



Canada Council
for the Arts Conseil des arts
du Canada

ABORIGINAL ARTS OFFICE

Travel Grants for Aboriginal Collaborative Projects

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines section for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
Step 2	Read the Important Information section. If you still have questions about the program or the application process, contact the Program Officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

The Canada Council for the Arts is committed to equity and inclusion, and welcomes applications from diverse Aboriginal, cultural and regional communities, and from people with disabilities.

Deadline

Any time before departure date until 31 January 2017

The program will no longer be available through GO! after 30 November. You must send in your application by mail. Activities normally funded through this program will be eligible in the New Funding Model, starting 1 April, 2017.

Applicants who wish to have the results before their departure must apply a **minimum of eight weeks** in advance.

The Canada Council for the Arts **will not accept** applications postmarked after the departure date, incomplete applications or those submitted by fax or email. You will not be contacted if your application is incomplete.

Further Information

Noël Habel

Program Officer, Aboriginal Arts Office
Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

noel.habel@canadacouncil.ca

1-800-263-5588 (toll-free) or 613 566-4414, ext. 4178

TTY: 1-866-585-5559

ABG2E 06-14



PROGRAM GUIDELINES

<p>Mandate of the Aboriginal Arts Office</p>	<p>The Aboriginal Arts Office is committed to ensuring that the Canada Council’s services and programs best meet the needs of First Nations, Inuit and Métis arts communities in Canada.</p> <p>The Office continually consults with the Aboriginal arts community to learn about current artistic practices, trends and issues and shares this knowledge with the Canada Council and its various networks (agencies, organizations, government departments). It also collaborates with all divisions of the Council to ensure Aboriginal history, knowledge, perspectives and experience become a part of the organization’s understanding and commitment to equity.</p>
<p>Program Description</p>	<p>The Travel Grants for Aboriginal Collaborative Projects program provides support for Aboriginal artists to travel to other Aboriginal communities to collaborate in a traditional or contemporary artistic practice. This is a multidisciplinary program that is open to individual Aboriginal artists, arts groups, artists’ collectives and arts organizations.</p> <p>The program encourages social and community environments that support the development of Aboriginal arts and artistic practices. It aims to foster unique artistic relationships and networks through inter-nation collaborative exchanges among Aboriginal artists, across all disciplines.</p> <p>In general terms, the Travel Grants for Aboriginal Collaborative Projects program supports collaborations that are:</p> <ul style="list-style-type: none"> • Creative – Two artists or groups of artists creating a work together. • Developmental – The development of artistic skills and techniques among participants, the advancement of traditional or contemporary artistic knowledge, and the formalized exploration of artistic themes. • Exploratory and Research – Artistic research with Aboriginal communities to recover, examine, and authenticate traditional histories and artistic practices (while respecting each Aboriginal nation’s affirmed protocol.) <p>Note: For this program, the Canada Council encourages submissions in Inuktitut or any other Aboriginal language, which will be translated into English or French for the assessment committee.</p>
<p>Program Objectives</p>	<p>The objectives of the program are to:</p> <ul style="list-style-type: none"> • ensure the transmission of artistic knowledge and expertise to cultivate the vitality of Aboriginal arts • foster the development and ongoing skills enrichment of Aboriginal arts professionals • encourage interaction and expertise-sharing between Canadian Aboriginal artists of various communities and also with international Indigenous communities, and • support the inter-nation and intergenerational transmission of Aboriginal artistic knowledge and expertise.

