



**Canada Council  
for the Arts**

**Conseil des Arts  
du Canada**

## MEDIA ARTS SECTION

### Artists and Community Collaboration Program in Media Arts

Follow these <b>three steps</b> to apply for a Canada Council for the Arts 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 available and eligible expenses, application assessment process and criteria, and so on.
<b>Step 2</b>	Read the <b>Important Information for Applicants</b> section. If you still have questions about the program or the application process, contact the Program Officer indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> , and be sure to use the <b>checklist</b> (Part J of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

### Deadline

**15 January 2017**

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all required support material must be postmarked on or before the deadline date.

The Canada Council will not accept applications postmarked after the deadline date, incomplete applications, or those submitted by fax or email.

### Further Information

#### Felipe Diaz

Program Officer

Media Arts Section

Canada Council for the Arts

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TTY: 1-866-585-5559

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## PROGRAM GUIDELINES

<p><b>Mandate of the Media Arts Section</b></p>	<p>Created to ensure the vitality and continued excellence of media arts, the Media Arts Section offers financial assistance to Canadian professional artists, groups, collectives and organizations that use film, video, new media and audio as their means of artistic expression or that contribute to making them better known and appreciated by audiences in Canada and abroad.</p> <p>As an informed observer of the media arts in Canada, the Section identifies issues and areas of intervention for the Canada Council for the Arts relating to the media arts.</p> <p>The Media Arts Section supports research and development as well as the creation, presentation, dissemination, distribution and collection of media artworks throughout Canada by giving priority to independent media arts practice; that is, practice in which the artist retains complete editorial and creative control over his or her work.</p>
<p><b>Program Description</b></p>	<p>The Artists and Community Collaboration Program (ACCP) in Media Arts supports diverse artistic activities that bring together professional artists and the broader community, with the intention of advancing the vitality, understanding and practice of independent media arts.</p> <p>The program supports time-limited projects initiated by Canadian non-profit, artist-run organizations, groups or collectives which are developed in collaboration with community partners. Projects should aim to foster the production, exhibition or understanding of independent media art through a process of active community engagement.</p> <p>This program is open to Aboriginal arts organizations and arts organizations of diverse cultural and regional communities of Canada.</p>
<p><b>Program Objectives</b></p>	<p>The objectives of this program are to:</p> <ul style="list-style-type: none"> <li>• develop a diversity of media arts activities, voices and visions in partnership with the broader community</li> <li>• ensure a positive and effective environment for collaboration</li> <li>• provide mutually beneficial and meaningful artistic engagements between artists and the broader community, and</li> <li>• encourage the active involvement of Aboriginal, culturally diverse and youth communities.</li> </ul>

