



Canada Council
for the Arts Conseil des arts
du Canada

AUDIENCE AND MARKET DEVELOPMENT OFFICE

Audience and Market Development Travel Grants

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| Follow these three steps to apply for this grant: | |
| Step 1 | Read the Program Guidelines 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 Audience and Market Development Officer listed below. |
| Step 3 | Complete all sections of the attached application form , and be sure to use the Checklist (Part D 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

Anytime until 28 February 2017

There are no deadlines for these grants, but requests have to be postmarked before the departure date. Applicants who wish to have the results before their departure should apply at least **6 weeks in advance**.

Activities normally funded through this program will be eligible in the New Funding Model, starting 1 April, 2017.

Further Information

Koba Johnson, Program Officer
Audience and Market Development Office
Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

koba.johnson@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 4216

TTY: 1-866-585-5559

AMDG1E 03-15



PROGRAM GUIDELINES

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| <p>Program Description</p> | <p>Audience and Market Development Travel Grants assist Canadian professional artists to develop their careers and reach new audiences and markets in Canada and internationally. Audience and Market Development is a cross-disciplinary program; it provides Travel Grants to promote knowledge and appreciation of Canadian arts and to give Canadian and foreign audiences ongoing access to professional Canadian artists and their works.</p> <p>Audience and Market Development Travel Grants support the following types of applicants (see details in “Eligibility”, below):</p> <ul style="list-style-type: none"> • artists’ representatives, which include managers, agents, tour directors, distributors and gallery dealers • professional Canadian performing artists officially selected to showcase their works at a key contact event, trade fair, international festival or event • professional presenters, which include curators, promoters, producers, programmers and festival artistic directors • artists’ associations, arts organizations and presenter networks. <p>The Canada Council defines a professional artist as someone who has specialized training in the field (not necessarily in academic institutions), who is recognized as such by his or her peers (artists working in the same artistic tradition), and who has a history of public presentation or publication.</p> |
| <p>Eligibility</p> | <p>I–MEDIA AND VISUAL ARTS</p> <p>Media arts includes independent film, video, new media and audio. Visual arts includes architecture, contemporary fine craft, photography, and performance art.</p> <p>Eligible Applicants</p> <p><i>Distributors</i></p> <p>Travel assistance is available for distributors to promote independent Canadian film, video, audio and new media titles at key trade fairs and festivals in Canada and abroad. Applicants must provide information on the works (e.g. titles, artists and images) that will be promoted and/or presented as part of their proposed travel.</p> <p><i>Art Dealers</i></p> <p>Support is available to professional Canadian contemporary art dealers to present the works of professional Canadian contemporary visual and fine craft artists at key art fairs in Canada and abroad. Applicants must provide information on the works (e.g. titles, artists and images) that will be promoted and/or presented as part of their proposed travel, as well as information about their strategic approach/plan and the anticipated results of their participation in the fair.</p> <p>Funding will be considered for travel costs for a maximum of two people and a contribution towards freight and booth costs. Production costs for promotional materials directly related to the fair(s) will also be considered depending on the available budget. Applicants may apply for more than one art fair in an application.</p> |

