



Canada Council
for the Arts Conseil des arts
du Canada

VISUAL ARTS SECTION

Grants to Major International Exhibitions

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, the application assessment process and criteria, etc.
Step 2	Read the Important Information section. If you still have questions about the program or the application process, contact the program officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

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

Deadline

15 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.

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

Further Information

José Niaison

Program Officer

Visual Arts Section

Canada Council for the Arts

150 Elgin Street, P.O. Box 1047

Ottawa ON K1P 5V8

jose.niaison@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5269

TTY: 1-866-585-5559

VAG42E 10-16



PROGRAM GUIDELINES

<p>Mandate of the Visual Arts Section</p>	<p>To contribute to the advancement of ideas and practices in the visual arts and architecture, and to encourage their presentation and public enjoyment.</p>
<p>Program Description</p>	<p>This program offers financial support to Canadian visual arts organizations whose primary mandate is to organize, on a recurring basis, major visual arts exhibitions of national and international importance in Canada. The project grant may be annual or multi-year depending on the nature of the project and the organization's activity cycle. Multi-year project grants may be awarded for a maximum of three years.</p>
<p>Program Objectives</p>	<p>The objectives of this program are:</p> <ul style="list-style-type: none"> • to promote the development of innovative ideas and practices in visual arts in Canada with respect to arts practice, interpretation and dissemination • to promote relationships among visual arts professionals such as artists, curators, exhibition commissioners, benefactors and critics, in Canada and internationally • to make Canadian and international artists and curators better known to the public • to situate Canadian practices in an international context.
<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>This program serves Canadian non-profit organizations that have held at least three recurring international exhibitions and have received at least one grant through Project Grants for Organizations in the Visual Arts.</p> <p>Non-profit museums and art galleries as well as artist-run centres are not eligible for this program since their primary mandate is different.</p> <p>Eligible projects</p> <p>Eligible projects must contain a minimum of 20% foreign representation. Organizations not meeting this condition may be eligible to seek support through Project Grants for Organizations in the Visual Arts.</p>

<p>Grant Amount</p>	<p>The value of the grant varies according to the nature and quality of the submitted applications and available resources. The amount awarded may not be the full amount requested. Project grants are available annually. They are provided for a period of one to three years, according to the exhibition cycle. Each application is assessed by a peer assessment committee. This is not guaranteed or recurring funding. As the grants cannot cover all the costs associated with these events, applicants are encouraged to seek funding from other partners.</p> <p>Note: The Canada Council reserves the right to reduce, withdraw, delay or suspend a grant in the second or third year of the multi-year cycle if it has concerns about the viability of the organization.</p> <p>These grants cannot be used to fund activities that occurred before this program deadline.</p>
<p>Assessment of Applications</p>	<p>Assessment process</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 professionals in the field of Canadian visual arts. 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>Assessment criteria</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 relative weight of each of these criteria is indicated in brackets.</p> <ul style="list-style-type: none"> • The artistic merit of the project and its contribution to the advancement of the visual arts in Canada; skills of the professionals involved (50%). • Potential public impact (25%). • Administrative merit (includes the ability to carry out the project satisfactorily, commitment to pay the artists’ fees, and realistic cost estimates) (25%).

IMPORTANT INFORMATION

Processing the Application

Application preparation

- 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.

Format and layout

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 **four months** after the application deadline. The Canada Council does not release results by telephone or email.

You may access the list of Past Recipients on the Canada Council's website.

You may also contact the Canada Council, in writing, three months after the results have been released 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>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, 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>Any significant changes in the mandate, objectives, structure, program of activities and/or operating budget of the organization must be reported immediately to the Visual Arts Section.</p> <p>Should its parliamentary appropriation be reduced, the Canada Council may adjust multi-year funding commitments.</p> <p>Changes to proposed activities</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) before you carry them out.</p> <p>Expiry date of the grant</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>

Grant Terms and Conditions (continued)

Acknowledgement of Canada Council for the Arts support

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.

Final report

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.



Grants to Major International Exhibitions

- 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 application on a computer, use the following format.

PART A1 – IDENTIFICATION OF APPLICANT		
Name of organization		
<hr/>		
Name and title of person responsible for the application		
<hr/>		
Address of organization		
<hr/>		
Street address and suite number		
<hr/>		
City	Province/territory	Postal code
<hr/>		
Telephone	Fax	
<hr/>		
Email	Website	
PART A2 – AMOUNT OF GRANT REQUESTED		
Requests must be specifically for a single exhibition project. Indicate the amount requested.		
Amount for 2017-18: \$ _____		
PART A3 – DECLARATION		
I prefer to communicate with the Canada Council in: <input type="checkbox"/> English <input type="checkbox"/> French		
For your organization to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements.		
As a representative of the applicant organization,		
<ul style="list-style-type: none"> • I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization I represent meets these 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 received 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 for the Arts is subject to the Access to Information Act and the Privacy Act, as described in the application guidelines. 		
I confirm that to the statements in this application are complete and accurate to the best of my knowledge.		
<hr/>		
Name	Position/title	
<hr/>		
Signature (AN ORIGINAL SIGNATURE IS REQUIRED)	Date	
<hr/>		

PART B1 – PROFILE OF APPLICANT

Please describe the following aspects of your organization. Use a maximum of **2 pages**, and print on one side only on white **8½ x 11 inch** paper, in a font of 11 points:

- main goals and artistic objectives
- structure (state type of incorporation, names and titles of key personnel, number of employees)
- brief history of the organization (include date of establishment and principal events or accomplishments)
- geographic location and community served.

