* letters of intent with partners, 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**](mailto:artsacrosscanada@canadacouncil.ca) before submitting an application to this component for the first time.

****IDENTIFICATION FORM

Arts Across Canada: Foreign Artist Tours

**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 a group or organization,**

* I understand that, for **Arts Across Canada: Foreign Artists Tours**, each year (1 March – 28/29 February), we can apply twice and receive a maximum of $75 000.
* 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 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: Foreign Artist Tours

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

**Identification of Applicant**

**Name of Applicant**(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 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 - Foreign Artist Tours**Canada Council for the Arts  
150 Elgin Street, P.O. Box 1047  
Ottawa ON K1P 5V8

**OR**[artsacrosscanada.5005@canadacouncil.ca](mailto:artsacrosscanada.5005@canadacouncil.ca)  
**🞏 I am submitting my support material on a USB key by mail.  
🞏 I am submitting my support material by email.**

**Signature Date**

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

Application Form

mandatory question = required

## GRANT DESCRIPTION

1. **Provide the name of the contact person responsible for this application.**mandatory question
2. **Give your application a name.** (approximately 10 words)mandatory question

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

1. **Name of artist(s) and title of work(s) or exhibition(s) to be toured/circulated**mandatory question

**Destination(s): provide the city, province/territory and event, if applicable**

1. **Start of tour/circulation**mandatory question

This date must be after the deadline date.

1. **End of tour/circulation**mandatory question
2. **What art form(s), style(s), genre(s) and/or expression(s) are most relevant to this application?** (approximately 25 words)mandatory question

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. **Why do you and your partners want to present this work or exhibition? How does it relate to your artistic mission or curatorial strategies and intended public? Describe the potential impact of the project to enhance the Canadian public’s appreciation of the arts.** (approximately 500 words)mandatory question
2. **Briefly describe your marketing or outreach strategies.** (approximately 250 words)mandatory question
3. **Briefly describe the past experience you or your partners have, or how you feel ready to undertake these activities.** (approximately 250 words)mandatory question
4. **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, ARTIST, LOCATIONS and DATES. (approximately 25 words) mandatory question

For example, “To tour Company X to Vancouver, Victoria and Calgary 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.**mandatory question
2. **Grant amount requested** (maximum of $75 000)mandatory question

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. **Attach a contract or letter of intent with the artist(s) whose work is being toured/circulated.**mandatory question
2. **Attach letters of intent with partners, if applicable.**

## SUPPORT MATERIAL

1. **You** **must submit a sample of the work to be toured/circulated.**mandatory question

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.