<p><b>Applicant Eligibility</b></p>	<p><b>Eligible Applicants</b></p> <p>Applicants must be Canadian non-profit, artist-run organizations with a mandate to support the production, development, presentation, dissemination and/or distribution of independent media artworks by Canadian artists. Applicants may also be groups or collectives with the goal of supporting or advancing media arts.</p> <p>Groups or collectives must include three or more people. Groups usually undertake one project, while collectives usually undertake a series of projects or activities. Groups or collectives are not required to have an established administrative structure, but they must be represented by one individual who will take on the administrative responsibility for the project.</p> <p>Groups and collectives must submit their application in the name of their group/collective or project and must be able to receive a grant payable to that name.</p> <p>Organizations that receive support from the Grants to Media Arts Organizations: Multi-Year Operating program are eligible to apply to this program, but may not request funding for activities already supported by their operating grant.</p> <p>Artists whose works are presented or who participate in projects must meet the Canada Council's definition of a professional artist, defined as someone who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the field (not necessarily from academic institutions)</li> <li>• is recognized as such by her or his peers (artists working in the same artistic tradition)</li> <li>• is committed to devoting more time to the artistic activity, if financially feasible, and</li> <li>• has a history of presentation in a professional context.</li> </ul> <p>Note: Meeting the eligibility criteria allows an organization to apply for a grant but does not guarantee that it will receive one.</p> <p><b>Ineligible Applicants</b></p> <p>The following organizations may participate in projects, but may not apply:</p> <ul style="list-style-type: none"> <li>• public institutions and branches of government</li> <li>• educational institutions</li> <li>• cultural organizations without a mandate to support media arts, and</li> <li>• for-profit companies.</li> </ul> <p><b>Restrictions</b></p> <p>Applicants are not eligible to apply to this program until all overdue final reports from Canada Council grants have been submitted and approved.</p> <p>Applicants may only submit one application per deadline.</p>
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<p><b>Project Eligibility</b></p>	<p><b>Eligible Projects</b></p> <p>This program supports time-limited, independent media arts creation, dissemination and community development projects. Funding is not intended as multi-year support.</p> <p>Eligible projects may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• community-based workshops for the production of films, videos, or new media or audio artworks</li> <li>• community-based film festivals, screenings, or exhibitions of films, videos, or new media or audio artworks, and</li> <li>• projects to commission works by community-based artists for exhibition.</li> </ul> <p>Projects must address specific production or presentation needs in the communities that applicants serve or intend to serve. Applicants must work with at least one partner (partners may include other organizations, groups, collectives, public institutions and for-profit companies) to address these needs.</p> <p>Artists must retain complete creative and editorial control over the independent work they create while working on a project supported by funding from this program. In addition, professional fees must be paid to participating artists. The minimum scales to follow are those recommended by CARFAC or IMAA.</p> <p><b>Ineligible Projects</b></p> <p>The following types of projects are not eligible for support:</p> <ul style="list-style-type: none"> <li>• fundraising projects</li> <li>• projects undertaken on contract for, or produced by, a company or government agency</li> <li>• industrial or corporate projects</li> <li>• commercial projects</li> <li>• music videos or recordings</li> <li>• public service announcements</li> <li>• promotional projects, and</li> <li>• projects that use film, video, audio or new media simply to record or document existing artworks or to support another artistic discipline.</li> </ul> <p>This program <b>is not intended to support</b> a group of professional media artists collaborating on a media arts production project. They are advised to apply instead to the <i>Grants to Film and Video Artists</i> program in the Media Arts Section.</p>
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<p><b>Grant Amount</b></p>	<p><b>Amount Available</b></p> <p>Applicants may request up to \$20,000.</p> <p>Applicants are expected to determine the amount of their grant request based on their needs and the period of time required for the project. They might not be awarded the full grant amount requested.</p> <p><b>Eligible Expenses</b></p> <p>Grant funds may be used to:</p> <ul style="list-style-type: none"> <li>• pay salaries, fees and travel costs for technicians, artists, project administrators and other project personnel</li> <li>• rent equipment and facilities</li> <li>• pay for technical services and materials</li> <li>• pay for advertising and related materials, and</li> <li>• provide direct financial support to artists served by the applicant.</li> </ul> <p>In exceptional cases, applicants that do not receive multi-year operating assistance from the Canada Council may use up to 10 percent of the grant to purchase production equipment they need to carry out the project. Organizations must provide a rationale for the purchase of equipment and a plan for its maintenance and community use.</p> <p><b>Ineligible Expenses</b></p> <p>These grants cannot be used for projects that have already been completed or for expenses that occur before the program deadline.</p> <p>The following expenses <b>are not eligible</b>:</p> <ul style="list-style-type: none"> <li>• salaries for permanent staff , and</li> <li>• costs of a permanent website.</li> </ul>
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<p><b>Assessment of Applications</b></p>	<p><b>Assessment Process</b></p> <p>The Canada Council for the Arts makes its funding decisions through the peer assessment process. Requests for assistance are assessed by a committee of peers composed of experienced professionals in the field of Canadian independent media arts. Committee members are selected to provide balanced representation of gender, generations, cultural and regional diversity, Aboriginal peoples and Canada’s two official languages.</p> <p>For this program, the decisions made by the peer assessment committee are final recommendations.</p> <p>For further information on assessment of applications, applicants may refer to the document entitled <i>Peer Assessment: How the Council Makes Its Grant Decisions</i>, which is posted on the Canada Council’s website.</p> <p><b>Assessment Criteria</b></p> <p>In determining whether to award a grant, the peer assessment committee will compare the merit of your proposal with that of all other eligible applications in this national competition and will consider the funds available. The peer assessment committee bases its review on the assessment criteria outlined in this section and pays special attention to applications that seek to encourage and advance the practice of Aboriginal artists, artists from diverse cultural communities and those of official-language minority communities.</p> <p>All criteria are considered in light of the organization’s mandate; its historical, cultural, geographic and artistic context; and the resources available.</p> <p>All applicants will be assessed based on the following criteria:</p> <ul style="list-style-type: none"> <li>• artistic merit of the project and its relevance to the objectives and description of the program</li> <li>• merit of the proposed collaboration process (where clear and appropriate strategies and processes must be outlined to ensure a successful collaborative relationship)</li> <li>• relevance of the project for participating community members and for the artists involved, in particular the relevance for youth, Aboriginal communities and culturally diverse communities</li> <li>• artistic merit of the artists and organizations involved, and their proven ability to carry out such a project, as demonstrated by their past performance and expertise</li> <li>• quality of the research and planning supporting the project</li> <li>• relevance and accessibility of the project to the artists it is intended to serve, including the breadth of the community served by the project</li> <li>• applicant’s ability to undertake the project, as demonstrated by its resources and expertise, and</li> <li>• public impact of the project.</li> </ul>
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<p><b>Assessment of Applications (continued)</b></p>	<p>If the project initiates activities that will continue after the project funding ends, ongoing support of the activities will also be considered.</p> <p>The Canada Council gives priority to the production and presentation of works that are innovative in the themes and subjects they address, the point of view they express and the aesthetic strategies they employ.</p>
<p><b>Glossary</b></p>	<p><b>Aboriginal People</b></p> <p>The Canada Council defines Aboriginal People in Canada as First Nations, Métis and Inuit people.</p> <p><b>Culturally Diverse</b></p> <p>As identified under the <i>Employment Equity Act of Canada</i>, people of diverse cultural communities include those who are Black, South Asian, Indo-Pakistani, Chinese, Japanese, Southeast Asian, Filipino, Pacific Islander, West Asian, Arab, Korean and Latin American.</p> <p><b>Independent media arts (or independent artwork)</b></p> <p>The media arts include new media, audio, film and video. Independent means that the artist initiates and is the driving force behind the proposed project. The artist maintains complete creative and editorial control over the work.</p> <p><b>Young Artists</b></p> <p>For the purposes of this program, young artists are those who are younger than 35.</p>

