



Canada Council
for the Arts Conseil des arts
du Canada

MUSIC SECTION

Music: Travel Grants

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 Music Section as indicated below. For first-time applicants and for orchestras and companies, we recommend that you contact the Music Section several weeks before the deadline to determine your eligibility.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part D of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

The Canada Council for the Arts is committed to equity and inclusion, and welcomes applications from diverse Aboriginal, cultural and regional communities, and from people with disabilities.

Deadlines

15 April 2016

15 June 2016

15 September 2016

15 November 2016

31 January 2017 (For this deadline, the program will no longer be available to apply through GO! You must send in your application by mail.)

If a deadline falls on a weekend or statutory holiday, it moves to the next business day.

Your completed application form and all required support material must be postmarked on or before the deadline date.

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

Further Information

Music Section

Canada Council for the Arts

150 Elgin Street, P.O. Box 1047

Ottawa ON K1P 5V8

music.travel@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 4355

TTY: 1-866-585-5559

MUG33E 07-14



PROGRAM GUIDELINES

<p>Mandate of the Music Section</p>	<p>The Music Section supports the ongoing development of outstanding, artistically driven Canadian music. Created, performed and disseminated by professional artists and arts organizations, it expresses the country’s cultural, aesthetic and intellectual diversity for the benefit of the Canadian and international public.</p>
<p>Program Description</p>	<p>This program assists Canadian individual music professionals, groups or small ensembles in travelling on occasions important to their artistic and career development. Music professionals include instrumentalists, singers, composers, librettists, arrangers, performers, conductors, singers/songwriters and opera stage directors, as well as artistic directors and general managers.</p>
<p>Program Objectives</p>	<p>Statement</p> <p>Canadian music professionals are travelling domestically and internationally, which is important to their artistic and career development as well as to the dissemination of their music. In many instances, these occasions are of an exceptional nature and represent unique opportunities that may have a significant impact on the future of musicians at all stages of their careers.</p> <p>In response to changing demand, and as a complement to other programs, this program is designed to provide responsive and flexible travel support.</p> <p>Objectives</p> <p>This program contributes to the artistic and career development of Canadian musicians, composers, groups and small ensembles by funding transportation costs for specific opportunities taking place within a limited timeframe, and not already provided for in other Canada Council programs.</p> <p>This program is designed to:</p> <ul style="list-style-type: none"> • allow individual musicians, groups or small ensembles of Canadian artists to travel for opportunities of significant importance to their careers • contribute to important exposure opportunities for Canadian composers in response to a professional invitation therefore increasing and enhancing the performance of new Canadian compositions • support travel to significant artistic development opportunities.

