



Canada Council  
for the Arts

Conseil des arts  
du Canada

## MEDIA ARTS SECTION

### Travel Grants to Media Arts Professionals: International Residencies

Follow these **three steps** 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>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>Checklist</b> (Part F 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

**1 December 2016**

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, or submitted electronically by midnight on the deadline date to [registry@canadacouncil.ca](mailto:registry@canadacouncil.ca)

The Canada Council for the Arts will not accept applications postmarked or submitted electronically after the deadline, incomplete applications, or those submitted by fax.

### Further Information

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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 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><b>Description</b></p>	<p><b>Travel Grants to Media Arts Professionals: International Residencies (pilot component)</b></p> <p>The International Residencies component provides grants to Canadian media artists and media arts professionals for the purposes of artistic growth, creative reflection, and professional development in an international context.</p> <p>The component is a pilot project developed to encourage independent media artists, critics, curators and cultural workers to further their creative and professional practices through international exchange and knowledge sharing. As a self-directed initiative, media artists and media arts professionals are free to build unique residencies matched to meet their specific creative and career intentions.</p> <p>The purpose of this program is to establish the international profile and presence of Canadian media artists, and to promote creative cultural exchange in Canada and abroad.</p>
<p><b>Objectives</b></p>	<ul style="list-style-type: none"> <li>• Encourage artistic exploration, innovation, creative renewal and enrichment for professional Canadian media artists and professionals in an international context.</li> <li>• Provide targeted and flexible support to media artists and media arts professionals as they develop their unique vocational objectives.</li> <li>• Support media artists and media arts professionals in developing networks and establishing an international presence by encouraging global creative exchange.</li> <li>• Strengthen the commitment to making Canadian independent media arts more widely recognized and appreciated in Canada and abroad.</li> <li>• Promote a diversity of practices, voices and visions in the media arts discipline, with particular sensitivity to the practices of Aboriginal artists and artists from culturally diverse communities, and foster this support at an international level.</li> </ul>

<p><b>Definitions</b></p>	<p><b>These terms are specific to the International Residencies component:</b></p> <p><b>Basic training</b></p> <p>Basic training in media arts can be formal (university or college studies) or informal (production courses, workshops, practical experience with media arts production, etc.)</p> <p><b>Independent media arts</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>International residency</b></p> <p>International residency provides an extended time and space for artists, curators, critics and cultural workers to devote to their creative practice or professional development in various cultural and geographic settings, outside of Canada.</p> <p><b>Media arts organization</b></p> <p>An organization that has received funding in the last five years through either of the Grants to Media Arts Organizations: Multi-Year or the Project Grants to Media Arts Organizations, Groups and Collectives programs.</p> <p><b>Professional context</b></p> <p>Venues (real or virtual) and organizations primarily devoted to presenting artworks and/or where the selection of artworks is made by media arts professionals. These may be artist-run centres, exhibition centres, museums, galleries, festivals, competitions, recognized professionally curated web events or other recognized presentation venues or organizations. Presentation contexts reserved for student productions are not considered professional contexts.</p> <p><b>Professional artist</b></p> <p>A professional artist 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.</p> <p><b>Professional independent media arts critic</b></p> <p>An independent critic is someone who has published a minimum of three articles or papers for an exhibition about independent Canadian media artists and their artworks. Critics must have a critical writing practice independent from employment with any private or public organization.</p> <p><b>Professional media arts cultural worker</b></p> <p>A media arts cultural worker is someone who presently works in the Canadian media arts sector for a non-profit media arts organization. Eligible applicants must be actively employed by an organization that has received funding in the last five years through either Grants to Media Arts Organizations: Multi-Year program or Project Grants to Media Arts</p>
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<p><b>Definitions (continued)</b></p>	<p>Organizations, Groups and Collectives program.</p> <p><b>Professional independent media arts curator</b></p> <p>An independent media arts curator is someone who has completed at least three programs of independent Canadian media artwork that have been presented in a professional context. Curators must have a curatorial practice independent from employment with any private or public organization.</p>
<p><b>Eligible Applicants</b></p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p><b>General eligibility of the Canada Council for the Arts</b></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"> <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><b>Eligibility criteria for this component</b></p> <p>To be eligible to the International Residency component, applicants must meet one of the following descriptions:</p> <ul style="list-style-type: none"> <li>• <b>Professional independent media artists</b> – Artists must meet the Canada Council’s definition of a professional artist, and must have received, in the last ten years, at least one grant to professional artists from the Media Arts Section of the Canada Council for the Arts, excluding Travel Grants to Media Arts Professionals.</li> <li>• <b>Independent media arts critics or curators</b> – Curators and critics must meet the Media Arts Section definition for either of these specializations (see Definitions).</li> <li>• <b>Media arts sector cultural workers</b> – Cultural workers must meet the Media Arts Section’s definition for this specialization, and be actively employed by a recognized media arts organization at the time of the application (see Definitions). Applicants must provide a letter from the organization they are affiliated with, confirming their employment.</li> </ul>