## IMPORTANT INFORMATION FOR APPLICANTS

<b>Processing the Application</b>	<p><b>Acknowledgement of Receipt</b></p> <p>The Canada Council will send you, by mail, a notice acknowledging that your application has been received. This notice will be sent out shortly after your application has arrived. It should be noted that the acknowledgement of receipt indicates that the application was received; it does not confirm the eligibility of your application.</p> <p><b>Response Time</b></p> <p>Applicants are informed of the competition results by mail, approximately <b>four months</b> after the application deadline. The Canada Council does not release results by telephone or email.</p> <p><b>Application Preparation</b></p> <p>Applicants are responsible for providing all the information and documents requested to confirm their eligibility for the program. The Canada Council will make eligibility decisions based on the information provided in this application.</p> <p>It is important to inform the Canada Council for the Arts of any change of address. The Canada Council is not responsible for the loss or damage of material submitted in support of an application.</p> <p><b>Format and Layout</b></p> <p>Where applicable, all the documents requested and the application form must be submitted on separate sheets of white paper (letter format 8½ x 11 inches) printed on one side. These documents must not be bound, placed under plastic or stapled. Paperclips are acceptable, however.</p> <p>Colour printing on coloured sheets and/or in an unusual format makes photocopying difficult; it is therefore preferable to avoid using them.</p> <p>Submit only the material requested, and carefully choose the material you include. Extra material will not be shown to the peer assessment committee. Committee members have a limited time in which to study each grant application. This ensures that all organizations, groups and collectives are assessed on an equal basis.</p>
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<p><b>Personal Information</b></p>	<p>The <i>Privacy Act</i> gives individuals the right to access and request correction of personal information about themselves. The Canada Council for the Arts will protect personal information as required by the <i>Privacy Act</i>. 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 <i>Access to Information Act</i>.</p> <p>On a confidential basis, the Canada Council may share information related to applications with officials in other arts and cultural industry funding agencies, to assist with program planning and evaluation.</p>
<p><b>Grant Conditions</b></p>	<p>If a grant is awarded, the organization, group or collective will receive the payment once it has confirmed in writing that it accepts the terms and conditions of the grant.</p> <p>Acceptance of a grant means that the organization, group or collective promises to carry out the project described in the application. Organizations, groups and collectives that receive a grant must inform the program officer of any change to their project or to their mandate, their administrative structure or any other element that could have repercussions on their eligibility to the program. As a result of such changes, the Canada Council for the Arts might decide to revise the amount of the grant, suspend a payment, or claim the partial or total reimbursement of a payment.</p> <p>The Canada Council for the Arts reserves the right to make occasional audits of the organizations concerning, among other things, the information provided to prove their eligibility for the program, the relevant supporting documentation or any other condition relating to the award of the grant.</p> <p><b>Final Report</b></p> <p>If a grant is awarded, the recipient must submit, as a final report, the following information:</p> <ol style="list-style-type: none"> <li>1) Current contact information.</li> <li>2) A summary of the project carried out specifying the objectives achieved and describing the effects on the arts community served or on the public.</li> <li>3) If applicable, a description of the difficulties encountered during the realization of the project.</li> <li>4) A budget report that accounts for the revenues and actual expenses related to the project.</li> <li>5) A copy of the publication or the documents produced or the audiovisual documentation concerning the project or the works presented or realized in that context.</li> </ol>