<p>Applicant Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>All applicants</p> <p>To apply to the Canada Council for the Arts, individuals or members of a group or small ensemble must be Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada. Applicants do not need to be living in Canada when they apply.</p> <p>Applicants must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> • has specialized training in the field (not necessarily in academic institutions) <ul style="list-style-type: none"> – This training will be consistent with the standards of his or her practice. Training may include post-secondary academic study, mentorship, private instruction, workshops, periods of self-directed study, community-acquired knowledge or any combination of the above. • is recognized as such by his or her peers (artists working in the same artistic tradition) <ul style="list-style-type: none"> – Other music artists working in the same tradition identify the applicant as an artist of superior achievement and/or potential. Peer acknowledgement may include a history of support or recognition at a local, regional, provincial and/or territorial level. • is committed to devoting more time to artistic activity, if possible financially <ul style="list-style-type: none"> – The applicant pursues his or her own artistic vision, retains creative control, and is committed to the creation and/or promotion of original work. The applicant exhibits high professional standards and is dedicated to the ongoing development of the artistic practice. • has a history of ongoing public presentation in a professional context. <ul style="list-style-type: none"> – The applicant receives compensation for the public presentation of her or his work, and actively seeks to maximize the audience for the work, regardless of its market appeal. <p>Canadian groups or ensembles with non-Canadian members</p> <p>To be eligible, Canadian groups or ensembles with non-Canadian members must have a Canadian identity (such as leader, repertoire or at least 50% Canadian membership).</p> <p>Canadian orchestras, choirs and opera/new opera companies</p> <p>To be eligible to apply to this program, you must represent an orchestra, choir or opera/new opera company that has received a grant in the last three fiscal years in one of the following grant programs of the Canada Council: Music: Grants to Professional Orchestras, Music: Grants to Professional Choirs, Opera/New Opera Program, New Music Program or Professional Music Organizations Program.</p> <p>You must contact the Music Section as soon as possible to determine your eligibility and suitability to this program.</p>
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<p>Applicant Eligibility (continued)</p>	<p>Important: For this program, you may apply to only one of the five deadlines per fiscal year (1 April to 31 March).</p> <p>Signatures</p> <p>For paper submissions, an original signature of the applicant (individual artist, artistic member or leader of the group or organization) is mandatory on the application form.</p> <p>Managers/agents or other representatives applying on behalf of an artist or ensemble, group or band must provide evidence of authorization to submit the application (and sign relevant contracts, etc.), such as a letter of agreement or management contract. For example, a letter or email from the individual artist, group or organization doing the project authorizing the manager or agent to sign on their behalf will be accepted. It is understood that this latter authorization will only be applicable to this particular application and project request. This proper identification and signature requirement are critical for the purposes of tracking data and communicating with the individual artist, group or organization. Leaders of ensembles, groups or bands are not required to submit evidence of authorization.</p>
<p>Project Eligibility</p>	<p>Grant support is available only if you are travelling to a destination more than 800 kilometers outside your home region.</p> <p>Grants are for specific opportunities taking place within a limited timeframe (usually three weeks or less) and not already provided for in other Canada Council programs.</p> <p>All applicants are eligible to apply for the following:</p> <ul style="list-style-type: none"> • to participate at key professional public performances that have a significant national or international impact on the applicant’s career • to attend stand-alone, specialized professional training opportunities at the invitation of the organizers such as residencies, workshops and master classes that are focused and concentrated in time. <p>Artistic directors and general managers may also apply:</p> <ul style="list-style-type: none"> • to attend or participate in the planning of a co-production of a Canadian creation with another organization. Directors and managers must be from organizations that currently receive recurring funding from one of the following Canada Council programs: Music: Grants to Professional Orchestras, Music: Grants to Professional Choirs, Opera/New Opera Program, New Music Program or Professional Music Organizations Program. <p>In addition, composers may also apply:</p> <ul style="list-style-type: none"> • to attend world premieres, significant and important premieres, or professional public readings/workshops/lectures/recitals of their own work at the invitation of the organizers. <p>Specific eligibility requirements for performance travel</p> <p>Professional fees</p> <p>You must be receiving professional fees as determined by the practice of your community. For this program, professional fees are typically in the form of guarantees. However, the Canada Council does make allowance for a percentage of the door and/or box office split where this is in line with industry standards and can be expected to produce fair compensation for the performers.</p>

<p>Project Eligibility (continued)</p>	<p>Contracts</p> <p>If your application is not accompanied by the required signed contracts or performance offers, your submission will not be eligible and will not be presented to the assessment committee. (Please refer to Part C1– Support Material” of the application form for more information.)</p> <p>Ineligible activities</p> <p>Grants cannot be used:</p> <ul style="list-style-type: none"> • for showcases or promotional activities (see the Audience and Market Development Travel Assistance program) • for touring (see the Music: Touring Grants program) • for private study projects (see the Grants to Professional Musicians - Individuals program) • for individual professional development opportunities or summer training programs such as residencies, workshops and master classes that are usually more than three weeks (see the Grants to Professional Musicians - Individuals program) • to give workshops or master classes, or to teach • for projects related to arts/business administration • for projects related to music therapy or pedagogy • for projects related to musicology or music theory, including delivery of a paper or lectures • to attend fundraising events, galas or award ceremonies • to participate in recording sessions • to attend conferences or symposiums • to serve as members of juries or panels at national or international events. <p>You cannot receive support for the same activity costs from more than one Canada Council program.</p>
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<p>Grant Amount</p>	<p>Amount available</p> <p>The maximum grant amount that you can receive from this program is \$2,500 for individuals and \$7,500 for a group or small ensemble. If your application is successful, you may not be awarded the full amount that you requested.</p> <p>Eligible expenses</p> <p>You can use this grant to pay for airplane, train or bus tickets. You can also include taxi or shuttle bus fares to and from airports, train stations or bus stations. The Canada Council will consider requests for half-fare costs for large instruments such as harp, cello and bass transportation.</p> <p>Air travel expenses are based on the cheapest available airfare from your place of residence to the place where you will carry out your program of work.</p> <p>Only the expenses related to Canadian individual musicians and Canadian members of groups or ensembles are eligible.</p> <p>Ineligible expenses</p> <p>You cannot use these grants to pay for meals, per diem expenses, accommodation or other similar expenses.</p> <p>These grants cannot be used to fund travel that occurred before the program deadline to which you apply.</p>
<p>Access Support</p>	<p>Individual 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>Eligible expenses</p> <p>Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> • sign language interpretation • a personal care attendant • a guide • rental of specialized equipment. <p>Ineligible expenses</p> <ul style="list-style-type: none"> • Major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.) • Services and supports for which an individual is already receiving funding • Services and supports which are not directly tied to the activities supported by the grant. <p>If you wish to apply for access support, fill out the Access Support form. Your request will be reviewed on a case-by-case basis by Council staff only. The information that you provide is confidential and will not be submitted to the assessment committee. Please contact the Music Section if you have any questions about your request.</p>

