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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 ABROAD:

Circulation and Touring

The **Circulation and** **Touring** component of *Arts Abroad* funds activities linked to artistic exchange and networking for Canadian artists, artistic groups and arts organizations. Grants help build international exposure and increase the visibility of Canadian artists and their works abroad. International presenters, partners or host organizations must pay performance or exhibition fees to the presented artists, groups or organizations.

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
* 10 September 2017
* 5 December 2017
* 20 February 2018

**Grant amount** – generally up to 50% of eligible costs, to a maximum of $200 000

**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 4 times and receive a maximum of $200 000.

# 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:

* artists and curators
* artistic groups and collectives
* artistic organizations
* First Nations, Inuit and Métis professional artists, groups, collectives and not-for-profit organizations
* media arts distribution centres and festivals
* Canadian and international visual arts festivals

Your eligibility to apply to this component is based on the validated profile created in the portal.

Organizations presently receiving core (operating) grants can apply to this component.

# ACTIVITIES - what you can apply for

* Circulation or touring of artists, exhibitions, or artistic works to 1 or more international locations
* Cross-border Canada/United States tours with a majority of events in the US

International presenters, partners or host organizations must contribute financially to the tour. This can include the payment of performance or exhibition fees, providing a share of the admission fees or box office sales and, in exceptional circumstances, a contribution to accommodation or other touring costs.

Projects that are self-organized, self-presented or self-promoted are not eligible.

**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

Direct costs related to the activity, including:

* artists’ fees
* transportation
* accommodation and per diem
* additional shipping or baggage costs directly related to the activity
* touring production and exhibition expenses
* promotion and project management
* pre-tour artists’ fees and production expenses for remounting existing works (for [**performing arts**](http://canadacouncil.ca/glossary/performing-arts) only)

# ASSESSMENT - how decisions are made

Your application to the **Circulation and Touring** component of *Arts Abroad* 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:

**Impact 50%** (minimum score of 35 out of 50)

The potential of the project to:

* develop and enhance your international profile (or the artists presented), and that of Canadian arts practice
* generate future opportunities for you or the artists involved

**Artistic Merit** **30%** (minimum score of 15 out of 30)

* The artistic quality of the work
* The suitability of the work for destination markets

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

* The capacity and experience you have to undertake the project
* The experience, quality and contribution of the partners or host organizations
* A reasonable budget, including other revenue sources and efficient use of resources

# 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 itinerary
* your budget

You will also need to include:

* at least 1 invitation, letter of intent or firm commitment
* samples of the work(s) to be toured/circulated or a sample of similar work(s)

# 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:artsabroad@canadacouncil.ca) before submitting an application to this component for the first time.

****

IDENTIFICATION FORM

Arts Abroad: Circulation and Touring

**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 **Arts Abroad: Circulation and Touring**, each year (1 March – 28/29 February), I can apply up to 4 times and receive a maximum of $200 000.
* 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 or organization,**

* I understand that, for **Arts Abroad: Circulation and Touring**, each year (1 March – 28/29 February), we can apply up to 4 times and receive a maximum of $200 000.
* 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 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

Arts Abroad: Circulation and Touring

**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.**

**Field of Practice/Applicant Profile for this application**Ex. Music and Sound/Musician OR Media Arts/ Distribution Centre

**Submit your application to:  
Arts Abroad - Circulation and Touring**Canada Council for the Arts  
150 Elgin Street, P.O. Box 1047  
Ottawa ON K1P 5V8

**OR**[artsabroad.6004@canadacouncil.ca](mailto:artsabroad.6004@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

mandatory question = 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)mandatory question

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

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 wish to circulate this exhibition or tour to this part of the world?**  (approximately 250 words)mandatory question
2. **How will this project:** (approximately 500 words)mandatory question

* **develop or enhance your international profile (or the artists presented), and that of Canadian arts practice?**
* **generate future opportunities for you or the artists involved?**

1. **Briefly describe any past experience that shows that you can successfully undertake this project. If you don’t have experience touring or circulating work, or if this region is a new market, explain why you feel ready to undertake the project.**

(approximately 250 words)mandatory question

1. **If you are working with presenters, partners or host organizations that have little experience with this kind of project, explain how you are working together toward a successful outcome.** (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, LOCATION and DATES. (approximately 25 words)mandatory question

For example: “To tour Title of work to the United States 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**mandatory question

Generally up to 50% of eligible costs, to a maximum of $200 000.

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

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

1. **If your budget includes pre-tour costs for remounting an existing work, indicate when the work was last presented and provide a justification for including these costs in your tour budget.** (approximately 100 words)

## REQUIRED DOCUMENTS

1. **Attach at least 1 invitation, letter of intent or firm commitment.**mandatory question

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

**SUPPORT MATERIAL**

1. **You must submit a sample of the work(s) to be toured/circulated, or a sample of similar work(s)*.***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 |

**17. 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.