



Canada Council  
for the Arts

Conseil des arts  
du Canada

## INTER-ARTS OFFICE

### Inter-Arts Office: Travel Grants to Artists

|  |  |
|--|--|
| Follow these <b>three steps</b> to apply for this grant: |  |
| <b>Step 1</b>  | Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.   |
| <b>Step 2</b>  | Read the <b>Important Information</b> section. If you still have questions about the program or the application process, contact the program officer indicated below. <b>For first-time applicants, we recommend that you contact the program officer several weeks before the deadline.</b> |
| <b>Step 3</b>  | Complete all sections of the attached <b>application form</b> . Be sure to use the <b>Checklist</b> (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**

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

#### Lys Stevens

Program Officer

Inter-Arts Office

Canada Council for the Arts

150 Elgin Street, P.O. Box 1047

Ottawa ON K1P 5V8

lys.stevens@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 4679

TTY: 1-866-585-5559

IAG3E 09-14



## PROGRAM GUIDELINES

|  |  |
|--|--|
| <p><b>Mandate of the Inter-Arts Office</b></p> | <p>The Inter-Arts Office fosters and supports creative diversity, vitality, recognition and continued excellence in inter-arts work.</p> <p>It achieves its mandate through the delivery of funding programs for professional artists, collectives, groups, and organizations. These programs work in complement with other funding programs of the Canada Council for the Arts.</p> <p>In addition to its programs, the Inter-Arts Office seeks to share and generate knowledge and information about current and emerging artistic practices within its scope, both within the Canada Council and with artistic communities.</p>   |
| <p><b>Program Description</b></p>              | <p>Travel Grants to Artists assist professional Canadian artists and independent critics or curators active in inter-arts work to travel on occasions of importance to their artistic and career development in Canada or abroad.</p> <p>This program has three categories of eligible activities: <b>Presentation travel</b>, <b>Travel to artists' residencies</b> and <b>Professional development</b> including market access travel.</p>   |
| <p><b>Program Objectives</b></p>               | <p>Through this program, the Inter-Arts Office seeks to:</p> <ul style="list-style-type: none"> <li>• support a diversity of practices, voices and vision in inter-arts work</li> <li>• support individual artistic development, exploration and/or the creation of work, professional development, market access strategies and/or the development of knowledge</li> <li>• support activities that lead to opportunities for the public to experience, engage with and/or participate in inter-arts work.</li> </ul>  |
| <p><b>Eligible Applicants</b></p>              | <p>To be eligible, 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>The Canada Council defines a professional artist as someone who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the artistic field (not necessarily in academic institutions)</li> <li>• is recognized as a professional by his or her peers (artists working in the same artistic tradition)</li> <li>• is committed to devoting more time to artistic activity, if possible financially</li> <li>• has a history of public presentation or publication.</li> </ul> <p>To meet the definition of a <b>professional artist</b> in this program you must also have:</p> <ul style="list-style-type: none"> <li>• maintained a practice in inter-arts work for at least one year before you apply</li> <li>• a minimum of one year of public presentation or publication in inter-arts work</li> <li>• at least two verifiable public presentations (or publications for critics and curators) in inter-arts work.</li> </ul> |