<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Applications to this program are reviewed for eligibility and assessed internally by a committee composed of Music Section officers.</p> <p>At the committee meetings, members examine all eligible requests and listen to the recordings submitted with the applications.</p> <p>Funding decisions are based on the availability of funds and the overall merit of the project in comparison with other eligible applications in this national competition.</p> <p>For this program, the internal assessment committee’s recommendations are final.</p> <p>Assessment criteria</p> <p>The assessment committee will base its review of applications on the assessment criteria listed below:</p> <ul style="list-style-type: none"> • Quality and professionalism of the applicant based on the submitted description of travel activity and the quality of the support material • Impact of the proposed activity on the applicant’s career. <p>Priorities for funding</p> <p>Proposals that have received travel support in the past (for the same type of activity with the same host organization) may be given lower priority in the assessment process.</p> <p>The assessment committee will give priority to applicants whose music is not likely to be supported by industry funding organizations.</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, including people with disabilities.</p>
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IMPORTANT INFORMATION

Processing the application

Application preparation

You may submit your application by mail or electronically using GO! Grants Online. (*Note:* For the January 31 deadline, the program will no longer be available to apply through GO! You must send in your application by mail.)

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

- You are responsible for providing all the information and support material requested.
- The Canada Council will make decisions about your eligibility based on the information you provide in your application.
- Submit only the material requested. Extra material will not be shown to the assessment committee.
- Carefully choose your support material as committee members have limited time in which to study each application.
- Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.
- It is important to inform the Canada Council of any changes to your contact details.

Format and layout

For paper submissions, all the documents requested and the application form must be submitted:

- printed on one side only
- on separate sheets of **white** paper (letter format, 8½ x 11 inches)
- with a **black** font size of 11 points or larger
- with paper clips (documents cannot be bound, placed under plastic or stapled).

Avoid unusual formatting as it can make documents hard to read.

Acknowledgement of receipt

The Canada Council for the Arts will send you a notice acknowledging that your application has been received. It does not confirm that your application is eligible.

Response time

You will be informed of the result of your application approximately **eight to twelve weeks** after it has been received. The Canada Council does not release results by telephone or email.

If you have filled out the application form using Go! Grants Online, you will receive an electronic notice asking you to consult the status of your application to learn the results.

You can access the list of Past Recipients, a database of successful grant applicants, on the Canada Council's website.

<p>Personal Information</p>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in Info Source, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>For this program, the Canada Council for the Arts requests that Individual applicants indicate their year of birth on the application form. The personal information that is provided on this application form will not be used to assess applications and will not be passed on to the assessors.</p> <p>The Canada Council may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>
<p>Grant Terms and Conditions</p>	<p>Before you apply for a grant, please note all the following conditions:</p> <ul style="list-style-type: none"> • All your overdue final reports for Canada Council grants must be submitted and approved before you are eligible to apply for another Canada Council grant. • Groups and small ensembles may apply to only one of the five deadlines per fiscal year (1 April to 31 March). • Individual applicants may apply for only one Canada Council travel grant per fiscal year. <p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Grant payment</p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form and after you have satisfied any conditions that are provided with your grant notification letter.</p> <p>Tax status</p> <p>Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p> <p>Changes to proposed activities</p> <p>The program officer must approve any changes to funded activities before you carry them out.</p> <p>Acknowledgement of Canada Council for the Arts support</p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p>Final report</p> <p>You will be required to submit a final report on how you used the grant by the date identified in your grant notification letter.</p>



Music: Travel Grants

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

IDENTIFICATION OF APPLICANT	
<p>Name of applicant (full legal name of individual artist):</p> <p>If applicable <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. Year of birth: _____</p>	
<p>_____</p> <p>Last name First and middle names</p>	
<p>OR</p> <p>Name of applicant (group or small ensemble):</p> <p>_____</p> <p>Name of group or small ensemble</p>	
<p>Permanent Address:</p> <p>_____</p> <p>Street and apartment or suite number</p> <p>_____</p> <p>City</p> <p>_____</p> <p>Province/territory Postal Code</p> <p>_____</p> <p>Telephone</p> <p>_____</p> <p>Fax Email</p> <p>_____</p> <p>Website</p>	<p>Mailing address (if different from permanent address of applicant):</p> <p>_____</p> <p>Street and apartment or suite number</p> <p>_____</p> <p>City</p> <p>_____</p> <p>Province/territory Postal Code</p> <p>_____</p> <p>Telephone</p> <p>_____</p> <p>Fax Email</p> <p>_____</p> <p>Website</p>
CONTACT NAME	
<p>If a member, leader or another person is responsible for writing the application, list him or her as the contact person. If an agent or a manager is completing the application, provide her or his name.</p> <p>_____</p>	
<p>Name of contact person Position</p> <p>_____</p>	
<p>Email Telephone</p> <p>_____</p>	

