



Canada Council
for the Arts Conseil des arts
du Canada

DANCE SECTION

Travel Grants to Dance Professionals

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 program officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part C 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.

Deadlines

Any time before departure date until January 31, 2017

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

Applicants who wish to have the results before their departure should apply at least **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.

Further Information

Louise Gagné

Program Officer

Dance Section

Canada Council for the Arts

150 Elgin Street, P.O. Box 1047

Ottawa ON K1P 5V8

1-800-263-5588 (toll-free) or 613-566-4414, ex. 4511

louise.gagne@canadacouncil.ca

TTY: 1-866-585-5559

DAG6E 01-15



PROGRAM GUIDELINES

<p>Mandate of the Dance Section</p>	<p>The Dance Section supports Canadian, professional dance of many cultures through policies, programs and initiatives that foster the development of a vital ecology for the art form and contribute to a significant presence by Canadian dance artists at home and abroad.</p>
<p>Program Description</p>	<p>This program assists individual Canadian dance professionals to travel on unique occasions to attend or participate in activities that are important to the development of their artistic practice or career.</p> <p>Travel Grants do not support touring activities. Dance artists who have been invited to tour nationally or internationally should refer to the Dance Touring Grants programs.</p>
<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Eligible applicants</p> <p>To apply to the Canada Council for the Arts, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p>You must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> • has specialized training in the artistic field (not necessarily in academic institutions) • is recognized as a professional by his or her peers (artists working in the same artistic tradition) • is committed to devoting more time to artistic activity, if possible financially • has a history of public presentation or publication. <p>In addition to meeting the general eligibility criteria, applicants must meet the following requirements:</p> <ul style="list-style-type: none"> • dancers must have a minimum of one year of professional experience and have performed in at least three professional public presentations (outside of a training institution or academic setting) for which they were paid an artist fee • choreographers must have presented at least three works publicly in a professional context (not including school or pre-professional work); the works choreographed must have been performed by paid professional artists • dance teachers must have a minimum of one year of paid teaching experience • dance writers must have at least one book published by a professional publisher or three published articles or reviews on dance (in professional magazines, periodicals, anthologies, etc.) for which they have received a professional fee • designers must have been paid to work on at least three professional productions.