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| <p>Eligibility (continued)</p> | <p>Support may be available to art dealers through the Visual Arts Section of the Canada Council to offset costs for other special projects and initiatives that advance the careers of professional Canadian contemporary visual and fine craft artists through the national and international promotion of their work. For more information, consult the Canada Council website and refer to the Grants to Professional Canadian Contemporary Art Dealers program at www.canadacouncil.ca/visualarts.</p> <p><i>Curators and Programmers</i></p> <p>Travel support is available for pre-circulation activity (prospecting tours) to increase presentation and circulation opportunities for professional Canadian media and visual artists and their works in Canada and internationally. Applicants must provide a detailed itinerary, a list of individuals and venues that they will visit as part of the proposed travel, and support material detailing the package of works they are promoting.</p> <p>Travel assistance is also available to festival programmers and curators to present a package of works by independent Canadian film, video, audio and new media artists at key Canadian and international festivals and exhibitions for the purpose of developing future broadcasts, installations, screenings and presentations. Applicants may apply as an individual, ad hoc group, collective or organization. The application can include travel for the programmer or curator, transportation of the works, and travel for the artists attending the presentation.</p> <p>The Canada Council will give priority to projects that represent a group of Canadian professional visual or independent media artists. Applicants must provide information on the works (such as titles, artists and images) they would promote or present during their proposed travel.</p> <p><i>International Media Arts Festivals</i></p> <p>International media arts festivals can apply to the Canada Council for the Arts to support the travel of a group of professional Canadian independent media artists (three or more) invited to attend the screening of their work during the festival, where this will raise the overall profile of Canadian independent media artists and their works. Eligible costs include the direct costs for the media artists to travel from Canada to the international destination.</p> <p>Applicants must include:</p> <ul style="list-style-type: none"> • information on the professional Canadian independent media artists and the works to be screened • copies of the letters of invitation from the festival. <p>Restrictions</p> <ul style="list-style-type: none"> • This program does not fund travel to exhibitions at Canadian embassies, consulates or high commissions. • It does not support the development of international exchanges and residency projects for Canadian and international artists. • It does not support the costs of exhibitions or installations of visual and media artworks. Project support is available through the disciplinary sections. For more information, see www.canadacouncil.ca. |
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| <p>Eligibility (continued)</p> | <ul style="list-style-type: none"> • This program does not support critics', curators' or programmers' participation in workshops, residencies, symposiums, conferences or other professional development activities, including curatorial research. <p>For media arts, support is available through the Travel Grants to Media Arts Professionals program. For more information, contact a Media Arts Section officer at 1-800-263-5588 (toll-free) or 613-566-4414, ext. 4263.</p> <p>For visual arts, support is available through Travel Grants to Professional Artists. For more information, contact a Visual Arts officer at 1-800-263-5588 (toll-free) or 613-566-4414, ext. 5913.</p> <p>II-WRITING AND PUBLISHING</p> <p>Support is available for the promotion of Canadian literature in these fields: novel, short story, poetry, children's literature, graphic novel, literary non-fiction, storytelling, spoken word and electronic literature.</p> <p>Eligible Applicants</p> <p><i>Directors of Canadian Literary Festivals</i></p> <p>Travel assistance is available for directors of major Canadian literary festivals (as defined in the Grants for Literary Arts Promotion program of the Writing and Publishing Section). Grants may be used to attend Canadian and key international literary festivals to promote professional Canadian writers and to arrange for reciprocal readings. Applicants should provide information on the works (e.g. authors and titles) that will be promoted and (or) presented as part of their proposed travel.</p> <p><i>International Literary Festivals and Book Fairs</i></p> <p>International literary festivals and book fairs may apply for travel support for a group of professional Canadian authors (three or more) invited for public readings that profile Canadian literature. Eligible costs include the authors' travel direct from Canada to the international destination.</p> <p>Applicants must include:</p> <ul style="list-style-type: none"> • information on the professional Canadian authors • copies of the letters of invitation from the festival. <p><i>International Storytelling and Spoken Word Festivals</i></p> <p>International storytelling and spoken word festivals may apply for travel support for a group of professional Canadian storytellers or spoken word artists (three or more) invited for performances that profile Canadian artists. Eligible costs include the artists' travel direct from Canada to the international destination.</p> <p>Applicants must include:</p> <ul style="list-style-type: none"> • information on the professional Canadian storytellers and artists • copies of the letters of invitation from the festival. |