DECLARATION

I permit the Canada Council for the Arts to include my name, address and email on its mailing list:
(This information will be used for Canada Council business only, including surveys.) Yes No

I prefer to communicate with the Canada Council in: English French

To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:

As an individual applicant,

- I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.
- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Canada Council travel grant per fiscal year.
- I understand that I am not eligible to apply to this program until all my overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of this program and agree to abide by the Canada Council's decision.
- I am aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

As a representative of a group or small ensemble,

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I confirm that the applicant I represent meets these criteria.
- I understand that the applicant I represent may only apply to this program once per fiscal year (1 April to 31 March).
- I understand that the applicant I represent is not eligible to apply to this program until all their overdue final reports for Canada Council grants have been submitted and approved.
- I accept the conditions of the program and agree to abide by the Canada Council's decision.
- I will act as the only representative of the applicant, and I will keep the other participants informed of the contents and outcome of this grant application.
- I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.

I confirm that the statements in this application are accurate and complete, to the best of my knowledge.

Name of individual artist/artistic member or leader
of the band/ group/small ensemble, or artistic
director/general manager

If applicable, name the representative, agent or
manager submitting the application

Signature of individual artist/artistic member or leader
of the band/ group/small ensemble, or artistic
director/general manager
(an original signature is required)

If applicable, signature of the representative,
agent or manager submitting the application
(an original signature is required)

Date

Date

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



Canada Council Conseil des arts
for the Arts du Canada

Music: Travel Grants

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

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

PART A1 – NAME AND LOCATION OF APPLICANT	
Name of applicant (artist, group or small ensemble): _____	
City (main city of residence)	Province or territory
CONTACT NAME	
Name of contact person _____	
PART A2 – DESCRIPTION OF GRANT REQUEST AND FIELD OF SPECIALIZATION	
Describe the travel activity you wish to undertake (in a maximum of 15 words). _____ _____	
Event: _____	
Destination (please indicate both the city and country): _____	
Dates: _____	
Grant amount requested (see the application guidelines for details): \$ _____	
Describe your field of specialization or the specific art form or artistic tradition in which you work. _____ _____	

PART B1 – DESCRIPTION OF TRAVEL ACTIVITY

On separate sheets of paper, describe your proposed travel activity addressing each of the points below:

- details of the nature and purpose of the travel, as well as the itinerary (**one page** maximum)
Applicants should speak to the professional quality of the proposed activity and the impact on his/her career.
- information on any other funding you have applied for or received
- a description of the works to be presented, where this applies (**one page** maximum).

PART B2 – PERFORMING PERSONNEL, INSTRUMENTATION AND ESTIMATED TRAVEL COSTS				
Performance location: _____				
Number of performers represented in this application: _____				
For each performer, provide the performer's name, instrument played, place of residence, citizenship status and estimated travel cost. Add pages if necessary.				
Name of performer	Instrument played / singer	Place of residence	Canadian citizen (or permanent resident)	Estimated travel cost (fare)
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
			<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
OTHER EXPENSES (provide details)				
Taxi or shuttle bus fares				\$
Freight, cartage or half-fare costs for large instruments				\$
TOTAL EXPENSES				\$
TOTAL REVENUE (including other grants or contributions)				\$
AMOUNT REQUESTED				\$

PART C1 – SUPPORT MATERIAL

You must provide the support material indicated below.