|   |  |
|---|--|
| <p><b>Eligible Applicants (continued)</b></p> | <p><b>Independent art critics and curators</b></p> <ul style="list-style-type: none"> <li>• Must be active in inter-arts work.</li> <li>• <b>Critics</b> must have published a minimum of three articles, papers, or exhibitions texts.</li> <li>• <b>Curators</b> must have completed at least three programs of work that have been presented publicly.</li> </ul> <p>Full-time undergraduate students at a school, college or university are not eligible to apply.</p> <p>Graduate students are eligible to apply only if they meet the Canada Council’s definition of a professional artist in this program and if their proposed program of work is not related to their program of study. A letter from the applicant’s program director is required to verify this information, and must be included with the application.</p> <p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p>   |
| <p><b>Eligible Activities</b></p>             | <p><b>This program supports exploratory and integrated artistic activities that result in hybrid forms outside of existing artistic disciplines at the Canada Council. These activities are referred to as inter-arts work.</b></p> <p>While not defined by a particular aesthetic, inter-arts work is most often characterized by innovative combinations of traditional and contemporary artistic practices, genres, technology, cultural influences, social engagement and inclusion of diverse perspectives and media.</p> <p>This program also supports contemporary circus art and artist and community collaboration activities that correspond to the definition of inter-arts work indicated above. Please refer to the Canada Council website for previously funded practices and activities as well as more background information.</p> <ol style="list-style-type: none"> <li>1. <b>Presentation travel</b> supports travel undertaken in response to an invitation asking you to publicly present your work or ideas in Canada or abroad. <p>Hosts must be professional arts or cultural organizations. To be considered professional, an organization must pay professional fees to participating artists, critics and curators. In lieu of professional fees, equivalent in-kind contributions may be considered acceptable as payment. Details of in-kind contributions must be included in letters of invitation.</p> </li> <li>2. <b>Travel to artists’ residencies</b> supports travel related to participating in a professional artist’s residency, in Canada or abroad. <ul style="list-style-type: none"> <li>• You must have been chosen through a selection process.</li> <li>• The host organization must offer support in the form of a confirmed grant, artist’s fee, or contribution towards per diem and/or accommodation.</li> <li>• Non arts or cultural organizations will be considered as an eligible host if they provide an artistic residency in a professional context (You are responsible for securing your own residency).</li> <li>• The length of the residency must be <b>12 weeks or shorter</b>.</li> </ul> </li> </ol> |

|   |   |
|---|---|
| <p><b>Eligible Activities (continued)</b></p> | <p>If you wish to participate in a residency of longer than 12 weeks, you may apply to the Inter-Arts Office: Grants to Artists program (1 May deadline).</p> <p><b>3. Professional development</b> including market access travel supports travel undertaken to attend or participate in an artistic professional development and/or market access opportunity such as a workshop, symposium, conference or course outside your home region in Canada or internationally.</p> <p>Activities must take place in the context of a professional arts or cultural organization or with arts or cultural professionals in a mentorship or career tools enhancing capacity. Non arts or cultural organizations will be considered if they provide an artistic professional development or market access opportunity in a professional context.</p> <p><b>All activities</b></p> <p>You must be travelling to a destination more than <b>500</b> kilometres outside your home region.</p> <p>You may include more than one destination in the same round trip (for example, from Vancouver to Montreal for one activity, from Vancouver to Toronto for another, and return to Montreal).</p> <p>Other travel support opportunities for artists or arts organizations working in an art form supported by the Inter-Arts Office are available from the Audience and Market Development Office and the Equity Office Capacity Building Initiative : Travel Grants and the Inter-Arts Office : Touring Grants to Artists and Organizations.</p> <p><b>Aboriginal, culturally diverse, official language minority and Deaf and disability arts communities</b></p> <p>The Inter-Arts Office supports a plurality of voices in the inter-arts community as well as the development of audiences. Eligible artists that undertake particular activities or initiatives led by or involving artists from Aboriginal, culturally diverse, official language minority and/or Deaf and disability arts communities are encouraged to include this information in their request so that peer assessors may take it into consideration.</p> <p><b>Ineligible activities</b></p> <ul style="list-style-type: none"> <li>• Commercial or industrial projects</li> <li>• Student projects</li> <li>• Educational projects</li> <li>• Design or development of computer programs</li> </ul> <p><b>Restrictions</b></p> <ul style="list-style-type: none"> <li>• Activities that appear in any other current application or that have already been funded by the Canada Council are not eligible to this program.</li> <li>• Activities eligible for support from other Canada Council programs are not eligible to this program.</li> <li>• If your application is unsuccessful in this competition, you may resubmit it only once more to this program.</li> </ul> |
|---|---|