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| <p>Eligibility (continued)</p> | <p><i>Canadian literary and art magazines and Canadian art book publishers</i></p> <ul style="list-style-type: none"> • Representatives of Canadian literary and art magazines can apply for travel assistance to attend major international fairs to promote professional Canadian writers and artists. • Support is also available for representatives of Canadian art book publishers to attend international art book fairs where attendance is by invitation. Eligible organizations include general trade presses, specialized art book publishers, art magazines and micro-presses including unincorporated artists' book presses. <p>Applicants should provide confirmation of their invitation with their application, information on the works (e.g. authors and titles) that will be promoted and/or presented as part of their proposed travel, as well as information about their strategic approach/plan and the anticipated results of their participation in the fair.</p> <p><i>Canadian Literary Agents</i></p> <p>Travel assistance is available for Canadian literary agents to attend major international book fairs. Agents must represent at least 10 professional Canadian writers and must have been in business for at least the previous 12 months. An agency may apply for a maximum of two agents per fair.</p> <p>The only eligible events under this program are the following:</p> <ul style="list-style-type: none"> • Frankfurt Book Fair • London Book Fair • Beijing International Book Fair • BookExpo America • Bologna Children's Book Fair • Salon du livre de Paris • Foire internationale du livre de Guadalajara • Belgrade International Book Fair. <p>Applicants must provide a catalogue of the Canadian authors that they represent.</p> <p>Other Sources of Funding</p> <p>Support available through the Travel Grants for Professional Writers program of the Writing and Publishing section includes:</p> <ul style="list-style-type: none"> • professional Canadian writers, translators, storytellers and spoken word artists who have been invited to occasions that are of great importance to their careers, such as being a keynote speaker at an international conference, attending a book launch by a foreign publisher or receiving an official honour or prize. • individual rap poetry, spoken word and storytelling artists invited to perform in a showcase or at a key international festival or other event. <p>For more information, contact a Writing and Publishing Section officer at 1-800-263-5588 (toll-free) or 613-566-4414, ext. 4016.</p> |
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| <p>Eligibility (continued)</p> | <p>III–PERFORMING ARTS</p> <p>The performing arts include theatre, dance, music, multidisciplinary and interdisciplinary performance. Support is available for professional companies, ensembles, individual artists, artists’ representatives and presenters.</p> <p>Eligible Applicants</p> <p>Professional companies, ensembles and individual artists:</p> <p><i>Canadian Contact Events and International Trade Fairs</i></p> <p>Travel assistance is available to professional Canadian performing artists who have been officially selected to showcase at a Canadian contact event or key international trade fair.</p> <p>A showcase is defined as a live 20- to 40-minute performance to a significant number of key presenters and programmers, rather than to the general public. These events introduce an artist to new markets and audiences. Artists must submit confirmation of their official showcase from the host trade fair and/or contact event.</p> <p>Applicants must include:</p> <ul style="list-style-type: none"> • a CD or DVD of the works that will be presented • a media/promotional kit. <p>See the Performing Arts Directories database at www.canadacouncil.ca for a list of Canadian contact events and showcases, including international trade fairs.</p> <p>Due to the volume of requests and the limited budget, applicants who have been selected as part of an official showcase lineup will be given top priority for funding. For Canadian contact events, the Canada Council gives priority to applicants travelling from out of province or territory.</p> <p>For trade fairs where there is no official showcasing or where multiple unofficial showcases take place (such as the Association of Performing Arts Presenters and Annual North American Folk Alliance), artists’ representatives, arts service organizations and ad hoc groups may apply for travel funds to organize a showcase of a minimum of three professional Canadian artists or companies. These unofficial showcases can be organized regionally or thematically, but applicants must demonstrate that they are able to successfully organize these events and that the events are cost-effective. If these showcases are regionally based, applicants must demonstrate financial commitment from their local government agencies. Due to the volume of showcasing activity throughout the year, only a small percentage of applicants for unofficial showcase projects are funded.</p> |