<p>Eligibility (continued)</p>	<p>Professionals working in all dance world cultures and in a wide range of dance genres and specializations are eligible to apply for support (see Appendix A of the form).</p> <p>Full-time undergraduate or high school students enrolled at a dance academy, training institution, school, college or university are not eligible to apply.</p> <p>Emerging, mid-career and established dance professionals</p> <p>For the purposes of this application you must determine your status as an emerging, mid-career or established dance professional, taking into account your entire professional career in dance.</p> <p>You are considered to be an emerging dance professional if you have completed your basic training (not necessarily in a formal training institution), have maintained a professional dance career for between one and seven years.</p> <p>You meet the program’s definition of a mid-career dance professional if you have maintained an active professional dance career for between seven and 15 years. You must be recognized by your peers within your artistic tradition for your contribution to the field of dance.</p> <p>You are considered to be an established dance professional if you have sustained a professional dance career for a minimum of 15 years. Your entire body of work is taken into account, for example, choreography, interpretation and research.</p> <p>Eligible travel</p> <p>You must state your planned method of travel and include a travel quote from a travel agency or website.</p> <p>You may include two or more destinations, as long as they are part of one consecutive trip. This program supports activities of a limited period of time and involving paid fees. It is not aimed at a series of activities over an extended period of time.</p> <p>Box office and in-kind revenues from the host organization for accommodation, per diem and other costs do not constitute a fee or bursary.</p> <p>Travel grants are for the following eight specific situations:</p> <ol style="list-style-type: none"> 1. Invited to perform A dance artist is invited to take part in the project of a professional company or independent artist (based in another city) in which all the artists are paid, or offered a unique opportunity to perform at a professional festival. The company or festival must offer a fee to the dancer, in writing, for this guest engagement. Group or company performances are not eligible under this program. For performances with more than one dancer, only the choreographer or lead dancer will be considered. <p>Note: Travel grants are not available for participation at Canadian festivals that are funded through the Dance Presentation program. Travel grants are not intended to support travel costs for a company touring event.</p> 2. Invited to present a paper or to teach A dance professional is invited to present a paper or lead an activity at a conference, festival or symposium. The host organization must offer a fee to the applicant, in writing, for this presentation or activity.
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<p>Eligibility (continued)</p>	<p>Note: Travel grants are not available for participation at Canadian conferences that are funded through the Support Services to the Dance Milieu program. Also, travel grants are not intended for travel to teach at an academy or a training program or classes that are part of a training program.</p> <p>3. Invited to take part in a collective creation A choreographer is invited to participate in a collective creation where credit for authorship will be shared equally among the participants. The event must be one-time and exceptional, and cannot be part of a company’s regular season. The collective creation must result in a public performance as a completed work and have the potential to be performed again in the future and/or toured; a showing of the results of a collaborative process with no possibility of future performances of the work is not eligible.</p> <p>4. Invited to audition A dance artist receives a personal written invitation to audition, from a professional dance company in Canada or abroad. The company must confirm, in writing, that it has the ability to offer the artist a minimum of 20 weeks of paid work, including a minimum of three weeks of national or international touring.</p> <p>5. Conducting an audition tour An artistic director wishes to conduct an audition tour of at least three cities, in Canada or internationally. Artistic directors of professional Canadian dance companies are eligible if they can confirm their ability to offer a minimum of 20 weeks of paid work to dance artists, including a minimum of three weeks of national or international touring.</p> <p>6. Studying with a scholarship or bursary A choreographer or dancer receives a written invitation and a confirmed scholarship or bursary to participate in an advanced professional workshop. The workshop must be for less than one month’s duration and be conducted by a professional dance organization. Scholarships can be offered by a third party and do not need to come from the host organization.</p> <p>7. Invited to set a choreography A choreographer is invited to set a new or existing choreography on a professional dance company, or to attend the premiere of that work. The host company must be professional, in other words all artists must be paid, and the host company must offer a fee (in writing) for the choreography.</p> <p>8. Invited to a film festival A choreographer, performer or filmmaker is invited by a film festival to present a dance work on film that they were involved in. The internal assessment committee can only recommend one candidate per film and festival.</p>
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<p>Grant Amount</p>	<p>Amount available</p> <p>You may apply for one of the following fixed amounts of \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500. The amounts of \$2,000 and \$2,500 are available only if you are travelling to or from northern Canada or to international destinations other than the United States and Europe.</p> <p>These grants cannot be used for travel activities that occur before the date that the application is submitted.</p> <p>Travel grants are available as a contribution toward your travel costs, based on the most economical available air and/or train fares. You should apply for the fixed amount that will come closest to covering the fares, and you must justify the amount requested.</p> <p>If final travel costs are lower than the amount granted, you will be required to return the unused portion of the grant, if it is over \$100.</p> <p>The Canada Council for the Arts will fund projects that also receive funding from other public or private organizations, but not to cover the same expenses.</p> <p>Eligible expenses</p> <ul style="list-style-type: none"> • travel costs (air, train or intercity bus fare). <p>Ineligible expenses</p> <ul style="list-style-type: none"> • commuting and local ground transportation (e.g. taxis, city buses) • self-presenting costs • production costs • publishing-related costs • costs of shipping or purchasing equipment, costumes and props • honoraria or fees for the applicant • accommodation and per diem costs • workshop fees or tuition • travel insurance.
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<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 grant 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 will be assessed internally by a committee of program officers from the Dance Section. Funding decisions are based on the availability of funds and the overall merit of the project in comparison with other eligible applications in this national competition.</p> <p>In the situation where there are limited funds and several applicants are assessed as having equal merit, strategic priorities may be taken into consideration by the assessment committee.</p> <p>Travel proposals that have received support from this program in the past (for the same activity with the same host organization) will be given a lower priority in the assessment process.</p> <p>Assessment criteria</p> <p>The assessment committee will base its review of applications on the assessment criteria listed below.</p> <ul style="list-style-type: none"> • The importance of the proposed travel for the development of your practice or career. • The artistic impact of the event, festival, conference or other host organization to be visited. (The artistic impact must be made clear in your application.) • Your understanding of the characteristics, scope and influence of the organization, event, festival or conference to be visited. (This understanding must also be made clear in the application.) • The clarity of the proposal and completeness of the required support material.

IMPORTANT INFORMATION

Processing the application

Application preparation

You may submit your application by mail or electronically using GO! Grants Online. The program will no longer be available through GO! after 30 November. You must send in your application by mail.

Note that you **must** submit all your support material online if you apply using GO! Make sure, before you begin, that you have all the required documentation and support material in the appropriate electronic format.

- 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 details.

Format and layout

For paper submissions and where this applies, 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 **eight weeks** after it has been received. 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, a database of successful grant applicants, 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 your overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant. • You may apply for only one Canada Council travel grant per year (1 March to 28 February). <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>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 projects</p> <p>The program officer must approve any changes to funded activities before you carry them out.</p> <p>Acknowledgement of Canada Council for the Arts support</p> <p>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.</p> <p>Final report</p> <p>You will be required to submit a final report on how you used the grant by the date identified in your grant notification letter.</p>



Travel Grants to Dance Professionals

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

IDENTIFICATION OF APPLICANT			
Name of applicant (your full legal name): <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.			
Last name		First and middle names	Year of birth
Permanent address in Canada:		Mailing address, if different from permanent address:	
Street and apartment or suite number		Street and apartment or suite number	
City	Province or territory	Postal code	City
Telephone	Telephone	Telephone	Telephone
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 in: <input type="checkbox"/> English <input type="checkbox"/> French			
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 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 may apply for only one Canada Council travel grant per year (1 March to 28 February). • 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 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.			
Signature (an original signature is required)		Date	

NAME OF APPLICANT:

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ACCESS SUPPORT (if this applies)

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.

Total amount requested: \$ _____

As access support funds are separate from grant funds, do not include the total amount requested above within your budget for the proposed activities.

