



Canada Council
for the Arts

Conseil des arts
du Canada

THEATRE SECTION

Travel Grants for Theatre Artistic Directors, Administrators and Presenters

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 one of the program officers indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part C 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

Any time before departure date until 31 January 2017

The program will no longer be available through GO! after 30 November. You must send in your application by mail. Applicants who wish to have the results before their departure should apply at least **six weeks in advance**.

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

Further Information

Program Officers
Theatre Section
Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8
1-800-263-5588 (toll-free) or 613-566-4414, and the extension

Keith Barker, ext. 5488
keith.barker@canadacouncil.ca

Craig Holzschuh, ext. 6007
craig.holzschuh@canadacouncil.ca

Nancy Guertin, ext. 5484
nancy.guertin@canadacouncil.ca

TTY: 1-866-585-5559 613-565-5194

THG13E 05-14



PROGRAM GUIDELINES

<p>Mandate of the Theatre Section</p>	<p>The Theatre Section supports the creation, production and dissemination of professional theatre, and respects the diversity of practices and company mandates. This support helps ensure the presence of Canadian professional artists at home and abroad.</p> <p>The Section places emphasis on artistic advancement and vitality, effective management, synergy among diverse producing and presenting partners as well as the relationships that artists and companies develop with their audiences.</p> <p>The Theatre Section adapts to changes in practice through analysis informed by the artistic community's viewpoints.</p>
<p>Program Description</p>	<p>This program provides travel assistance to professional Canadian theatre artistic directors, administrators and presenters to enable them to see or to discuss future productions or presentations of Canadian plays.</p>
<p>Program Objective</p>	<p>To enhance the production and dissemination of Canadian theatre artworks in Canada</p>
<p>Eligibility</p>	<p>Eligible applicants include professional Canadian theatre artistic directors, administrators, presenters and festival directors representing non-profit organizations. Applicants must be Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada. They do not need to be living in Canada when they apply.</p> <p>Applicants must be attending performances of a Canadian work or discussing possibilities of producing or presenting it in their ongoing programming. An eligible event is defined as an artistic performance of a Canadian play presented in Canada by professional Canadian artists or companies eligible for Canada Council for the Arts grants.</p> <p>Note that meeting the eligibility does not guarantee that you will receive a grant.</p>
<p>Grant Amount</p>	<p>You may apply for one of the following fixed amounts to contribute toward your travel costs, based on excursion fares: \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500 depending on the needs of applicants. You should apply for the fixed amount that covers the costs to be incurred during travel.</p> <p>Applications may include more than one destination and applicants must justify the amount requested.</p> <p>The applicant may receive a maximum of \$2,500 per year (between 1 April and 31 March).</p> <p>These grants cannot be used to fund travel that occurred before the date that the application is submitted.</p>

<p>Grant Amount (continued)</p>	<p>Eligible expenses</p> <p>Applicants may request a kilometrage allowance for travel by automobile or a return economy fare for travel by air, train or bus. All other expenses are the responsibility of the applicant.</p> <p>Generally, grants cover interprovincial/territorial travel only. Travel within a province or territory may be covered on an exceptional basis when the distance is greater than 500 kilometres (one way).</p> <p>Applicants should not include GST or provincial/territorial taxes as part of their request amount if these expenses will be reimbursed to the company.</p>
<p>Assessment of Applications</p>	<p>Assessment process</p> <p>Applications will be assessed internally by a committee of program officers. 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>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"> • the artistic quality of the work to be previewed • the cost-effectiveness of the proposal • the potential effectiveness of the travel in increasing production and dissemination opportunities for Canadian theatre artworks. <p>Priorities for funding</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>

IMPORTANT INFORMATION

Processing the Application	<p>Application preparation</p> <p>You may submit your application by mail or electronically using GO! Grants Online.</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 peer 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>Format and layout</p> <p>For paper submissions and where this applies, all the documents requested and the application form must be submitted:</p> <ul style="list-style-type: none">• 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). <p>Avoid unusual formatting as it can make documents hard to read.</p> <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>You will be informed of the result of your application approximately three weeks after it has been received. The Canada Council does not release results by telephone or email.</p> <p>If you have filled out the application form using GO! Grants Online, you will receive an electronic notice asking you to consult the status of your application to learn the results.</p> <p>You may access the list of Past Recipients on the Canada Council’s website. You may also contact the Canada Council, in writing, to request the list of peer assessors.</p>
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<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>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 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.</p> <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>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>



Travel Grants for Theatre Artistic Directors, Administrators and Presenters

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

PART A1 – IDENTIFICATION OF APPLICANT

Name of applicant (legal name of organization, company)

Permanent address

Street and apartment or suite number

City

Province or territory

Postal code

Telephone

Fax

Email

Website

PART A2 –DESCRIPTION OF GRANT REQUEST

In the space provided below, describe your field of specialization, or the specific art form or artistic tradition in which you work:

Indicate the dollar value of the grant you are requesting (according to the application guidelines):

\$500 \$750 \$1,000 \$1,500 \$2,000 \$2,500

In the space provided below, describe the travel you wish to undertake (in 15 words or less). Attach a separate page describing the significance of the activity as it relates to the assessment criteria stated in the application guidelines.

Event: _____

Destination: _____ **Dates:** _____

NAME OF APPLICANT: _____

PART A3 – DECLARATION

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

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

As a representative of the organization,

- I have read carefully the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets the eligibility criteria.
- I understand that the organization that I represent is not eligible to apply to this program until all of its 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 sole representative of the group or company, and I will keep the other participants informed of the contents and outcome of this grant application, where applicable.
- 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 complete and accurate, to the best of my knowledge.

Name of Artistic Director/Presenter/ Festival Director

Signature
(an original signature is required)

Date: _____

PART B – SUPPORT MATERIAL

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

- All relevant details on the proposed travel
- A curriculum vitae or professional résumé (maximum of **three pages**)
- A budget for the proposed travel
- A quote from a travel agency or website confirming the cost of economy fare for the period you will be travelling.

NAME OF APPLICANT: _____

PART C – 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 organization's name on all items.

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

- Part A1 – Identification of applicant
- Part A2 – Description of grant request
- Part A3 – Declaration (**with original signature**)
- Part B – Support material

Send your application to:

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