|                              |  |
|------------------------------|--|
| <p><b>Grant Amount</b></p>   | <p><b>Amount available</b></p> <p>You may apply for one of the following fixed amounts to contribute toward your travel costs, based on excursion fares: \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500. The amounts of \$2,000 and \$2,500 are available <b>only</b> if you are travelling to or from northern Canada or to international destinations outside the United States or Europe. You might not be awarded the full grant amount requested.</p> <p>These grants cannot be used for travel that occurs before the date that the application is submitted.</p> <p>The value of the grant is based on the most economical means of travel between your home and the venue of the proposed activity.</p> <p>You must justify the amount you are requesting, and you must supply a travel cost estimate from a transportation or travel agency. Please note that failure to provide a travel cost estimate from a transportation or travel agency will make your application ineligible.</p> <p><b>Eligible expenses</b></p> <ul style="list-style-type: none"> <li>• Travel costs (such as plane, train or bus fare)</li> <li>• A private or rented vehicle (when no other means of public transportation is available).</li> </ul> <p><b>Ineligible expenses</b></p> <ul style="list-style-type: none"> <li>• Accommodation costs</li> <li>• Per diems</li> <li>• Shipping costs</li> <li>• Training/professional development registration costs.</li> </ul> |
| <p><b>Access Support</b></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><b>Eligible expenses</b></p> <p>Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• sign language interpretation</li> <li>• a personal care attendant</li> <li>• a guide</li> <li>• rental of specialized equipment.</li> </ul> <p><b>Ineligible expenses</b></p> <ul style="list-style-type: none"> <li>• Major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.)</li> <li>• Services and supports for which an individual is already receiving funding</li> <li>• Services and supports which are not directly tied to the activities supported by the grant.</li> </ul> <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><b>Assessment of Applications</b></p> | <p><b>Assessment process</b></p> <p>Applications will be assessed internally by a committee of program officers. The committee’s recommendations will be based on the general merit of your application, compared with that of all other eligible applications in this national competition, and on the availability of funds.</p> <p><b>Assessment criteria</b></p> <p>The assessment committee will base its review of applications on the program objectives and the weighted assessment criteria listed below.</p> <p>The assessment takes into consideration both the written submission and the support material and documentation provided.</p> <p><b>Artistic Merit (60%)</b></p> <ul style="list-style-type: none"> <li>• Artistic quality of the applicant’s work, as demonstrated by the support material provided.</li> <li>• Artistic merit of the proposed activities, including process and strategies.</li> </ul> <p><b>Impact (20%)</b></p> <ul style="list-style-type: none"> <li>• Potential impact of the proposed activities on the artistic development of the artists and organizations involved.</li> <li>• Potential impact on the artistic milieu and/or arts communities.</li> </ul> <p><b>Viability (20%)</b></p> <ul style="list-style-type: none"> <li>• Scale and scope of activities that are appropriate to the applicant’s or applicants’ abilities.</li> <li>• Clarity of roles.</li> <li>• Reasonable balance of revenue sources.</li> <li>• Balanced budget (total expenses equal total revenues).</li> </ul> <p><b>Priorities for funding</b></p> <p>After the applications have been assessed as described above, the assessment committee will list the applications recommended for funding in priority order. Where there are applications of equal merit and there are limited funds, the committee will take into consideration the commitment of the Canada Council for the Arts to equity and inclusion with regard to applications from Aboriginal, culturally diverse and regional communities, and Deaf and/or disability arts.</p> <p><b>Safety and ethical considerations</b></p> <p>Projects must meet all ethical and safety standards relevant to them and necessary for their completion at a professional level. Any project involving an activity with potential ethical or safety issues (for example, the inclusion of animals or artistic work that may pose a risk for injury or damage to either the applicant or other parties) will require documentation that proves all foreseeable risks have been considered. These documents, in the form of permissions, waivers, letters or other material, must be attached to your application as part of its support documents. Your proposal should address how such considerations will be managed.</p> |
|--|---|

**Assessment of Applications (continued)**

**Artists and community collaboration projects**

When considering projects where the applicant has identified that artist and community collaboration is the main intent, the assessment committee will include the following assessment criteria, in addition to those listed above:

***Definition***

An arts process whereby professional artists and community members actively work together as creative partners in collaborative projects. Activities and projects are joint undertakings in which the process of collaborating is equally important to the art created, and where there is shared decision-making and ownership of project results.

***Assessment criteria***

Artistic merit

- The merit of the proposed collaborative process, in which the strategies for achieving a successful collaborative relationship are clearly and concisely outlined.
- The artistic merit of the organization, collective and artists involved in the project.

Impact

- The relevance of the project for participating community members and for the artists involved
- The potential public impact of the project.

Viability

- The ability of the applicant to carry out the project, as demonstrated by their resources, expertise and past performance.