<p>Applicant Eligibility</p>	<p>We strongly recommend that potential applicants speak to the Program Officer in the Aboriginal Arts Office to confirm their eligibility before submitting their request.</p> <p>Canadian Aboriginal individual artists, arts groups, artists’ collectives and arts organizations are eligible to apply to this program. Foreign Indigenous artists must have a Canadian Aboriginal arts group, collective or organization apply on their behalf.</p> <p>The Canada Council defines Aboriginal people as First Nations, Métis and Inuit people. For this program, Aboriginal people also include Indigenous and First Peoples from outside Canada.</p> <p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Individual applicants</p> <p>Individual applicants must be Canadian citizens or permanent residents of Canada, as defined by Citizenship and Immigration Canada. They do not need to be living in Canada when they apply.</p> <p>They must also be Aboriginal artists who have:</p> <ul style="list-style-type: none"> • completed their basic training (not necessarily in a formal educational institution) • produced an independent body of work • received the recognition of their peers through the public presentation of their work or have been recommended by an established Aboriginal artist or an Aboriginal arts organization. <p>Arts groups, artists’ collectives and arts organizations</p> <p>Arts groups, artists’ collectives and arts organizations must have Aboriginal artists as a majority of their members, and their artistic direction must be provided by Aboriginal artists of Canada. Arts organizations must show an ongoing commitment to Aboriginal arts, and must be operated by Aboriginal people. If they are governed by a board of directors, at least 51% of the directors must be Aboriginal people, and one of them must sign the application.</p> <p>Ineligible applicants</p> <ul style="list-style-type: none"> • First Nations band councils • Educational institutions (schools, universities, colleges, school boards, etc.)
<p>Project Eligibility</p>	<p>Travel Grants for Aboriginal Collaborative Projects can be used for:</p> <ul style="list-style-type: none"> • national projects, where Aboriginal artists travel within Canada to collaborate with other prominent Aboriginal artists or arts groups, or • international projects, where Canadian Aboriginal artists travel to other countries to collaborate with prominent Indigenous artists from outside Canada. International projects may include bringing foreign Indigenous artists to Canada as part of the collaborative project. <p>Strong applications will demonstrate a clear link between participants, the collaborative project, and expenses to be covered by the grant.</p>

<p>Project Eligibility (continued)</p>	<p>Examples of successful national travel grants</p> <ul style="list-style-type: none"> • An emerging video artist travelled from an urban centre to a rural First Nation community to collaborate with a Cree elder and document a traditional hide tanning process. • An established Inuit weaving artist was invited to lead a workshop in textile design and weaving with a regional group of weavers in the Northwest Territories. The artist travelled to Inuvik to transfer her knowledge of traditional and contemporary practices in weaving and design. <p>Examples of successful international travel grants</p> <ul style="list-style-type: none"> • A traditional Mohawk dancer was invited to exchange his dance styles and techniques with Indigenous Maori dancers in New Zealand. • A Maliseet mask carver from the Maritimes was invited to do a two-week carving mentorship with a Lakota flute carver from South Dakota. <p>Ineligible projects</p> <p>For the purpose of this program, a performance is not considered to be a collaboration.</p> <p>Scholarly research projects or training projects on which the applicant will be graded are also not eligible.</p>
<p>Grant Amount</p>	<p>Amounts available</p> <p>Applicants, both individuals and organizations, may request a maximum of \$2,500. If they are travelling to or from northern Canada, they may request a maximum of \$3,000.</p> <p>Eligible expenses</p> <p>Travel grants contribute only toward the personal travel, accommodation and costs for the artist, group, collective or organization, as follows:</p> <ul style="list-style-type: none"> • travel (airfare, train, bus tickets, taxi, etc., excursion fare only) • accommodation. <p>Ineligible expenses</p> <p>These grants cannot be used for projects that have already been completed or for expenses that occur before your departure date. In addition, the following costs are not eligible:</p> <ul style="list-style-type: none"> • production costs related to film, music, dance, theatre, festivals, conferences or concerts • publishing-related costs • the cost of purchasing computers, electronic equipment or power tools • registration or entrance fees for a conference, museum, exhibition event or competition • costs related to a powwow competition • costs associated with fundraising events, galas, film openings and award ceremonies • costs related to university research projects or studies • honoraria for the applicants • artists' fees for guest artists or groups • per diem.