Written support material

- **Curriculum vitae or professional résumé** (maximum of **three pages**)
Submit an up-to-date chronological curriculum vitae or résumé describing your professional history including training, performance history, discography, etc. **Artist biographies are not acceptable.**
For groups and small ensembles, submit a **brief history** (include date established, milestones and accomplishments).
- **Letter of invitation or contract**
A copy of the letter of invitation or contract from the organizers of the activity or residency host organization, and any available material that describes the event organizers or host organization (for example, brochures or reviews). For performance travel, the letter of invitation or signed contract **must** include the date, venue and fee. It should also be signed by the presenter.
For artistic directors, a letter from the co-producing organization that describes the performance/piece, venue and date.
If your application is not accompanied by the required letter of invitation or signed contract, your submission **will not be eligible and will not be presented** to the assessment committee.
- **Authorization for a manager or other representatives**
Managers/agents or other representatives applying on behalf of an artist or ensemble, group or band must provide evidence of authorization to submit the application (and sign relevant contracts, etc.), such as a letter of agreement or management contract. For example, a letter or email from the individual artist, group or organization doing the project authorizing the manager or agent to sign on their behalf will be accepted. It is understood that this latter authorization will only be applicable to this particular application and project request. This proper identification and signature requirement are critical for the purposes of tracking data and communicating with the individual artist, group or organization. Leaders of ensembles, groups or bands are not required to submit evidence of authorization.

Audio or audiovisual support material

You are responsible for providing recordings, as detailed below, of good technical quality. Remember that the assessors make their decisions about artistic quality by listening to the submitted recordings.

- **For performers, three** contrasting works (with or without accompaniment)
- **For conductors, three** contrasting pieces, in video format, containing excerpts from concerts and rehearsals. Note that the excerpts must show the conductor from the musician's perspective.
- **For composers, three** recordings (scores are not required) and a complete list of your compositions.
- **For opera stage directors, three** excerpts, in video format, of the productions you have directed.
- **For artistic directors, two** excerpts, in video format, of the productions your organization has produced and **one** excerpt of a production that the co-producing organization has produced.

Support material is an **essential** part of the application, and the assessors rely heavily on this material when making their decisions.

Audio support material will be returned. Written support material will be retained in your file.

PART C2 – AUDIOVISUAL GUIDELINES

The Canada Council prefers to receive the recordings as three tracks or files on a single disc. Recordings may be submitted on a CD, CD-R, DVD, DVD-R, USB key or Blu-ray disc. **Internet links are not acceptable.**

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. It is your responsibility to ensure that all material functions properly.

Audiovisual files must be:

- viewable with VLC media player (for more information, consult www.videolan.org/vlc/)
- a maximum FPS 60
- a maximum resolution of 1080P (or frame size of 1920 x 1080)
- no larger than 4 GB.

PART C3 – DETAILED DESCRIPTION OF AUDIO OR AUDIOVISUAL SUPPORT MATERIAL

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

Item 1

Title:

Composer (if this applies):

Canadian: Yes No

Applicant's credit or role (performer, composer, etc.):

Completion or recording date:

Accompanying lyrics/libretto: Yes No

Brief description of how this piece of music relates to the proposed project:

Running time:

 CD DVD USB key Blu-ray disc **Track number:** ____ **Time indicator:** from ____ to ____

Please indicate file type if CD-R or DVD-R is DATA (examples are .wma, .mp3, .mov): _____

Item 2

Title:

Composer (if this applies):

Canadian: Yes No

Applicant's credit or role (performer, composer, etc.):

Completion or recording date:

Accompanying lyrics/libretto: Yes No

Brief description of how this piece of music relates to the proposed project:

Running time:

 CD DVD USB key Blu-ray disc **Track number:** ____ **Time indicator:** from ____ to ____

Please indicate file type if CD-R or DVD-R is DATA (examples are .wma, .mp3, .mov): _____

Item 3

Title:

Composer (if this applies):

Canadian: Yes No

Applicant's credit or role (performer, composer, etc.):

Completion or recording date:

Accompanying lyrics/libretto: Yes No

Brief description of how this piece of music relates to the proposed project:

Running time:

 CD DVD USB key Blu-ray disc **Track number:** ____ **Time indicator:** from ____ to ____

Please indicate file type if CD-R or DVD-R is DATA (examples are .wma, .mp3, .mov): _____

PART D – 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 or the name of your organization on all items.

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

- Identification of applicant
- Declaration (**original signatures** are required)
- Access support (if this applies)
- Part A1 – Name and location of applicant
- Part A2 – Description of grant request and field of specialization
- Part B1 – Description of travel activity
- Part B2 – Performing personnel, instrumentation and estimated travel costs
- Part C1 – Support material
- An up-to-date curriculum vitae (professional resumé), **three pages** maximum or a brief history of your group/ensemble
- Letter of invitation or contract from the organizers of the activity or residency host organization, and any available material that describes the event organizers or host organization (for example, brochures or reviews)
- Letter of authorization for a manager, agent or another representative to submit the application (if this applies)
- Audio or audiovisual support material
- Part C3 – Detailed description of audio or audiovisual support material

Send your application to:

Music Section

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

Voluntary Self-Identification form (see the attached form)

Individual applicants 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.

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

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: _____

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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: _____