



Canada Council
for the Arts

Conseil des arts
du Canada

MEDIA ARTS SECTION

Grants to Media Arts Organizations: Emergency Fund

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 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 until 28 February 2017

There is no deadline for submitting an application.

The Canada Council will not accept incomplete applications, or those submitted by fax or email.

Further information

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MAG25cE 02-14

PROGRAM GUIDELINES

<p>Mandate of the Media Arts Section</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 acquisition 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>General Program Description</p>	<p>The Grants to Media Arts Organizations program offers grants to Canadian organizations that demonstrate a sustained commitment to research and development or the creation, presentation, dissemination, distribution or acquisition of independent Canadian media artworks. The purpose of this program is to strengthen organizations throughout Canada to ensure the conditions necessary for the vitality and advancement of independent media arts in Canada.</p> <ol style="list-style-type: none"> 1) Multi-Year 2) Initiatives 3) Emergency Fund <p>Note:</p> <p>The Multi-Year and Initiatives components have separate guidelines and forms.</p>
<p>Emergency Component Description</p>	<p>The Emergency component is intended solely for organizations that are already receiving Multi-Year grants from the Grants to Media Arts Organizations program. The Emergency Fund permits the Media Arts Section to provide a one-time non-recurring grant on an exceptional basis to organizations that find themselves in an emergency.</p>
<p>Program Objectives</p>	<ul style="list-style-type: none"> • Ensures the continuity of the activities and services that support the development and excellence of media arts in varied geographical and cultural contexts in the country as a whole • Supports organizations in implementing sustainable development strategies.

<p>Eligibility</p>	<p>Eligibility criteria</p> <p>To be eligible to apply to this component, organizations must be currently receiving support the Multi-Year component of the Media Arts Organizations Grants program.</p> <p>Note that meeting the eligibility criteria does not guarantee that the organization will receive a grant.</p> <p>Ineligible applicants</p> <ul style="list-style-type: none"> • Organizations whose overdue final reports for previous Canada Council grants have not been submitted and approved prior to submitting an application to this program. <p>Restrictions</p> <p>An organization may receive only one grant from this fund per multi-year cycle.</p> <p>Eligible emergencies</p> <p>Emergencies must have been unexpected and have resulted in destabilizing the organization; that is, they must have prevented it from continuing to carry out its three-year activity plan.</p> <p>Examples of eligible emergencies may include, but are not limited to:</p> <ul style="list-style-type: none"> • water damage • fire • theft of equipment • vandalism. <p>Note : An organization may not apply for a grant under this component for an emergency caused by the organization (an unfortunate financial or administrative decision, for example) or to pay expenses relating to the cancellation of activities or replacement of a staff member.</p>
<p>Grant Amount</p>	<p>Amount</p> <p>Grants are awarded based on the assessment and available funds. The assessment committee, made up of program officers and the Head of the Media Arts Section, can recommend awarding a smaller grant than that applied for by the organization.</p> <p>Maximum grant: \$5,000</p> <p>Eligible costs</p> <ul style="list-style-type: none"> • cleaning expenses (resulting from the emergency) • expenses relating to the repair of materials • expenses related to the purchase of materials to replace what has been damaged or destroyed • insurance deductible • rent for temporary premises • temporary equipment rental. <p>Note: Grants awarded are a contribution to expenses resulting from the emergency. They are not intended to cover all of the expenses made by the organization.</p>

<p>Grant Amount (continued)</p>	<p>Ineligible expenses</p> <ul style="list-style-type: none"> • administrative management expenses • legal costs • expenses related to building repairs, renovations, building construction or maintenance • expenses related to equipment maintenance • expenses reimbursed by an insurer and expenses for which funding has already been granted by the Canada Council for the Arts (that is, expenses already covered by a grant from the Multi-Year component of the Grants to Media Arts Organizations program) or from another funder.
<p>Assessment of Applications</p>	<p>Assessment process</p> <p>The officer responsible for this component reviews all applications to determine their eligibility. Eligible applications are assessed by a group of program officers and the Head of the Media Arts Section. Decisions reached as a result of the assessment are final.</p> <p>If an application is considered ineligible, the organization in question will receive a letter in the mail explaining the reasons for the decision.</p> <p>Assessment criteria</p> <p>The assessment committee bases its review on the assessment criteria outlined below. All criteria will be considered in the light of the organization’s mandate, its historical, cultural, regional and artistic context and the resources available to it.</p> <ul style="list-style-type: none"> • the viability of the proposed plan to remedy the situation, and • the extent to which the grant might remedy the situation and make it possible to continue to carry out the organization’s three-year activity plan.

IMPORTANT INFORMATION

Processing the application	<p>Application preparation</p> <ul style="list-style-type: none">• 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. <p>Acknowledgement of receipt</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>Response time</p> <p>Organizations will be informed of the results by mail approximately one month after the application is received. The Canada Council does not release results by telephone or email.</p>
Personal information	<p>The Privacy Act 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 Privacy Act. The information is 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>The Canada Council for the Arts may share information related to applications on a confidential basis with officials in other arts and cultural industry funding agencies to assist with program planning and evaluation.</p>

Grant Terms and Conditions

Before applying for a grant, please note that all overdue final reports for Canada Council grants must be submitted and approved in order to be eligible to apply for another Canada Council grant.

If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:

Grant payment

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.

Acceptance of a grant means that the organization promises to carry out the plan submitted in its application. Organizations that receive a grant must inform the program officer of any changes to the accepted plan; their mandate, their administrative structure or any other aspect that could have repercussions on their eligibility to the program. As a result of such changes, the Canada Council for the Arts could decide to change the amount of the grant, suspend payment or demand the partial or whole repayment of the amount.

Moreover, an organization that pays an expense with the help of a grant from the Emergency Fund and is then reimbursed by its insurer for that expense must repay the amount reimbursed to the Canada Council for the Arts.

The Canada Council reserves the right to conduct occasional audits of an organization concerning, among other things, the information provided to demonstrate its eligibility to the program, relevant documents or any other condition relating to the award of the grant.

Final report

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

If a grant is awarded, the recipient must submit a final report containing the following information:

1. Current contact information.
2. A summary of how it managed to remedy the emergency and a description of the effects of the grant received.
3. A budget report that accounts for how the grant was spent, including copies of receipts.

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. You must return any unused funds to the Canada Council.

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.