<p>Access Support</p>	<p>Applicants who are Deaf or have disabilities may apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible activities. The Canada Council may contribute toward the access-related expenses, subject to available funds.</p> <p>Eligible expenses</p> <p>Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> • sign language interpretation • a personal care attendant • a guide • rental of specialized equipment. <p>Ineligible expenses</p> <ul style="list-style-type: none"> • Major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.) • Services and supports for which an individual is already receiving funding • Services and supports which are not directly tied to the activities supported by the grant. <p>If you wish to apply for access support, fill out the Access Support form. Your request will be reviewed on a case-by-case basis by Council staff only. The information that you provide is confidential and will not be submitted to the assessment committee. Please contact the program officer if you have any questions about your request.</p>
<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Applications are assessed internally by the Aboriginal Arts Coordinator and the Aboriginal Arts program officers of the Canada Council. An additional program officer from a discipline not represented by the current Aboriginal Arts program officers is added to the assessment process when necessary.</p> <p>For this program, the decisions made by the assessment committee are final recommendations.</p> <p>Assessment criteria</p> <p>The assessment committee bases its funding decisions on the availability of funds for this program, the overall artistic merit of each project in comparison with all other eligible applications, and the assessment criteria listed below.</p> <ul style="list-style-type: none"> • The main assessment criterion is the nature of the collaboration between the applicant and the collaborator, as identified in the project description. The compatibility of the work and experience of the applicant and collaborator is also part of this criterion. • The long-term impact of the collaboration is also important. The project must provide a unique opportunity for developing and/or furthering the applicant's or collaborator's knowledge of Aboriginal artistic practices (contemporary or traditional). • The artistic quality of the bodies of work previously produced by all the collaborating artists will be evaluated. The artistic quality of the proposed project will be evaluated, based on the support material provided. • Arts groups, artists' collectives and arts organizations must show their commitment to the development of Aboriginal arts.

IMPORTANT INFORMATION

Processing the Application

Application preparation

You may submit your application by mail or electronically using GO! Grants Online. Make sure, before you begin, that you have all the required documentation and support material in the appropriate electronic format.

NOTE: The program will no longer be available through GO! after 30 November. You must send in your application by mail.

- You are responsible for providing all the information and support material requested.
- The Canada Council will make decisions about your eligibility based on the information you provide in your application.
- Submit only the material requested. Extra material will not be shown to the assessment committee.
- Carefully choose your support material as committee members have limited time in which to study each application.
- Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.
- It is important to inform the Canada Council of any changes to your contact information.

Format and layout

For paper submission, all the documents requested and the application form must be submitted:

- printed on one side only
- on separate sheets of **white** paper (letter format, 8½ x 11 inches)
- with a **black** font size of 11 points or larger
- with paper clips (documents cannot be bound, placed under plastic or stapled).

Avoid unusual formatting as it can make documents hard to read.

Acknowledgement of receipt

The Canada Council for the Arts will send you a notice acknowledging that your application has been received. It does not confirm that your application is eligible.

Response time

You will be informed of the result of your application approximately **6 to 8 weeks** after the application deadline. The Canada Council does not release results by telephone or email.

If you have filled out the application form using GO! Grants Online, you will receive an electronic notice asking you to consult the status of your application to learn the results.

You may access the list of Past Recipients on the Canada Council's website.

<p>Personal Information</p>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in Info Source, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>For this program, the Canada Council for the Arts requests that you indicate your year of birth on the application form. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the assessors.</p> <p>The Canada Council may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>
<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note all the following conditions:</p> <ul style="list-style-type: none"> • All overdue final reports for Canada Council grants must be submitted and approved before applicants are eligible to apply for another Canada Council grant. • Individuals may receive a maximum of two grants to professional artists from the Canada Council in any 48-month period. • Applicants may receive only one grant from the Travel Grants for Aboriginal Collaborative Projects program and one from the Aboriginal Peoples Collaborative Exchange: Project Grants program in any Canada Council fiscal year (1 April to 31 March). <p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Grant payment</p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form and after you have satisfied any conditions that are provided with your grant notification letter.</p> <p>Because grants and awards paid to individuals are taxable income, individual applicants may wish to receive the funds in the same year that they will have grant expenses.</p> <p>Tax status</p> <p>Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p> <p>Changes to proposed activities</p> <p>The program officer must approve any changes to funded activities before you carry them out.</p>

**Grant Terms
and Conditions
(continued)**

Acknowledgement of Canada Council for the Arts support

You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.

Final report

You will be required to submit a final report on how you used the grant by the date identified in your grant notification letter.