PART B2 – PROJECT DESCRIPTION

Please provide a clear, short and focused description of the project including dates (maximum of **5 pages**). Describe the context of the project and include the following information:

- objectives of the project and how the participants plan to achieve these objectives
- a list of participants, their roles and a description of their work
- artworks to be presented (where applicable)
- a schedule of activities, including research and planning (where applicable)
- promotional plan (where applicable)
- expected impact of the project on the visual arts community and its audiences, indicating target audiences (where applicable).

The description of this project should take into consideration the assessment criteria listed in the application guidelines. Use **8½ x 11 inch** white paper, with the description on one side of the paper.

PART C – FINANCIAL INFORMATION

Present the budget for your proposed activity, which must be a balanced budget. In other words, the total expenses (from the Total project expenses box on page 4) must equal total revenues (see below). Clearly indicate on page 4, for each expense category, the amount requested from the Canada Council.

REVENUES**Anticipated revenues for the proposed activity only:**

Indicate whether confirmed or pending. (confirmed (c) or to be confirmed (tbc))

**Amount
2017-18**

Autonomous revenues (specify: for example, personal donations)

\$

Sponsorships

\$

Admission

\$

Cost-sharing with other institutions (specify):

\$

Canada Council grant requested in this application
(the amount you enter here should be the same as the amount indicated in Part A2)

\$

Canada Council project grants from other sections (specify):

\$

Federal grants (other than Canada Council)

\$

Provincial or territorial grants

\$

Municipal grants

\$

Other (specify):

\$

\$

\$

\$

Contribution of applicant

\$

Total revenues \$

PART C – FINANCIAL INFORMATION (continued)	
EXPENSES*	
	Amount 2017-18
Artists', writers' or speakers' fees and rights	\$
Honoraria for coordinators, curators, editors, designers and other professionals	\$
Travel	\$
Accommodation and per diem	\$
Transportation of artwork (attach estimates)	\$
Equipment rental	\$
Rental of space	\$
Installation/production	\$
Interpretation, including brochures and program notes	\$
Documentation	\$
Packing and crating specific to travelling exhibitions (attach estimates)	\$
Insurance (attach estimates)	\$
Pre-printing of publications, including photography, design, layout and translation (attach estimates)	\$
Printing of publications, including composition, printing and binding (attach estimates)	\$
Website production (attach estimates)	\$
Marketing, publicity and promotion (list below)	\$
Other expenses (specify):	\$
	\$
	\$
	\$
Total project expenses	\$

***Notes on eligible expenses:**

Artists' fees, honoraria, copyright and royalties must be paid to all living Canadian artists whose work is presented. The amounts paid must be agreed upon by the artists and the applicant, and fees must be the same as, or higher than, the current national standard.

PART D1 – SUPPORT MATERIAL**Print material**

The following support material must be sent with your application:

- a description of the organization's mandate and its corporate affiliations
- a list of the organization's board members and senior staff
- the organization's most recent professionally prepared audited financial statement.

Please note that the following type of financial statement is required by the Canada Council for the Arts. If your organization's last Canada Council annual operating grant was:

- \$100,000 or more, you are required to submit an audited financial statement
- between \$50,001 and \$99,999, you are required to submit a review engagement
- \$50,000 or less, you are required to submit an internal financial statement.

If your organization is a new applicant to this program, you may submit internally prepared financial documents.

Other audited financial statements must also be submitted for any holding companies, parent companies or foundations with which the organization is associated, and for any subsidiaries, related companies or special trust funds that the organization controls.

Digital images / video

You must provide digital images and/or video illustrating the work of the artists participating in the project.

Please submit one of the following combinations of images and/or video:

- **20** digital images **OR**
- **10** digital images and **one video** (maximum of **5 minutes**) **OR**
- **one** video (maximum of **10 minutes**).

Catalogues or critical reviews

You may also submit a maximum of three catalogues or critical reviews.

PART D2 – DETAILED DESCRIPTION OF DIGITAL IMAGES AND VIDEO

All images must be identified and formatted according to the guidelines for submitting visual support material (see Part D4). If further descriptive information is necessary, include the additional details on a separate single page.

DIGITAL IMAGES

No.	Artist or artists	Title	Medium	Dimensions of artwork	Date
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

VIDEO (if this applies)

No.	Artist or artists	Title	Format	Running time	Date

PART D3 – CATALOGUES OR CRITICAL REVIEWS (MAXIMUM OF 3)

You may also include up to three catalogues or critical reviews.

No.	Title of document	Brief description/Viewing instructions
1		
2		
3		

PART D4 – GUIDELINES FOR SUBMITTING VISUAL SUPPORT MATERIAL

Digital images must be submitted on a CD or DVD. Image files must be:

- in jpg file format
- a maximum of 1 MB file size each
- a maximum resolution of 1024 x 768 pixels
- RGB or grayscale.

File names must be in the following format:

01initialsyeartitle.jpg (image number, applicant's initials, year of the work, title of the work). Do not put any special characters, symbols, periods, quotation marks (such as # / - " &) or spaces in any file name.

The image numbers must correspond to the ones in Part D2 – Detailed description of digital images.

Videos must be submitted on a DVD. Video files must be:

- in .avi, .mov, .mpg, .mpeg format
- viewable with QuickTime, RealPlayer, Windows Media Player or VLC

IMPORTANT NOTICE: Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

PART E – 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 – Amount of grant requested
- Part A3 – Declaration (**an original signature is required**)
- Part B1 – Profile of applicant
- Part B2 – Project description
- Part C – Financial information
- Part D1 – Support material
- Part D2 – Detailed description of digital images and video
- Part D3 – Catalogues or critical reviews (where applicable; **maximum of 3**)

Send your application to:

Visual Arts Section

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