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| <p>Eligibility (continued)</p> | <p><i>International Festivals or Events</i></p> <p>Grants are available to attend a performance of a showcase nature at a key international festival or other event that can lead to further performing opportunities. These events must incorporate a significant market component (a significant number of key promoters attending to preview work for future programming) to be eligible for travel support. Artists must receive a performance fee to be eligible for funding. Please attach a copy of your performance contract indicating the fee you will be paid.</p> <p>Applicants must submit confirmation of their performance from the host festival/event, along with confirmation of the performance fee. For travel support to perform at an international festival or event, applicants must clearly describe how the performance will:</p> <ul style="list-style-type: none"> • introduce their work to new markets and new audiences • increase their visibility on the international stage • provide greater touring and performance opportunities internationally • fit into the applicant’s overall career development plans for the next several years. <p>Applicants must also:</p> <ul style="list-style-type: none"> • provide information on key presenters who will attend the performance • demonstrate the cost-effectiveness of the performance (they must show that it is more cost-effective to perform at the event than to invite a group of international presenters to their home market to view a full performance) • include a CD or DVD of the works that will be presented • include a media/promotional kit. <p>Because funding for these one-off performances is much in demand, submissions must meet the requirements listed above.</p> <p>Restrictions</p> <ul style="list-style-type: none"> • This program does not support national or international touring activities. For information on national and international tour support, consult with the appropriate Canada Council disciplinary section. • This program does not fund travel to performances at Canadian embassies, consulates or high commissions. • Individual artists/groups/companies are not eligible to receive funding for self-presented showcases. |
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| <p>Eligibility (continued)</p> | <p>Artists' Representatives:</p> <p>Artists' representatives, managers, agents, tour directors or artistic directors of professional Canadian companies may apply for travel expenses if they do not have artists showcasing but they wish to attend a Canadian contact event or key international trade fair, market event or festival. Applicants must provide:</p> <ul style="list-style-type: none"> • information and support material on the artists that they represent • a list of buyers and programmers whom they will meet while attending the event • details linking these activities to the potential development of performances and tours for their artists and to the overall market and career development plans for their roster, artists or company for the next three years. <p>For Canadian contact events, the Canada Council will give priority to applicants travelling from out of province or territory.</p> <p>Travel assistance is also available to artists' representatives for pre-tour activity to build on an existing tour. Applicants must provide:</p> <ul style="list-style-type: none"> • information and support material on the artists that they represent • a detailed itinerary and a list of individuals/venues that they will visit as part of the proposed pre-tour • written documentation supporting the future tour (at least two venues or sites must confirm their interest). <p>The Council has supported a number of collective initiatives by performing arts agents at key international trade fairs. For more information on these activities, see www.canadacouncil.ca/development.</p> <p>Professional Presenters:</p> <p>Canadian professional presenters (such as programmers, producers, promoters and festival artistic directors) can apply for travel assistance to attend performances of works of professional Canadian artists for the purpose of considering presentation of these works in their programming. In this case, travel must be within Canada, but outside the applicants' home province or territory.</p> <p>Travel to contact events and trade fairs is not eligible for assistance.</p> <p>Presenters and other arts professionals can apply for travel assistance to meet specifically to create new networks or develop existing networks to increase touring and dissemination opportunities throughout Canada for professional Canadian artists and their works.</p> <ul style="list-style-type: none"> • Requests must be submitted by a professional arts association, arts organization or ad hoc group that represents the group of applicants. • Applicants must clearly articulate how the proposed session would increase touring and dissemination opportunities for professional Canadian artists, develop artists' careers, and increase Canadian audiences' access to high-quality Canadian artworks on a regional or national basis (for example, across provincial or territorial boundaries). |
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| <p>Eligibility (continued)</p> | <p>Applicants must submit a detailed agenda, including the objectives of the meeting. Travel to board meetings, general assemblies, etc. is not eligible for assistance.</p> <p>The Canada Council will give priority to individuals travelling from outside the province or territory where the networking session will take place.</p> <p>Applicants who receive support through the Department of Canadian Heritage's Canada Arts Presentation Fund are eligible to apply for travel support for these activities. However, they should clearly demonstrate that their Canada Arts Presentation Fund support does not cover these activities.</p> <p>Applicants can apply for more than one trip in an application. International events should be grouped together in one application and Canadian events should be grouped in a separate application. The Canada Council encourages artists' representatives and presenters to submit applications that cover all of their travel plans over the upcoming 12 months.</p> <p>Other Sources of Funding</p> <p>All Canada Council programs are listed at www.canadacouncil.ca, by discipline.</p> <p>In addition to grant programs, the Audience and Market Development Office manages a performing arts directories database on festivals, presenters and market events. The database is regularly updated and expanded. For a complete list of festivals, presenters and market events, see www.canadacouncil.ca/development.</p> <p>The provincial and territorial music industry associations also provide support for musicians. For a complete list of associations and program details, please contact FACTOR at www.factor.ca (for English-speaking musicians) or MUSICACTION at www.musicaction.ca (for French-speaking musicians).</p> <p>Information on programs at the Department of Canadian Heritage is available at www.pch.gc.ca.</p> |