Travel Grants for Aboriginal Collaborative Projects

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

IDENTIFICATION OF APPLICANT		
Name of Applicant (full legal name):		
Name of group, collective or organization:	OR	<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Mr. Year of birth _____ Name of individual:
Permanent address:		
Street address and apartment or suite number		
City	Province or territory	Postal code
Telephone (residence)	Telephone (business)	Fax
Email		Website
DECLARATION		
I permit the Canada Council for the Arts to include my name, address and email on its mailing list: (This information will be used for Canada Council business only, including surveys.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
I prefer to communicate with the Canada Council for the Arts in: <input type="checkbox"/> English <input type="checkbox"/> French		
I identify my Aboriginal group as: <input type="checkbox"/> Inuit <input type="checkbox"/> Métis <input type="checkbox"/> First Nation		
Name of nation: _____		
I speak the following Aboriginal language: _____		
To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.		
<ul style="list-style-type: none"> • I am a Canadian citizen or permanent resident of Canada, as defined by Citizenship and Immigration Canada. • I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria. • I accept the conditions of this program and agree to abide by the Canada Council's decision. • I have already sent all overdue final reports for previous Canada Council grants. I understand that my application is ineligible if any final reports from previous projects have not been received and approved. • I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines. 		
I confirm that the statements in my application are complete and accurate, to the best of my knowledge.		
_____ Name of contact person	_____ Position	
_____ Signature (an original signature is required)	_____ Date	

NAME OF APPLICANT: _____

DECLARATION (continued)

As a representative of the group, collective or organization:

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I confirm that the group, collective or organization I represent meets these criteria.
- I confirm that I will act as sole representative of the group, collective or organization. I will keep the other participants informed of the contents and outcome of this grant application.
- I have already sent all overdue final reports for previous Canada Council grants. I understand that my application is ineligible if any final reports from previous projects have not been received and approved.
- I accept the conditions of the program and agree to abide by the Canada Council's decision.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

I confirm that the statements in my application are complete and accurate, to the best of my knowledge.

Name of contact person

Position

Signature (an original signature is required)

Date



Travel Grants for Aboriginal Collaborative Projects

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

- The Canada Council for the Arts requires only one copy of your application form.
- Do not bind your completed application form.
- If you are completing your form on a computer, use the following format.

PART A1 – NAME AND LOCATION OF APPLICANT	
Name of applicant (your full legal name): <hr/>	
Name of group, collective or organization OR <hr/>	
Last name (for individual applicant only) <hr/>	First and middle names <hr/>
City (permanent residence) <hr/>	Province or territory <hr/>
PART A2 – DESCRIPTION OF GRANT REQUEST	
This application is for (check one only): <input type="checkbox"/> National travel <input type="checkbox"/> International travel	
Indicate the amount you are requesting from this program: \$ _____ (See the application guidelines for the maximum available)	
Provide a brief description of the collaborative project (10 to 15 words): <hr/> <hr/>	
Identify the country and city or town where this project will take place: <hr/>	
Indicate the proposed start date: _____ (day/month/year)	
Indicate the proposed end date: _____ (day/month/year)	

NAME OF APPLICANT: _____

PART B – DETAILED PROJECT DESCRIPTION

On separate sheets of paper, provide a detailed description of the collaborative project (maximum of **two** pages). Use 8½ x 11 inch white paper, one side only and single space your description.

Instead of a two-page description, you can choose to present the project description as a recording (maximum of **five** minutes) on an audio tape, videotape, CD, CD-ROM or DVD.

The project description must clearly outline the planned collaboration between the artists or groups as well as the disciplines and communities involved.

While your description must be detailed enough to provide the members of the assessment committee with the information they need to make informed recommendations, it should be as clear, brief and focused as possible.

The Travel Grants for Aboriginal Collaborative Projects program supports projects that are:

- **Creative**
- **Developmental and**
- **Exploratory and research-oriented**

You must also include the following:

- A profile of your group, collective or organization (maximum of **two** pages, if this applies), including its artistic mandate, structure, year formed, history and significant achievements.
- A detailed work plan, schedule and travel plan for the project, including specifics on the public presentation aspects of the project (for example, workshops, performances or exhibits).