## IMPORTANT INFORMATION

|                                   |  |
|-----------------------------------|--|
| <b>Processing the Application</b> | <p><b>Application preparation</b></p> <p>You may submit your application by mail or electronically using GO! Grants Online. Note that you must submit <b>all</b> 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.</p> <ul style="list-style-type: none"><li>• You are responsible for providing all the information and support material requested.</li><li>• The Canada Council will make decisions about your eligibility based on the information you provide in your application.</li><li>• Submit only the material requested. Extra material will not be shown to the peer assessment committee.</li><li>• Carefully choose your support material as committee members have limited time in which to study each application.</li><li>• Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.</li><li>• It is important to inform the Canada Council of any changes to your contact information.</li></ul> <p><b>Format and layout</b></p> <p>For paper submissions, one copy of all the documents requested and the application form must be submitted:</p> <ul style="list-style-type: none"><li>• printed on one side only</li><li>• on separate sheets of <b>white</b> paper (letter format, 8½ x 11 inches)</li><li>• with a <b>black</b> font size of 11 points or larger</li><li>• with paper clips (documents cannot be bound, placed under plastic or stapled).</li></ul> <p>Avoid unusual formatting as it can make documents hard to read.</p> <p><b>Acknowledgement of receipt</b></p> <p>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.</p> <p><b>Response time</b></p> <p>You will be informed of the result of your application, approximately <b>eight weeks</b> after it has been received. The Canada Council does not release results by telephone or email.</p> <p>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 result.</p> <p>You may access the list of Past Recipients on the Canada Council’s website.</p> |
|-----------------------------------|--|

|  |   |
|--|---|
| <p><b>Personal Information</b></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 assessment committee.</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><b>Grant Terms and Conditions</b></p> | <p><b>Before applying for a grant</b>, please note all the following conditions:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• You may apply for only one Canada Council travel grant per year (1 March to 28 February).</li> </ul> <p><b>If your application is successful</b>, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p><b>Grant payment</b><br/>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><b>Tax status</b><br/>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><b>Changes to proposed activities</b><br/>You must notify the Canada Council in writing immediately if you cannot use part or all of the grant during the period stated in your application or if you decide not to carry out your proposed activities.</p> <p>The program officer must approve any changes to your funded activities (for example, changes in the activity budget, to key creative personnel, or to the start or end date) <b>before you carry them out</b>.</p> <p><b>Acknowledgement of Canada Council for the Arts support</b><br/>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><b>Final report</b><br/>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> <p>If you require an extension to the final report due date, you must complete and submit the “Final report due date extension form” which is posted on the Canada Council’s website.</p> |



| <b>ACCESS SUPPORT (if this applies)</b>   |                         |
|---|-------------------------|
| <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><b>Total amount requested: \$ _____</b></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> |                         |
| <b>DESCRIPTION</b>  | <b>Amount Requested</b> |
| 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                   |
|   |                         |
| <b>Total amount requested</b>   |                         |
| You must round your total amount requested to the <b>nearest hundred dollars</b> .  |                         |



**PART C – SUPPORT DOCUMENTS**

In addition to the completed application form, you must provide the support material indicated below. The support material will not be returned to you.

**For ALL applicants**

- A one page document describing the reason and purpose of your travel as they relate to the program objectives and assessment criteria stated in the application guidelines (maximum of **one page**)
- Digital still images and/or audio or audiovisual items
- A list of all other financial support requested or obtained for this travel
- A travel cost estimate from a transportation or travel agency
- A letter from your graduate student program director (for graduate students only)
- A recent curriculum vitae (a maximum of **three pages**)
- For projects involving an activity with potential ethical or safety issues, include permissions, waivers, letters or other documents that address how potential risks will be managed.

**For independent critics and curators only**

- A description of the proposed program of work
- Three texts you have written and published

**Presentation travel**

- The letter of invitation
- Written confirmation of the host organization's intention to either pay a fee for the presentation/activity or provide in-kind contributions
- For participation on a panel of experts, an excerpt or summary of the document you will present

**Travel to artists' residencies**

- The letter of invitation
- Written confirmation of the host organization's financial contribution
- A description of the facilities (working studios or research facilities)

**Professional development including market access travel**

- Information on the professional development or market access activity
- A brief description, website (URL) link or pamphlet of the host organization or arts or cultural professional in order to provide greater understanding of the professional development or market access activity context.