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| <p>Eligibility (continued)</p> | <p>IV–FOR ALL DISCIPLINES</p> <p><i>Travel Assistance for International Buyers</i></p> <p>The Audience and Market Development Travel Grants program provides travel assistance to professional Canadian arts organizations and companies to invite key international buyers (presenters, programmers, broadcasters, dealers and curators, etc.) to preview works presented by professional Canadian artists. This type of funding builds relationships with key buyers and increases exposure for Canadian professional artists who are developing international markets for their work.</p> <p>The Canada Council will give priority to applications that:</p> <ul style="list-style-type: none"> • demonstrate collaboration among professional Canadian artists and companies • include a detailed itinerary of numerous performances, exhibitions, readings and screenings by professional Canadian artists. <p>Applications must include the following information:</p> <ul style="list-style-type: none"> • the name of each buyer and a description of how this buyer will link professional Canadian artists to performances, screenings, readings, tours and exhibitions outside Canada • a detailed budget that shows travel and accommodation expenses and outlines the contributions of the Canadian hosts and the buyers • a complete list of the works by professional Canadian artists that the buyers will preview, as well as a list of the proposed meetings that the buyers will hold with other Canadian arts professionals during their travel supported by this grant. <p>Applications requesting travel assistance to invite buyers to only one performance, reading, exhibition or screening are not eligible for support.</p> <p>Special Audience and Market Development Initiatives</p> <p>Support may be available for special collective projects to promote a group of professional Canadian artists or Canadian artworks, in Canada and/or abroad, to give professional Canadian artists access to new markets and audiences. The amount of funding available to support these initiatives fluctuates from one fiscal year to another. Applicants must discuss their project proposals with the program officer at least eight months prior to the proposed project dates to determine whether the project is eligible and whether resources are available. Wherever possible, these projects should be submitted to existing programs in the Canada Council disciplinary sections and assessed through the regular peer assessment process.</p> |
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| <p>Eligibility (continued)</p> | <p>Any project submitted through the Audience and Market Development Office must be national in scope, respond to one or more of the Canada Council's identified priorities (Aboriginal arts, cultural diversity, work for young audiences or young artists) and meet the objectives of the Audience and Market Development Travel Grants program. These exceptional projects receive final approval from either the Board of the Canada Council for the Arts (over \$100,000) or the Canada Council's senior management (under \$100,000).</p> <p>Previous special initiatives supported by the Audience and Market Development Office have included Beyond Borders East: A Craft Marketing Conference, All Tribes (a showcase of Aboriginal film, music and spoken word), and Canadian Dance on Reel (a screening of dance on film at the International Tanzmesse). Support is not available for the development of media kits, promotional materials, artists' websites, etc.</p> |
| <p>Grant Amount</p> | <p>Grant amounts vary according to individual requests and the availability of funds. You may or may not receive the full amount that you request. The maximum available per project is usually \$10,000.</p> <p>Your application should show financial contributions from other sources. Some provinces and territories provide support for market development initiatives. You may obtain more information from local arts councils or ministries.</p> <p>These grants cannot be used for travel that occurs before the date that the application is submitted.</p> <p>Eligible Expenses</p> <p>Travel grants contribute to direct travel costs, specifically airfare, train fare, bus fare and (or) travel by personal vehicle (at \$0.520 per km), as well as freight expenses associated with the transportation of materials (such as instruments) or artworks essential to the performance or installation. Travel allowances are based on the cheapest available return fare (for example, economy airfare).</p> <p>The program's maximum daily contribution for combined accommodation and per diem is \$125 per person, to a total maximum of \$875 per individual per project.</p> <p>Costs such as taxi fares, registration, booth rental, administration and marketing costs are rarely funded due to the limits on resources available to this program.</p> <p>Because of the large number of competitors for these grants, the program gives priority to the direct travel expenses portion of the request (that is, getting the individuals and artworks to the event).</p> |
| <p>Access Support</p> | <p>Applicants who are Deaf or have disabilities can 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> |