<p><b>Grant Conditions (continued)</b></p>	<p>Please note that the Canada Council cannot close your organization's grant file until it has received and approved the final report and financial accounting for the project. These reports are due no later than <b>three months</b> after the end of the grant period. You must return any unused funds to the Canada Council.</p> <p>Your organization will not be eligible to apply to other programs of the Canada Council for the Arts until all overdue final reports for previous Canada Council grants have been submitted and approved.</p> <p><b>Expiry Date of the Grant</b></p> <p>The grant will be available to you for three years following the competition deadline date to which you applied. This is the expiry date of the grant.</p> <p>If you require an extension to the expiry date of your grant, please contact the Canada Council in writing to request approval. If you do not obtain approval:</p> <ul style="list-style-type: none"> <li>• Any part of the grant that has not been paid to you by the expiry date of the grant will be cancelled.</li> <li>• You may be required to return any portion of the grant already received. Should the Canada Council request repayment, you will be ineligible to apply for any other Canada Council funding until this payment has been received.</li> </ul> <p><b>Acknowledgement of Canada Council for the Arts Support</b></p> <p>Successful applicants must acknowledge the financial assistance of the Canada Council for the Arts in all their documentation and in their publications and programs relating to the grant. This statement must be equivalent to the statement reserved for companies or other bodies that have granted a sponsorship or similar gift. Details about the acknowledgement policy will be included with the grant notification letter.</p>
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## Artists and Community Collaboration Program in Media Arts

Please read the application guidelines carefully before completing the application form. Type or print in black ink to make your submission easier to photocopy.

### IDENTIFICATION OF APPLICANT

Name of applicant (full legal name or registered name, if incorporated):

Permanent address:

Street address and apartment or suite number

City

Province or territory

Postal code

Telephone

Fax

Email

Mailing address (if different from the permanent address):

Street address and apartment or suite number

City

Province or territory

Postal code

Telephone

Fax

Website

Type of applicant:

Organization

Group

Collective

Person responsible for the application:

Title of person responsible (if this applies):

Project coordinator or coordinators:

Name of partner organization (if this applies – provide full legal or registered name)

Name of individual responsible for partner organization

Telephone

Fax

Email

NAME OF APPLICANT:

*Artists and Community Collaboration Program in Media Arts/ 2*

**DECLARATION**

In which language do you prefer to communicate with the Canada Council?       English     French

For your organization, group or collective to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.

As a representative of the applicant organization, group or collective:

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization, group or collective I represent meets the criteria.
- I understand that my organization, group or collective is not eligible to apply to this program until all overdue final reports for Canada Council grants have been submitted and approved before the program deadline.
- I will act as the only representative of the applicant, and I will keep the other participants informed about the contents and outcome of this application.
- I accept the conditions of this program, as outlined in the program guidelines 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 the Privacy Act, as described in the program guidelines.

**I confirm that the information contained in this application is accurate and complete, to the best of my knowledge.**

\_\_\_\_\_  
Signature of Senior Administrator  
or person responsible for the application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Chair (if applicable)

\_\_\_\_\_  
Date

**ORIGINAL SIGNATURES ARE REQUIRED**

NAME OF APPLICANT:

\_\_\_\_\_

**PART A – INFORMATION ON THE GRANT REQUESTED**

Title of the project: \_\_\_\_\_

Period to be covered by this grant: From \_\_\_\_\_ To \_\_\_\_\_  
(day / month / year) (day / month / year)

Note: The period of this grant must begin after the application deadline.

Brief project description (10 to 15 words):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total anticipated cost of the project: \$ \_\_\_\_\_

Amount requested from this program (maximum \$20,000): \$ \_\_\_\_\_  
(Rounded to the nearest thousand dollars)

**PART B – MANDATE OF THE ORGANIZATION, GROUP OR COLLECTIVE**

Describe your mandate in **250 words** or less. If you are a **first-time applicant**, please attach a copy of your constitution or letters patent and provide your charitable status number (if this applies).