**For Artists and Community Collaboration travel**

- Letter(s) confirming collaboration with the community

**PART D1 – AUDIOVISUAL GUIDELINES****Audiovisual support material**

You may submit either:

- **fifteen** digital still images and **one five-minute** video or audio sample
- OR
- **two five-minute** video or audio clips

Support material is an essential part of the application and is used by the assessment committee to evaluate artistic merit. As the assessment committee has limited time, your presentation of support material should focus on the material that best represents you. The support material will not be returned to you.

Complete Part D2 OR D3 to identify the audiovisual support material that you would like to present to the assessment committee.

**IMPORTANT: 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. You are responsible for ensuring 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). 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/](http://www.videolan.org/vlc/))
- a maximum 60 FPS
- 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)

**PART D2 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL SUBMITTED**

Clearly label your support material and complete the following. List your items in the order that you want them to be presented.

**DIGITAL IMAGES**

| No. | Title | Date | Medium | Dimensions |
|-----|-------|------|--------|------------|
| 01  |       |      |        |            |
| 02  |       |      |        |            |
| 03  |       |      |        |            |
| 04  |       |      |        |            |
| 05  |       |      |        |            |
| 06  |       |      |        |            |
| 07  |       |      |        |            |
| 08  |       |      |        |            |
| 09  |       |      |        |            |
| 10  |       |      |        |            |
| 11  |       |      |        |            |
| 12  |       |      |        |            |
| 13  |       |      |        |            |
| 14  |       |      |        |            |
| 15  |       |      |        |            |

**VIDEO OR AUDIO SAMPLE** (maximum of 5 minutes)**Title or description:**

Applicant's role:

Completion date:

Brief description of how this material relates to your proposed project:

Running time: \_\_\_\_\_ **Track number:** \_\_\_\_\_ **Indicate cues:** \_\_\_\_\_

Format (CD, DVD, USB key, .wma, .mp3, .mov, etc.): \_\_\_\_\_

Special instructions for viewing or playing, if any:

**PART D3 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL SUBMITTED**

Clearly label your support material and complete the following. List your items in the order that you want them to be presented.

Item 1

**Title or description:**

Applicant's role:

Completion date:

Brief description of how this material relates to your proposed project:

Running time: \_\_\_\_\_ **Track number:** \_\_\_\_\_ **Indicate cues:** \_\_\_\_\_

Format (CD, DVD, USB key, .wma, .mp3, .mov, etc.): \_\_\_\_\_

Special instructions for viewing or playing, if any:

Item 2

**Title or description:**

Applicant's role:

Completion date:

Brief description of how this material relates to your proposed project:

Running time: \_\_\_\_\_ **Track number:** \_\_\_\_\_ **Indicate cues:** \_\_\_\_\_

Format (CD, DVD, USB key, .wma, .mp3, .mov, etc.) : \_\_\_\_\_

Special instructions for viewing or playing, if any:

**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 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 this applies)
- Part A – Name and location of applicant
- Part B – Description of grant request

Part C – Support documents

**For ALL applicants**

- A one page document describing the reason and purpose of your travel (maximum of **one page**)
- Digital still images and/or audio or audiovisual items
- A list of all other financial support requested or obtained for this travel
- A travel cost estimate from a transportation or travel agency
- A letter from your graduate student program director (for graduate students only)
- A recent curriculum vitae (a maximum of **three pages**)
- For projects involving an activity with potential ethical or safety issues, include permissions, waivers, letters or other documents that address how potential risks will be managed.

**For independent critics and curators only**

- A description of the proposed program of work
- Three texts you have written and published

**Presentation travel**

- The letter of invitation
- Written confirmation of the host organization's intention to either pay a fee for the presentation/activity or provide in-kind contributions
- For participation on a panel of experts, an excerpt or summary of the document you will present

**Travel to artists' residencies**

- The letter of invitation
- Written confirmation of the host organization's financial contribution
- A description of the facilities (working studios or research facilities)

**Professional development including market access travel**

- Information on the professional development or market access activity
- A brief description, website (URL) link or pamphlet of the host organization or arts or cultural professional in order to provide greater understanding of the professional development or market access activity context.

**For Artists and Community Collaboration travel**

- Letter(s) confirming collaboration with the community

- Part D2 – Detailed description of audiovisual support material submitted  
OR  
 Part D3 – Detailed description of audiovisual support material submitted

**Send your application to:**

**Inter-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.



## 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](mailto: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](mailto: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: \_\_\_\_\_