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| <p>Access Support (continued)</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 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, or • Services and supports which are not directly tied to the activities supported by the grant. <p>Requests are reviewed on a case-by-case basis and are not shared with the peer 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>The Audience and Market Development Office makes recommendations for funding in consultation with internal disciplinary committees consisting of Canada Council section heads and program officers. Requests are prioritized based on the overall merit of the project in comparison with the other applications, according to the program’s assessment criteria and subject to the availability of funds for that period of activity.</p> <p>Assessment Criteria</p> <p>Requests are assessed according to the following criteria</p> <ul style="list-style-type: none"> • the artistic quality of the works, based on the material submitted and (or) • external assessments of the works, if available (specifically in theatre and dance) • the merit of the proposed project, its potential to increase touring and circulation opportunities for professional Canadian artists, its relevance to the development of the artists’ careers, and its potential to increase Canadian and foreign audiences’ access to high-quality Canadian artworks • the applicant’s demonstrated understanding and adequate development of the market and audiences served • the cost-effectiveness of the proposal • the applicant’s capacity to carry out the project. <p>Requests are also assessed according to the identified priorities of the Canada Council for the Arts (including cultural diversity, regional access, Aboriginal arts and young audiences).</p> |

IMPORTANT INFORMATION

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| <p>Processing the application</p> | <p>Acknowledgement of receipt</p> <p>The Canada Council for the Arts will send you, by mail, a notice acknowledging that it has received your application. The Canada Council will send this notice shortly after your application arrives.</p> <p>Response time</p> <p>In most cases, you will receive the results, by letter, within six weeks of the Canada Council's receipt of the completed application form. For privacy reasons, the Canada Council does not release results by telephone, email or fax.</p> <p>You can access the Searchable Grants Listing, a database of successful grant applicants, at www.canadacouncil.ca/grants/recipients.</p> <p>Application preparation</p> <p>Submit only the material requested, and carefully choose the material you include. This ensures that all applicants are assessed on the same basis. Also, committee members have a limited time in which to study each grant application.</p> |
| <p>Personal Information</p> | <p>The Privacy Act gives individuals the right to access and request corrections 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 <i>Info Source</i>, 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>The Canada Council for the Arts 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>These will be specified in the grant notification letter you will receive if your application is successful. Some of the conditions are as follows.</p> <p>Grant payment</p> <p>Grants are paid in one instalment, after receipt and approval of the required final report, the signed Grant Acknowledgement Form and appropriate receipts. Payments are made in Canadian funds only.</p> <p>Grant recipients who are unable to undertake their proposed project or travel, for any reason, must notify the office in writing immediately.</p> <p>Tax status</p> <p>Canada Council grants are taxable, and T4A forms are issued at the appropriate time. Applicants who have tax-related questions should contact the Canada Revenue Agency or, if applicable, their provincial or territorial revenue department. Note that the Canada Revenue Agency has produced an Interpretation Bulletin entitled "Canada Council Grants" (IT-257R) that deals with the taxation of grants from the Canada Council.</p> |

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| Grant Terms and Conditions (continued) | Acknowledgement of Canada Council support Successful applicants must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the activities that the grant funds. Details about the acknowledgement policy will be included with the grant notification. Final report All grant recipients must complete the Audience and Market Development program’s “Final Report” form and submit it to the office by the final report due date specified in your grant notification letter. Successful applicants will receive the final report form with their grant notification. It is also available at www.canadacouncil.ca/development . This information will be shared with the disciplinary sections and may be provided to the assessment committees. Grant recipients may not apply for further support from the Canada Council until all overdue final reports have been submitted and approved. |
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Audience and Market Development Travel Grants

The information you provide on these next two pages will not be submitted to the peer assessment committee.