DESCRIPTION

Describe in detail the required services and supports and provide the cost breakdown.

Amount Requested

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

Total amount requested

You must round your total amount requested to the **nearest hundred dollars**.

Personal information collected on this form will be stored in the Personal Information Bank for the appropriate program.

PROTECTED WHEN COMPLETED



Travel Grants to Dance Professionals

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

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

PART A1 – NAME AND LOCATION OF APPLICANT

Name of applicant (your full legal name):

Last name

First and middle names

City (permanent residence)

Province or territory

PART A2 – FIELD OF SPECIALIZATION AND GRANT REQUESTED

In the space provided, describe your field of specialization or the specific art form or artistic tradition in which you work. To assist you, consult Appendix A at the end of this form.

- I am : an **emerging** dance professional
 a **mid-career** dance professional
 an **established** dance professional

Grant amount requested (see the guidelines for details):

- \$500 \$750 \$1,000 \$1,500 \$2,000 \$2,500

PART A3 –DESCRIPTION OF TRAVEL ACTIVITY

In the space provided below, describe the travel you wish to undertake (in a maximum of 15 words).

Event or activity: _____

Destination (please indicate both the city and country): _____

Departure date: _____

Return date: _____

PART B – SUPPORT MATERIAL

In addition to the completed application form, you must provide the support material indicated below. All material submitted with your application will be kept on file by the Canada Council.

- **Description of significance of the activities** (maximum of **one page**)
Attach a separate page describing the significance of your activities. Be sure to relate your description to the assessment criteria stated in the application guidelines. Indicate the merit of the proposed travel with regard to the development of your professional practice or career. As well, give details on the program of activities and travel itinerary, and provide information on any other funding applied for or received for this travel.
- **Letter of invitation**
Include a signed invitation letter from the host organization or event, describing the nature of your planned participation. Include published information on the host organization or event. For collective creations, attach a letter from the producer that details the context of presentation of the work. For travel to festivals, you must include a copy of the festival's professional program. If you are applying eight weeks in advance, the festival's program (if it is professional) will be published.
- **Curriculum vitae** (maximum of **two pages**)
Attach your curriculum vitae typed or printed in block letters using black ink, and double-spaced.
- **Confirmation of fee, bursary or scholarship**
Attach a written confirmation that a fee, bursary or scholarship are being offered, where required.
- **Letters from collaborators** (if applicable)
Include signed letters from the collaborators when invited to take part in a collective creation. Letters must outline that the work has shared authorship and will be "owned" jointly by the collaborators.
- **Travel quote**
Include a quote from a travel agency or website confirming the cost of excursion fare for the period you will be travelling.
- **Other documentation** (maximum of **two pages**)
Information about the company and/or host organization such as selected pages from a website (printed, not a link), brochure, press kits, or other information that describes the purpose and history of the organization.

PART C – 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 your name 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 applicable
- Part A1 – Name and location of applicant
- Part A2 – Field of specialization and grant requested
- Part A3 – Description of travel activity
- Part B – Support material
 - Description of significance of the activities (maximum of **one page**)
 - Letter of invitation
 - Curriculum vitae (maximum of **two pages**)
 - Confirmation of fee, bursary or scholarship (if applicable)
 - Letters from collaborators (if applicable)
 - Travel quote
 - Other documentation (maximum of **two pages**)

Send your application to:

Dance Section

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

Voluntary Self-Identificaion 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 you application.

APPENDIX A – EXAMPLES OF DANCE GENRES AND SPECIALIZATIONS	
Genres	Specializations
ABORIGINAL : Powwow forms, Contemporary, Traditional/Regional, Métis, Inuit, West Coast, Plains	Accompanist
AFRICAN: Afro-Caribbean, Contemporary, Traditional	Animator
BALLET: Classical, Contemporary, Neo-classical	Artistic director
BAROQUE	Artists' management
CAPOEIRA	Arts administrator
CLASSICAL SPANISH: Flamenco	Choreographer
CONTEMPORARY: Aerial, Dance Theatre, Integrated (mixed abilities), Improvisation, Modern, Jazz, Other	Choreographic consultant/dramaturge
DANCE AND MEDIA: Video, Film, New Technologies	Collective
EAST ASIAN: Chinese Opera, Chinese Traditional, Chinese Contemporary, Korean Traditional, Korean Contemporary, Japanese Traditional, Japanese Contemporary, Butoh	Composer
EUROPEAN FOLKLORIC: Percussive, Traditional	Costume designer
MIDDLE EASTERN: Lebanese Folk, Baladi, Contemporary	Dance company
SOUTH ASIAN: Bharata Natyam, Kathak, Odissi, Kathakali, Contemporary	Dance therapist
PERCUSSIVE: Tap	Dancer
URBAN: Hip hop/breakdance, b-boy, b-girl, Contemporary	Designer
	Festival
	Film/video director
	Historian/researcher
	Multidisciplinary presenter
	Notator
	Photographer
	Presenter
	Producer/production company
	Publisher
	Rehearsal director
	Service organization
	Specialized presenter
	Stage manager
	Teacher
	Writer
	Elder



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-airp@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: _____