<p><b>Eligible Applicants (continued)</b></p>	<p><b>Restrictions</b></p> <p><b>Undergraduate students</b> at a school, college or university <b>are not</b> eligible to apply.</p> <p><b>Graduate and Post-Doctoral students</b> are eligible to apply only if they meet the Canada Council's definition of a professional artist, and the proposed residency is not related to a program of study. A letter from the applicant's program director is required to verify this information, and it must be included with the application.</p>
<p><b>Eligible Activities</b></p>	<p><b>Residency Structure</b></p> <p>Media artists and media arts professionals are invited to develop personalized residency projects that allow them the time and space for concentrated work and the liberty to conceptualize, research, create or complete a project, in the international location and region they wish to explore. Applicants are expected to develop a clear activity plan, timeline and objectives for the residency as they pertain to their individual artistic goals. Applicants are encouraged to be inventive in their approach to composing an itinerary, and freely craft a residency that will be professionally rewarding, while providing opportunities for artistic renewal and reflection.</p> <p>The International Residency component is self-directed, which means it is up to the applicant to determine the appropriate location(s), accommodations, trip duration, schedule, as well as any related activities they might wish to participate in. Applicants should determine where they wish to hold their residency and explain how an extended stay in a particular region(s) would benefit their practice and artistic career, based on their personal goals and objectives.</p> <p><b>The International Residencies component fosters substantial projects focussed on professional and creative development and may incorporate a range of the following eligible activities:</b></p> <ul style="list-style-type: none"> <li>• Creative renewal through research, critical reflection, and private study</li> <li>• Research, creation or completion of artworks, curatorial projects, or critical writing on the subject of media arts</li> <li>• Development of concepts, experiments, and creative investigations into areas of interest pertaining to media arts practices</li> <li>• Participation in an existing international residency program</li> <li>• Professional development through mentorship, networking, training, and/or collaboration</li> <li>• Travel and residency in a single location or multiple destinations</li> <li>• Other professional and creative development activities that are justified by the applicant.</li> </ul>