IDENTIFICATION AND AMOUNT REQUESTED

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| Name of applicant (please provide your full legal name): _____ Name of organization _____ Last name _____ First and middle names | If applicable, name of person or agent/manager who is completing this application form on behalf of the applicant: _____ Name of organization _____ Last name _____ First and middle names |
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| Permanent address: _____ Street and apartment/suite number _____ City Province or territory Postal code (____) _____ (____) Telephone (residence) Telephone (business) (____) _____ Fax Email | Address (if different from the applicant's): _____ Street and apartment/suite number _____ City Province or territory Postal code (____) _____ (____) Telephone (residence) Telephone (business) (____) _____ Fax Email |
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Amount requested from this program (line 30 in Part C2): \$ _____

DECLARATION

Will you permit the Canada Council for the Arts to include your name, address and email on its mailing list? (This information will be used for Canada Council business only, including surveys.) Yes No
 In which language do you prefer to communicate with the Canada Council for the Arts? English French
To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:

- I am a Canadian citizen or have permanent resident status, 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 understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to accept 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.

 Signature (an original signature is required) Date

| ACCESS SUPPORT (if this applies) | |
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| <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. Please see the Access Support section in the program guidelines for details.</p> <p>Total amount requested: \$ _____</p> <p>As access support funds are separate from grant funds, do not include the total amount requested above within your budget for the proposed activities.</p> | |
| DESCRIPTION | Amount Requested |
| Describe in detail the required services and supports and provide the cost breakdown. | |
| For example: Workshop leaders will require sign language interpretation to communicate with me during the workshop. I will need to hire two interpreters for 3 hours at \$80 per hour each and their travel expenses from a nearby town (two bus tickets at \$75 each). Total amount: $(3 \times 80 \times 2) + (75 \times 2) = \630 . | \$630 |
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Audience and Market Development Travel Grants

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

Please check your artistic discipline (select only one):

- checkbox Dance checkbox Music checkbox Theatre checkbox Inter-Arts checkbox Media Arts checkbox Visual Arts checkbox Writing and Publishing

- 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:
Name of organization
Last name First and middle names
City (permanent residence) Province or territory

PART A2 - TYPE OF GRANT

Indicate the dollar value of the grant you are requesting (according to the program application guidelines):
Amount Requested: \$
Event and specific dates:
Destination (city, country):
Travel will begin on and finish on

PART B - PROJECT DESCRIPTION

In the space below, describe the project you wish to undertake and the significance of the activity according to the assessment criteria stated in the program guidelines. If necessary, attach a separate page. You must demonstrate how the proposed project would increase touring and circulation opportunities for professional Canadian artists and increase Canadian and international audiences' access to high-quality Canadian artworks. Include lists of artists, works or repertoire in your proposal. Please limit your response to a maximum of 500 words.

PART C1 – FINANCIAL INFORMATION: EXPENSES

TRAVEL

Use this space to show the economy airplane, train, bus fares, or rental car costs.

| | | | | | | | | |
|--------------------------|--|---|------|----|---|----|--|---|
| Names of individuals | | X | fare | \$ | = | \$ | | 1 |
| | | X | fare | \$ | = | \$ | | 2 |
| | | X | fare | \$ | = | \$ | | 3 |
| | | X | fare | \$ | = | \$ | | 4 |
| | | X | fare | \$ | = | \$ | | 5 |
| | | X | fare | \$ | = | \$ | | 6 |
| | | X | fare | \$ | = | \$ | | 7 |
| Total (add lines 1 to 7) | | | | | = | \$ | | 8 |

