



Canada Council
for the Arts Conseil des arts
du Canada

THEATRE SECTION

Travel Grants to Theatre Artists

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.

Deadline

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

THG14E 01-15



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>The Travel Grants to Theatre Artists program assists with travel costs for professional Canadian theatre artists and arts professionals in response to invitations to:</p> <ul style="list-style-type: none"> • accept prizes • attend Canadian or foreign professional productions of their work (including staged readings abroad) • participate as workshop leaders or guest speakers at conventions or conferences.
<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>Eligible applicants</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"> • has specialized training in the field (not necessarily in academic institutions) • is recognized as such 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>Playwrights must have written at least one theatrical work that has been either produced or published professionally. Other theatre professionals (directors, actors, composers, designers and administrators, for example) must have at least two years of experience working with professional companies or on independent professional productions.</p> <p>Composers must have written music for at least one professional theatre production.</p> <p>Scriptwriters must have had at least one dramatic work produced professionally on radio, television or film.</p>

<p>Eligibility (continued)</p>	<p>Eligible activities</p> <p>Applications may include more than one destination as long as they are part of one trip. Applicants travelling to eligible events in multiple destinations must explain the reason and the costs requested for each portion.</p> <p>Within the activities eligible to receive support, the Theatre Section has established the following priorities. They are listed in descending priority order.</p> <ul style="list-style-type: none"> • travel to receive a prize • travel to the professional production (either nationally or internationally) of the artist’s work, including staged readings abroad • travel for the purpose of leading workshops or panel discussions, or giving keynote addresses at national or international theatre conferences, conventions or festivals • travel for the purpose of leading workshops or panel discussions, or giving keynote addresses at national and international conferences that are non-theatre in nature, and • travel for theatre critics, professors and other theatre professionals who are full-time employees of a training institution and have access to travel budgets. Should funding not be available through those sources, they are eligible for travel support only to lead workshops or panel discussions or give keynote addresses at national and international theatre conferences, conventions or festivals. <p>Applicants should note that repeat appearances at the same event from year to year will be given lower priority.</p> <p>Ineligible activities</p> <p>The following activities are not eligible:</p> <ul style="list-style-type: none"> • travel to participate in annual general meetings of Canadian arts service organizations and associations • travel by individuals who are executive or board members of national or international organizations to lead panel discussions and workshops or give keynote addresses at national or international conferences or conventions convened by these organizations.
<p>Grant Amount</p>	<p>Amount available</p> <p>You may apply for one of the following fixed amounts: \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500, but the amounts of \$2,000 and \$2,500 are available only if you are travelling to or from northern Canada or to international destinations that are not in the United States or Europe. Grants contribute toward your travel costs, based on excursion fares.</p> <p>These grants cannot be used for travel that occurs before the date that the application is submitted.</p>

<p>Access Support</p>	<p>Applicants who are Deaf or have disabilities can apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible travel activities. The Canada Council may make a contribution toward the access-related expenses, subject to available funds.</p> <p>Eligible expenses Eligible expenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> • sign language interpretation • a personal 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 Program Officer if you have any questions about your request.</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 potential and past theatre accomplishments of the applicant, based on the quality of the application and/or past Canada Council assessments • the importance and promotional value of the travel to the applicant’s career and to the dissemination of Canadian theatre • the merit and relevance of the events the applicants will be participating in. <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

Application preparation

You may submit your application by mail or electronically using GO! Grants Online.

- 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 information.

Format and layout

For paper submission, 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 **six to eight weeks** after the application deadline. 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 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>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 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 assessors.</p> <p>The Canada Council for the Arts 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. • You may apply for only one Canada Council travel grant per year (1 March to 28 February). <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, which will be 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 projects</p> <p>Any changes to funded projects must be approved by the appropriate Program Officer 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. This report must be submitted by the date identified in your grant notification letter.</p>



Travel Grants to Theatre Artists

The information you provide on the next two pages will not be submitted to the assessment committee.

IDENTIFICATION OF APPLICANT					
Name of applicant (please provide your full legal name): <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.					
_____		_____		_____	
Last name		First and middle names		Year of birth	
Permanent address in Canada:			Mailing address if different from permanent:		
_____			_____		
Street address and apartment or suite number			Street address and apartment or suite number		
_____		_____		_____	
City	Province or territory	Postal code		City	Province or territory
_____		_____		_____	
Telephone (residence)		Telephone (business)		Telephone (residence)	
_____		_____		_____	
Fax		Email		Fax	
_____		_____		_____	
DECLARATION					
Will you permit the Canada Council for the Arts to include your name and address on its mailing list? (This information will be used for Canada Council business only, including surveys.) <input type="checkbox"/> Yes <input type="checkbox"/> No					
In which language do you prefer to communicate with the Canada Council? <input type="checkbox"/> English <input type="checkbox"/> French					
To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:					
<ul style="list-style-type: none"> • 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 year (1 March to 28 February). • 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 I agree to accept the Canada Council's decision. • I am aware that the Canada Council for the Arts is subject to the Access to Information Act and the Privacy Act, as described in the application guidelines. 					
I confirm that the statements in my application are complete and accurate, to the best of my knowledge.					
_____				_____	
Signature (an original signature is required)				Date	



Travel Grants to Theatre Artists

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

- 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 (please provide your full legal name):	
_____	_____
Last name	First and middle names
_____	_____
City (permanent residence)	Province or territory
PART A2 – FIELD OF SPECIALIZATION AND GRANT AMOUNT REQUESTED	
In the space provided, describe your field of specialization or the specific art form or artistic tradition in which you work.	

Grant amount requested (see the application guidelines for details):	
<input type="checkbox"/> \$500 <input type="checkbox"/> \$750 <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$1,500 <input type="checkbox"/> \$2,000 <input type="checkbox"/> \$2,500	
PART A3 – DESCRIPTION OF TRAVEL ACTIVITIES	
In the space provided, describe the travel you wish to undertake (in a maximum of 15 words).	

Event: _____	
Destination (please indicate both the city and country): _____	
Dates: _____	

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.

- a separate page describing the significance of your activities as they relate to the assessment criteria stated in the application guidelines
- a curriculum vitae (maximum of **three** pages)
- a copy of your letter of invitation
- 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.

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 name on all items.

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

- Identification of applicant
- Declaration (an original signature is required)
- Description of access support, if applicable
- Part A1 – Name and Location of applicant
- Part A2 –Field of specialization and grant amount requested
- Part A3 – Description of travel activity
- Part B – Support material
 - Significance of your activities (maximum of **one page**)
 - Curriculum vitae or résumé (maximum of **three pages**)
 - Copy of your letter of invitation
 - Budget
 - Quote from a travel agency

Send your application to:

Theatre 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)

You 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, 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: _____

Personal information collected on this form will be stored in the personal information bank for the appropriate program.
PROTECTED WHEN COMPLETED

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: _____