<p><b>Eligible Activities (continued)</b></p>	<p><b>Ineligible activities</b></p> <ul style="list-style-type: none"> <li>• Projects related to the development, creation, distribution, financing, marketing or sales of commercial, corporate or educational media productions</li> <li>• Projects or programs related to academic research, employment or university program enrollment</li> <li>• University Artist-in-Residency programs</li> <li>• Activities with duplicate expenses covered through an existing grant from the Canada Council for the Arts or other agency</li> </ul>
<p><b>Grant Amount</b></p>	<p><b>Amount available</b></p> <p>Grant amounts will vary according to individual requests and will be based on the peer assessment committee’s recommendations and available funds. You may not be awarded the full amount that you request.</p> <p><b>Media artists – maximum of \$20,000</b></p> <p>Media artists may apply for any residency duration they wish. In order to request the maximum amount, planned stays must be a minimum of three months.</p> <p><b>Independent critics and curators - maximum of \$7,500</b></p> <p>Critics and curators may apply for any residency duration they wish. In order to request the maximum amount, planned stays must be a minimum of one month.</p> <p><b>Cultural workers - maximum of \$5,000</b></p> <p>Cultural workers may apply for any residency duration they wish. In order to request the maximum amount, planned stays must be a minimum of three weeks. Applicants may include a financial contribution from the eligible organization they work for to offset the expenses of their travel, however this is not mandatory.</p> <p>Subsistence covers basic at-home living expenses during the residency period, and can be allocated towards the loss of income. <b>Artists</b> may request up to \$2,000 per month in living expenses, which might include rent, utilities, childcare and other expenses. Please note, these expenses do not need to be specified.</p> <p><b>Ineligible expenses</b></p> <ul style="list-style-type: none"> <li>• Costs covered by a host organization or existing residency program</li> <li>• Costs not directly related to the proposed project</li> <li>• Costs already covered by another grant from the Canada Council for the Arts or other agency</li> <li>• Expenses incurred before this component’s deadline</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>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists and arts professionals by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>All peer assessment committee recommendations are final.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes its Decisions,” posted on the Canada Council’s website.</p> <p><b>Assessment criteria</b></p> <p>Decisions 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. The committee will base its review of applications on the weighted assessment criteria listed below:</p>

<p><b>Assessment of Applications (continued)</b></p>	<p><b>Activities (40%)</b></p> <ul style="list-style-type: none"> <li>• The quality and significance of the proposed residency project</li> <li>• The relevance of the proposed project in relation to the applicant’s professional, creative or critical focus</li> <li>• The types of activities planned in relation to the community to be visited, and the applicant’s commitment to cultivating creative and professional exchange</li> <li>• The relevance of the support material to the proposed residency project (if applicable)</li> </ul> <p><b>Impact (40%)</b></p> <ul style="list-style-type: none"> <li>• The impact on the applicant’s development, or renewal of their practice in media arts</li> <li>• The impact of the residency on the applicant’s professional career</li> <li>• The contribution towards innovation and furthering the media arts discipline</li> <li>• The quality and importance of the international exchange, and the contribution towards building future creative and professional relationships/networks</li> </ul> <p><b>Viability (20%)</b></p> <ul style="list-style-type: none"> <li>• The quality of the planned itinerary and applicant’s ability to carry out the program of work, as shown by his or her experience, and/or planning</li> <li>• The relevance and clarity of the budget</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 to equity and inclusion with regard to applications from diverse Aboriginal, cultural and regional communities, and from people with disabilities.</p> <p><b>Safety and security</b></p> <p>You must accept all risks associated with travel. It is strongly recommended that you consult the official “Country Travel Advice and Advisories” information issued by the Government of Canada so that you may plan your residency accordingly. Please ensure adequate travel and health insurance coverage prior to your departure.</p>
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## IMPORTANT INFORMATION

<p><b>Processing the Application</b></p>	<p><b>Application preparation</b></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, 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>three months</b> after the application deadline. The Canada Council does not release results by telephone or email.</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 peer 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><b>Grant Terms and Conditions</b></p>	<p><b>Before you apply for a grant</b>, please note the following condition:</p> <p>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.</p> <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></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>Because grants and awards are taxable income, you may wish to receive the funds in the same year or years that you will have grant expenses. If your project or program of work will be carried out over two or more calendar years, you may request that your grant be paid in more than one installment.</p> <p><b>Tax status</b></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><b>Changes to proposed activities</b></p> <p>You must notify the Canada Council 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>Expiry date of the grant</b></p> <p>The grant funds will be available to complete your project/activity/work for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your grant.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council program officer, in writing. Otherwise, the Canada Council will cancel the part of your grant that has not been paid to you by the expiry date, or you may be required to return a portion of the grant you have already received.</p> <p><b>Acknowledgement of Canada Council for the Arts support</b></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><b>Final report</b></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>
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