Personal vehicle—car, van, truck or bus

| | | | | | | | | |
|--|--|---|------|---------|---|----|----|----|
| No. of km (return) | | X | rate | \$0.520 | = | \$ | | 9 |
| Travel subtotal (add lines 8 and 9) | | | | | | | \$ | 10 |

FREIGHT

By air or train

| | | | | | | | | |
|------------|--|---|------|----|---|----|--|----|
| No./weight | | X | rate | \$ | = | \$ | | 11 |
|------------|--|---|------|----|---|----|--|----|

By rental car, van, truck or bus

| | | | | | | | | |
|---|----|---|------|----|---|----|----|----|
| Rate | \$ | + | fuel | \$ | = | \$ | | 12 |
| Freight subtotal (add lines 11 and 12) | | | | | | | \$ | 13 |

OTHER EXPENSES (Please note that other expenses are rarely financed due to limits on resources.)

Per diem/accommodation: (Contribution toward per diem and accommodation is not guaranteed. Due to limits on funds, priority will be given to travel costs.)

| | | | | | | | | | | | |
|---------------|--|---|------|-------|--|---|-------------|---|----|--|----|
| No. of people | | X | rate | \$125 | | X | no. of days | = | \$ | | 14 |
| | | X | rate | \$125 | | X | no. of days | = | \$ | | 15 |

Other expenses (booth rental, registration fees, equipment rental, etc.)

| | | | | | | | | |
|---|--|------|----|---|----|--|----|----|
| Item(s) | | cost | \$ | = | \$ | | 16 | |
| | | cost | \$ | = | \$ | | 17 | |
| | | cost | \$ | = | \$ | | 18 | |
| | | cost | \$ | = | \$ | | 19 | |
| | | cost | \$ | = | \$ | | 20 | |
| Other expenses subtotal (add lines 14 to 20) | | | | | | | \$ | 21 |

| | | | | | | | | |
|---|--|--|--|--|--|--|----|----|
| TOTAL EXPENSES (add lines 10, 13 and 21) | | | | | | | \$ | 22 |
|---|--|--|--|--|--|--|----|----|

PART C2 – FINANCIAL INFORMATION: REVENUES

Use this section to show other sources of funding.

OTHER REVENUES (if any)

| | | | | | | |
|---------|--|------|----|---|----|----|
| Item(s) | | cost | \$ | = | \$ | 23 |
| | | cost | \$ | = | \$ | 24 |
| | | cost | \$ | = | \$ | 25 |

OTHER SOURCES OF FUNDING

| | | | | |
|--|---|---|----|----|
| | Department of Canadian Heritage Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No | = | \$ | 26 |
| | Provincial/territorial arts council (specify): Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No | = | \$ | 27 |
| | Other (specify): Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No | = | \$ | 28 |

| | | |
|--|----|----|
| TOTAL REVENUES/CONTRIBUTIONS (add lines 23 to 28) | \$ | 29 |
| | | |

| | | |
|--|----|----|
| TOTAL AMOUNT REQUESTED FROM THE CANADA COUNCIL (subtract line 22 from line 29) | \$ | 30 |
|--|----|----|

PART D – CHECKLIST

Please check the boxes below to confirm that you have included all relevant parts of the application form and all required support material. Submit the items in the order shown.

- Identification and Amount Requested
- Declaration (an original signature is required)
- Description of access support, if applicable
- Part A1 – Name and Location of Applicant
- Part A2 – Type of Grant
- Part B – Project Description
- Part C1 – Financial Information: Expenses
- Part C2 – Financial Information: Revenues
- Support material where required

Do not send originals. The Canada Council is not responsible for the loss or damage, whatever the cause, of support material. The support material that you submit will not be returned to you.

Please do not bind or staple your application.

Please remember to:

- Keep a copy of your completed form.
- Submit your application six weeks before the start date of your project.

Submit your application to:

Audience and Market Development 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.