PART C – FINANCIAL INFORMATION

Attach a detailed budget showing both expenses and revenues (if this applies to your project) on separate sheets of paper. Show the total cost of the travel grant proposal, and mark clearly the expenses to be covered by the grant requested. Round your total budget request to the **nearest hundred dollars**.

Eligible costs include:

- travel costs (airfare, train, bus tickets, taxi, etc., excursion fare only; include estimates)
- accommodation.

The grants contribute only toward the personal travel, accommodation and per diem costs for the artist, group, collective or organization.

Ineligible costs include:

- production costs related to film, music, dance, theatre, festivals, conferences or concerts
- publishing-related costs
- the cost of purchasing computers, electronic equipment or power tools
- registration or entrance fees for a conference, museum, exhibition event or competition
- costs related to a powwow competition
- the costs associated with fundraising events, galas, film openings and award ceremonies
- costs related to university research projects or studies
- artists' fees for guest artists or groups
- per diem.

NAME OF APPLICANT: _____

PART D1 – SUPPORT MATERIAL

In addition to the completed application form and the documentation requested above, you must provide the support material indicated below. The audiovisual material will be returned to you.

Attach appropriate documentation to support the project you are proposing. Choose support material that responds to the assessment criteria for the program and that represents all artists involved. **You are welcome to submit material in any chosen Aboriginal language, which the Canada Council will translate into English or French for the assessment committee members.**

You must include the following:

- Résumés and/or biographical information for **all** artists involved in the project (maximum of **two** pages each)
- Letters of agreement describing the collaboration and showing the commitment of **all** participating artists (See Appendix A)
- Letters of support from the Aboriginal community or peers (See Appendix B)
- Letters giving permission to use photographs, images, stories, songs, dances, traditional knowledge, etc. (if this applies)
- A maximum of **three** items of other support material that relates to the proposed project (for example, news clippings, articles or catalogues).

In addition, you must provide the following discipline-specific support material:

- Writing and Publishing: Manuscripts (maximum of **20 pages**) and an excerpt (maximum of **20 pages**) of your most recent publications, audio recordings, or a DVD of readings or storytelling
- Visual Arts: a CD-ROM or DVD of your most recent work (minimum of **3** pieces and maximum of **10**)
- Media Arts: Audio recordings or a DVD of your most recent work
- Theatre: Scripts, photographs, and/or a DVD of your most recent work
- Dance: A DVD of your most recent work
- Music: Recent recordings, including audio tapes, a CD, a CD-ROM and/or a DVD
- Other: Specify the discipline and describe the support material you are submitting.

NAME OF APPLICANT: _____

PART D2 – AUDIOVISUAL GUIDELINES

Important notice: If the digital support material submitted with your application does not follow the guidelines below, your application may be considered incomplete and may be withdrawn from the competition.

Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

Audiovisual specifications

File names must be in the following format: **01initialsyeartitle.jpg** (image number, applicant's initials, year of the work, title of the work). The image numbers must correspond to the ones in the Detailed Description of Support Material. Do not use punctuation, spaces, more than 45 characters per file name or special characters in your file names.

Image files must be:

- JPEG (.jpg, .jpeg) format
- RGB colour mode
- no larger than 1.5 MB

Audiovisual files must be:

- viewable with VLC media player (for more information, consult www.videolan.org/vlc/)
- a maximum FPS 60
- a maximum resolution of 1080P (or frame size of 1920 x 1080)
- no larger than 4 GB

Media must be:

- either DVD, CD or USB key (files must be organized in a single folder)
- NTSC-region 1 compliant (DVD video)

NAME OF APPLICANT: _____

PART D3 – DETAILED DESCRIPTION OF SUPPORT MATERIAL

Complete the following table. If further descriptive information is necessary, include the details on a separate page (maximum of **one page**).

DIGITAL STILL IMAGES

Please submit a maximum of **10** digital still images on **one** CD-ROM or DVD.

No.	Title	Date	Medium	Dimensions of Artwork
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

AUDIO TAPES, CD, CD-ROM OR DVD

No.	Title	Year	Running Time	Format
01				
02				

Briefly describe how the material shown in these digital images, audiotapes, CD, CD-ROM or DVD relates to the proposed program of work.

NAME OF APPLICANT: _____

PART E – CHECKLIST

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Be sure to put the name of the applicant on all items.