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**PART F - BASIS OF ASSESSMENT**

The decision to award a grant will be based on the merit of your proposal compared with all others received in this national competition, and on the funds available.

The assessment criteria are set out below:

- artistic merit of the project and its relevance to the objectives and description of the program
- merit of the proposed collaboration process (where clear and appropriate strategies and processes must be outlined to ensure a successful collaborative relationship)
- relevance of the project for participating community members and for the artists involved, in particular the relevance for youth, Aboriginal communities and culturally diverse communities
- artistic merit of the artists involved, and their proven ability to carry out such a project, as demonstrated by their past performance
- quality of the research and planning supporting the project
- relevance and accessibility of the project to the artists it is intended to serve, including the breadth of the community served by the project
- applicant's ability to undertake the project, as demonstrated by its resources and expertise, and
- public impact of the project.

**PART F1 – PROJECT DESCRIPTION**

Include the information requested below. While your description should be detailed enough to provide the committee members with the information they need to make an informed decision, please be as brief, clear and focused as possible in your responses.

**Background Research (maximum of 250 words)**

- Your assessment of the specific community needs and/or arts practice you intend to serve with this project. Indicate how you have identified these needs through contacts, research, etc.

**Project Description (maximum of 1,500 words)**

- A detailed description of the project that you wish to undertake. This should set out specific activities, names of key personnel and a timetable for the project.
- A summary of your project objectives, including information on the artists the project will serve and the methods that will be used to reach them.
- A description of the means you will use to reach the project objectives (for example, professional development, access to services, production funding and/or mentorships).
- A description of the self-assessment and external evaluation processes that you will use to determine how well the project meets its objectives.
- A brief description of how this project will serve youth and Aboriginal or culturally diverse communities, if this applies.



NAME OF APPLICANT:

*Artists and Community Collaboration Program in Media Arts/ 7*

**PART F1 – PROJECT DESCRIPTION (continued)**

**Other Participants (maximum of 250 words)**

- A description of the collaborative process between your organization and your community partners.

**Ongoing Activities (maximum of 250 words)**

- If you intend to continue the project activities after the Canada Council's project funding ends, please describe how the activities will be supported after the grant period. Note that you may not normally reapply to this program for ongoing support of a project.

**Equipment (maximum of 250 words)**

- If you wish to use part of this grant to purchase equipment (please see the Grant Amount section of the application guidelines), you must provide a brief description of the equipment and explain why it needs to be purchased.
- Please describe your plans for placing the equipment with an established, non-profit, artist-run media arts production organization when the project has been completed.

**PART F2 – DETAILED INFORMATION ON OTHER PARTICIPANTS**

Provide the following information for other participants in the proposed project: name, address and telephone number of the contact person for the project. (Other participants may be organizations, groups, collectives, public institutions or for-profit companies.)

Others participating in the project must provide a letter indicating their intent to participate. The letter should describe their role in, and contribution to, the project.

**NAME OF APPLICANT:**

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**PART G – SCHEDULE**

<b>Step</b> (e.g., research, travel, presentation)	<b>Activities or Tasks to be                      Undertaken</b>	<b>Planned Start Date</b>	<b>Planned End Date</b>

NAME OF APPLICANT:

**PART H – FINANCIAL INFORMATION**

Please see the Grant Amount section of the application guidelines before completing this page. You may use this format, or complete the Excel budget pages that are available on the Canada Council website at [www.canadacouncil.ca/mediaarts](http://www.canadacouncil.ca/mediaarts).

Your budget must balance, that is, the revenues must equal the expenses. You must round your budget request to the nearest thousand dollars.

<b>REVENUES</b>	<b>Amount Pending</b>	<b>Amount Confirmed</b>
Artists and Community Collaboration Program Grant		
Federal Grants (provide details)		
Subtotal:		
Provincial or Territorial Grants (provide details)		
Subtotal:		
Municipal Grants (provide details)		
Subtotal:		
Other Grants (provide details)		
Subtotal:		
Other Contributions		
Contribution of Applicant		
Contribution of Partner		
Generated by Project		
Donations		
Subtotal:		
Other Revenues (provide details)		
Subtotal:		
<b>Total revenues</b>		
<b>Total revenues (pending and confirmed)</b>		

NAME OF APPLICANT:

<b>PART H – FINANCIAL INFORMATION (continued)</b>		
<b>EXPENSES</b>	<b>Total Amount</b>	<b>Expenses covered by Canada Council</b>
Project Personnel Fees		
Artist Fees		
Artist Travel		
Workshop Instructor Fees		
Workshop Instructor Travel		
Technician Fees		
Technician Travel		
Assistant Fees		
Assistant Travel		
Subtotal:		
Project Fees		
Facilities Rental		
Equipment Rental		
Technical Services		
Materials		
Subtotal:		
Administration Fees		
Project Administrator Fees		
Project Administrator Travel		
Office		
Subtotal:		
Advertising (maximum of 10 percent of the grant)		
Printed Media (posters, brochures, programs, etc.)		
Digital Media (website, web ads, CDs, DVDs, etc.)		
Broadcast Media (television, radio, newspaper, magazines, etc.)		
Subtotal:		
Equipment Purchase (maximum of 10 percent of the grant—provide details)		
Subtotal:		
Other Costs (provide details)		
Subtotal		
<b>Total expenses</b>		
<b>Balance (revenues minus expenses) (Total revenues must equal total expenses)</b>		

**PART I1 – SUPPORT MATERIAL**

Support material is an essential part of the application. The peer assessment committee relies on the evaluation of this material when making its decisions.

Do not submit originals. The Canada Council for the Arts is not responsible for the loss or damage of support material. Support material will not be returned to you, unless you request that it be returned.

Please submit the following for consideration by the peer assessment committee. Only the requested support material will be presented to the committee.

- for first-time applicants, their articles of incorporation (if this applies)
- letters of permission allowing the applicant to use any copyrighted materials
- letters of commitment or contracts from artists involved in the project
- resumés of the artists involved
- one artwork from each artist involved (if this applies), and/or
- brochures, catalogues, programs from past projects (if this applies).

Submit the artwork on videotape, DVD, audio cassette or CD (clearly identify and cue your audiovisual item). Complete Part I2 to provide details on the artworks you are submitting and how they might pertain to the project.

**PART 12 – DETAILED DESCRIPTION OF AUDIOVISUAL SUPPORT MATERIAL**

Provide the information requested below for the audiovisual material you are submitting in support of your application. Clearly label your audiovisual support material and mark each item with the applicant’s name.

For DVDs and **videotapes**, submit *one piece per disk or cassette*, on VHS cassettes, cued; **audiotapes**, *one piece per cassette*, tape cued to go; **CD**, track indicated.

**Note that, due to time limitations, the entire item of each audiovisual submission may not be presented to the peer assessment committee.**

**Photocopy this page if you are submitting more than two items**

**Item 1**

Title:

Name of artist:

Artist’s credit role (for example, director or artist):

Medium (DVD, videotape or CD):

Original format (16 mm, VHS, CD, etc.):

Running time:

Completion of recording date:

Brief description of how the support material relates to the proposed project:

Special instructions or notes:

**Track number:** \_\_\_\_\_ **Dolby:**  B  C  N/A

**Video standard:**  NTSC  PAL  SECAM

Cued:  Yes  No

**Item 2**

Title:

Name of artist:

Artist’s credit role (for example, director or artist):

Medium (DVD, videotape or CD):

Original format (16 mm, VHS, CD, etc.):

Running time:

Completion of recording date:

Brief description of how the support material relates to the proposed project:

Special instructions or notes:

**Track number:** \_\_\_\_\_ **Dolby:**  B  C  N/A

**Video standard:**  NTSC  PAL  SECAM

Cued:  Yes  No

**PART J – CHECKLIST**

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material.

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

- Identification of Applicant
- Declaration (original signature is required)
- Part A – Information on the Grant Requested
- Part B – Mandate of the Organization, Group or Collective
- Part C – Context
- Part D – Artistic Vision and Objectives of the Organization, Group or Collective
- Part E1 – List of Staff Members of the Organization, Group or Collective
- Part E2 – List of Casual Staff or Members
- Part F1 – Project Description
  - Background Research
  - Project Description
  - Other Participants
  - Ongoing Activities
  - Equipment (if this applies)
- Part F2 – Detailed Information on Other Participants
- Part G – Schedule
- Part H – Financial Information
- Part I1 – Support Material
  - Articles of incorporation (for first-time applicants, if this applies)
  - Letters of permission for use of copyrighted materials
  - Letters of commitment or contracts from artists involved
  - Resumés of artists involved
  - One artwork from each artist involved (if this applies)
  - Brochures, catalogues, programs from past projects (if this applies)
- Part I2 – Detailed Description of Audiovisual Support Material

Submit your application to:

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