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:

Public Outreach (Composite grant only)

The **Public Outreach** component of *Arts Across Canada* supports activities of Canadian professionals in architecture, groups and organizations, that contribute to the public appreciation and enjoyment of the arts. Grants fund a wide range of live events, publications and other initiatives that build connections between artists and diverse audiences. 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)

**Deadlines**

* composite: 23 May 2017
* project: 10 July 2017
* project and composite: 10 November 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 $30 000 (or $30 000 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** – usually within 3 months of the deadline date

**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 **Public Outreach** 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:

* artistic groups and collectives
* artistic organizations
* support groups, organizations and shared platforms
* national arts service organizations
* festivals, presenters and touring networks
* book and magazine publishers
* architects, architectural professionals, groups, collectives and firms

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 (with the exception of *Audience and Market Development Travel Grants* for agents and managers*)*.

Organizations presently receiving core (operating) grants from the **Arts** **Festivals and Presenters** component of *Arts Across Canada* cannot apply to this component. Other 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.

Book and magazine publishers: your application will not be eligible if your organization owes royalty payments to writers, illustrators, translators and/or other copyright licensors as of the application deadline.

# ACTIVITIES - what you can apply for

You can apply for activities that contribute to the public’s appreciation and enjoyment of the arts, such as:

* exhibitions, programming events, [**non-literary publishing**](http://canadacouncil.ca/glossary/non-literary-publishing)(excluding promotional materials) and other dissemination initiatives
* knowledge-sharing events or forums
* public development strategies and initiatives

**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

# ASSESSMENT - how decisions are made

Your application to the **Public Outreach** 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 rationale for your project, including context and intended public
* The artistic quality of the work or past activities that are relevant to your project

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

The potential of the project to:

* enhance the Canadian public’s appreciation of the arts
* contribute to building a diverse public for the arts, particularly regarding the engagement of [**Aboriginal Peoples**](http://canadacouncil.ca/glossary/aboriginal-peoples), [**culturally diverse groups**](http://canadacouncil.ca/glossary/culturally-diverse-groups), people who are [**Deaf or have disabilities**](http://canadacouncil.ca/glossary/deaf-and-disability), and [**official language minority communities**](http://canadacouncil.ca/glossary/official-language-minority-communities)

**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, including other revenue sources, efficient use of resources and professional conditions for artists (if applicable)

# 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
* relevant past experience, if any
* your intended public
* your marketing and outreach strategies
* the partners involved, if any
* artist fees and safe working conditions, if applicable
* your timeline
* your budget

You will also need to include:

* samples of the work or relevant past activities, if any
* executive summaries or recommendations from relevant reports (market analysis, strategic plans, etc.), if any

# 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: Public Outreach (Composite grant only)

**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 funded activities cannot overlap in time with another **Arts Across Canada: Public Outreach** grant**.**
* I understand that grants for **Arts Across Canada: Public Outreach,** 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 **Arts Across Canada: Public Outreach** 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 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 or organization,**

* I understand that funded activities cannot overlap in time with another **Arts Across Canada: Public Outreach** grant**.**
* I understand that grants for **Arts Across Canada: Public Outreach,** 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 **Arts Across Canada: Public Outreach** 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.

**Also, for publishers,**

* I certify that the organization has met all its contractual obligations to writers, illustrators, translators and other copyright licensors.
* I understand that applications from publishers that owe royalty payments to writers, illustrators, translators and/or other copyright licensors as of the application deadline are not eligible.
* I confirm that writers have not contributed financially toward the publication costs of their work (this includes a writer’s obligation to purchase a given number of copies of his or her work as a condition of publication).

 **🞏 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: Public Outreach (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 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 - Public Outreach (Composite grant)**Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

**OR**

artsacrosscanada.5006@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**

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 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 timeline) and the related marketing and outreach strategies. Provide the rationale for your artistic choices, if any, and a context for your activities. For example, the potential benefit to the public or your artistic practice; the challenge you are addressing; any research or reports that support undertaking the activities.** (Project – approximately 750 words; Composite – approximately 1000 words)

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

1. **How will your activities:** (approximately 500 words)

**enhance the Canadian public’s appreciation of the arts?**

**contribute to building a diverse public for the arts, particularly regarding the engagement of Aboriginal Peoples, culturally diverse groups, people who are Deaf or have disabilities, and official language minority communities?**

**Briefly describe the past experience you or your partner(s) have, or how you feel you are ready to undertake these activities.** (approximately 250 words)

1. **Describe the working conditions for artists, if any (for example, fees paid and safe working conditions.** (approximately 100 words)

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

1. **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 and DATES. (approximately 25 words) 

For example, “To develop a teacher’s guide for the ABC exhibition in 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 $30 000 (or $30 000 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. **Attach executive summaries or recommendations from relevant reports (market analysis, strategic plans, etc.), if any.**

Maximum of 2 documents, 10 pages each.

1. **Provide information about the partners, if applicable.**

## SUPPORT MATERIAL

1. **Attach samples of the work or relevant past activities, if any.**

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, with the exception of publications. These will be donated, in accordance with copyright laws, to charitable organizations.

**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.