You must include the following items in the order shown below.

- Identification of applicant
- Declaration (an **original signature** is required)
- Access support, if this applies
- Part A1 – Name and location of applicant
- Part A2 – Description of grant request
- Part B – Detailed project description
 - Detailed description of the collaborative project (maximum of **two pages** OR maximum of **five minutes** for a recording)
 - Profile of your group, collective or organization (maximum of **two pages**, if this applies)
 - Detailed work plan, schedule and travel plan for the project
- Part C – Financial Information
 - Detailed budget
- Part D1 – Support material
 - Résumés and/or biographical information for all artists involved (maximum of **two pages** each)
 - Letter(s) of agreement from all participating artists (Appendix A)
 - Letters of support (Appendix B)
 - Letters of permission, if this applies
 - Other support material (such as news clippings, articles or catalogues, maximum of **three**)
 - Discipline-specific support material
- Part D3 – Detailed description of support material

Submit your application to:

Aboriginal Arts Office

Canada Council for the Arts
 150 Elgin Street, P.O. Box 1047
 Ottawa ON K1P 5V8

Voluntary Self-Identification form (see the attached form)

You are encouraged to fill out the attached Voluntary Self-identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The Canada Council also welcomes any individual connected with the submission of a grant application to complete the form. The information that you provide will not be used to assess the eligibility or the merit of your application.

NAME OF APPLICANT: _____

APPENDIX A – LETTERS OF AGREEMENT

Date:

From (name and address):

To Whom It May Concern:

I am pleased to provide this letter in support of the grant application of _____ (name of applicant). I have known _____ for _____ (length of time) in the capacity of _____ and look forward to collaborating on the project described in this application.

Sincerely,

Signature of participant

Telephone

Send to:

Aboriginal Arts Office
Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

NAME OF APPLICANT: _____

APPENDIX B – LETTERS OF SUPPORT

Date:

From (name and address):

To Whom It May Concern:

I am pleased to provide this letter in support of the grant application of _____ (name of applicant). I have known _____ for _____ (length of time) in the capacity of _____ and would like to comment on this artist's accomplishments as follows:

(Provide your opinion of the applicant's **artistic** accomplishments and quality of work. In your **judgment**, how will the applicant benefit should the Canada Council for the Arts award a grant?)

Based on the above, I recommend that the Canada Council for the Arts' assessment committee give this applicant its positive consideration.

Sincerely,

Signature of supporter

Telephone

Send to:

Aboriginal Arts Office

Canada Council for the Arts

150 Elgin Street, P.O. Box 1047

Ottawa ON K1P 5V8



Voluntary Self-identification Form

The Canada Council for the Arts is a federal Crown corporation created by an Act of Parliament, and it has certain legal obligations under the Canadian Charter of Rights and Freedoms.

The federal Privacy Act protects the personal information that you provide on this form.

The Canada Council for the Arts' mandate is to support the study, enjoyment and production of works in the arts. Moreover, the Canada Council would like to strengthen its positive impact on all professional Canadian artists. The Canada Council can better achieve these objectives if it knows more about who applies to its programs and who receives its funding.

The Canada Council is committed to equity, diversity and inclusion when providing grants and services to professional artists and arts organizations. Its policies reflect Canada's rich and complex reality, and the Canada Council uses its unique national perspective to identify and address issues related to access. The issues can be—but are not limited to—regional, cultural, racial, generational, language-based, Aboriginal-based, disability-based and (or) gender-based.

For this reason, you are encouraged to complete this voluntary self-identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The Canada Council also welcomes any individual connected with the submission of a grant application to complete this form.

The form will be detached from program application forms. The information that you provide in this form will not be used to determine your eligibility.

How will the Canada Council use the information that you provide?

Your voluntary self-identification information may be used to:

- generate statistics that will measure the impact of, and identify gaps in, funding
- ensure there is diversity in the membership of peer assessment committees, advisory committees and focus groups
- gather information to help the Canada Council with the design, review and evaluation of its programs
- plan outreach activities and targets
- report to the Canada Council Board and committees
- share information with other government departments, organizations and contractors with whom the Canada Council has a data sharing agreement (please refer to the consent option on page 4), and
- Identify applications for priority funding after they have been assessed as having equal merit with other applications.

How will the Canada Council protect the information that you provide?

By submitting your personal information, you are consenting to its collection, use and disclosure in accordance with the Privacy Act. The Canada Council will use or disclose the information to others only for the purposes stated. If the Canada Council wishes to use your information for other purposes, it must first receive your written consent to do so.

Personal information collected on this form will be stored in the personal information bank for the appropriate program.
PROTECTED WHEN COMPLETED

NAME: _____

If you have any questions regarding the provision of this voluntary self-identification information, please contact an Information Officer, Arts Services Unit, at 1-800-263-5588 or 613-566-4414, ext. 5060, or by email at info@canadacouncil.ca.

Please complete this revised form even if you have provided self-identification information in the past. The information is stored in a series of Canada Council for the Arts data banks described in *Info Source*.

To access, correct or revise your personal information, please provide a precise description of your personal information to the Access to Information and Privacy (ATIP) Coordinator:

ATIP Coordinator

Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

atip-airprp@canadacouncil.ca

Telephone: 1-800-263-5588 or 613-566-4414, ext. 4696

TTY: 1-866-585-5559

Fax: 613-566-4390

It will take you approximately 10 minutes to complete this form.

Name:

Last name

First name

Year of birth: _____

Place of residence:

City, town, hamlet, reserve or other place: _____

Province or territory: _____ Postal code: _____

Region:

Where **in Canada** do you consider to be your home? (This may be different from your current place of residence.)

Home city, town, hamlet, reserve or other place: _____

Home province or territory: _____

Gender:

Female

Male

Transgender

Other, please specify: _____

Personal information collected on this form will be stored in the personal information bank for the appropriate program.
PROTECTED WHEN COMPLETED

NAME: _____

Citizenship:

Check a box if you identify as a:

- Canadian citizen
- Permanent resident (as defined by Citizenship and Immigration Canada)
- Other, please specify _____

Newcomer or immigrant:

Check the box below if you identify as a:

- Newcomer or immigrant to Canada

If you checked this box, please indicate the year you immigrated to Canada: _____

Official Languages:

What is your preferred official language?

- English
- French

First Language:

Check one or more of the boxes below indicating the language(s) you first learned and still understand:

- English
- French
- Inuktitut
- Other Aboriginal language (please specify): _____
- Sign language (please specify): _____
- Other languages (please specify): _____

Official-language minority communities:

These are groups of people that share a common language, English or French, distinct from the linguistic majority of the province or territory in which they live, as defined in Section 41 of the Official Languages Act.

Check one of the boxes below if you identify as a:

- Anglophone official-language minority
- Francophone official-language minority

Aboriginal/First Peoples of Canada:

Check one of the boxes below if you identify as:

- First Nations
- Métis
- Inuit

NAME: _____

Ethno-Cultural Origin:

Check only one of the boxes below if you identify as:

- Indigenous person from outside Canada (for example, Maori from New Zealand, Sami from Norway, Quechua from Peru) (please specify): _____
- Person of African, Asian, Middle Eastern, Latin American or mixed racial heritage—Mixed racial heritage means that your heritage includes at least one of the groups named here. (Note that the above corresponds to “**visible minority**,” as defined in the Employment Equity Act of Canada.) (Please specify): _____
- Other (please specify): _____

Disability:

Check the box below if you identify as a person with a disability.

- Please specify: _____

AGREEMENT TO PROVIDE PERSONAL INFORMATION

Consent to share information:

Please check one of the boxes below:

- I consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.
- I do not consent to the sharing of my information with other government departments, organizations and contractors that the Canada Council for the Arts has a data sharing agreement with.

I have signed on the signature line below to confirm that I agree to the following:

- I have provided the personal information in this form with the understanding that it will be used only for the purposes stated in this form and that the Canada Council requires my written consent before it can use my personal information for any other purpose.
- The information I have provided is true and complete.

Name: _____

Signature: _____ Date: _____

If you complete this form by hand, your original signature is required (not a photocopy). If you complete this form online, your email address will be accepted as your signature.

CANADA COUNCIL USE ONLY— Contact ID: _____