



Canada Council  
for the Arts      Conseil des arts  
du Canada

## WRITING AND PUBLISHING SECTION

### Travel Grants for Professional Writers

Follow these <b>three steps</b> to apply for this grant:	
<b>Step 1</b>	Read the <b>Program Guidelines</b> for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information</b> section. If you still have questions about the program or the application process, contact the program officer indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>Checklist</b> (Part 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

Any time before departure date until 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. Applicants who wish to have the results before their departure should apply at least **three months 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

#### Megan Mabey

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Canada Council for the Arts  
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1-800-263-5588 (toll-free) or 613-566-4414, ext. 4582

TTY: 1-866-585-5559

WRG28bE 11-13



## PROGRAM GUIDELINES

<b>Mandate of the Writing and Publishing Section</b>	<p>The Writing and Publishing Section contributes to the advancement of Canadian literature, through its programs and in line with the directions, policies and procedures established by the Canada Council for the Arts. It supports professional literary artists and arts organizations involved in fostering and promoting Canadian literary arts.</p>
<b>Program Description</b>	<p>Travel Grants enable writers, translators, literary performers, spoken word artists and storytellers to:</p> <ul style="list-style-type: none"> <li>• respond to invitations to specific international literary events that are important to their artistic development and career</li> <li>• within Canada, participate in a writer’s residency.</li> </ul>
<b>Program Objectives</b>	<p>The objectives of the Travel Grants program are to help support the artistic development and careers of Canadian professional literary artists and to help support the dissemination of Canadian literature.</p>
<b>Eligibility of Applicants</b>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p><b>Eligible applicants</b></p> <p>To apply to this program, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada. You do not need to be living in Canada when you apply.</p> <p>You must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the artistic field (not necessarily in academic institutions)</li> <li>• is recognized as a professional by his or her peers (artists working in the same artistic tradition)</li> <li>• is committed to devoting more time to artistic activity, if possible financially.</li> <li>• has a history of public presentation or publication.</li> </ul> <p>To meet the definition of a professional writer, you must also have one of the following:</p> <ul style="list-style-type: none"> <li>• at least one book published by an eligible publishing house, <b>or</b></li> <li>• for fiction, a minimum of four texts of creative writing (e.g., short stories, excerpts from a novel) published on two separate occasions in eligible literary magazines, periodicals or anthologies published by eligible publishing houses, <b>or</b></li> <li>• for poetry, a minimum of 10 published poems, <b>or</b></li> <li>• for literary non-fiction, a minimum of 40 pages or 10,000 words of articles published in eligible literary magazines, periodicals or anthologies that are published by eligible publishing houses.</li> </ul> <p><b>Literary non-fiction</b> is understood to be narrative text about real events, people or ideas, where the writer’s voice and opinion are evident and the narrative is set within a context and a critical framework.</p>

**Eligibility of Applicants (continued)**

Only works published by eligible book publishers, literary magazines, and periodicals based in Canada or abroad are counted towards your eligibility. Publications must be available to the general public.

**Eligible publishers** must:

- publish works based on an editorial selection process
- have published at least four literary books or two magazine/periodical issues and be committed to a sustained publishing program, consisting of literary works by a variety of authors
- only publish a maximum of 25% each year of publications that are written by their owners, family members or employees
- pay royalties or compensate the authors
- use appropriate and effective means to market, distribute and create public awareness of their publications.

**Professional writers** working in all languages and literary artists working in all oral traditions are also eligible. In addition, to meet the above definition of a professional artist, they must have been paid for their work.

**Translators** are eligible if they have completed a degree in translation or have had at least one literary translation published by a recognized publisher.

**Professional literary performers, spoken word artists or storytellers** are eligible to apply to this program. In addition, to meet the above definition of a professional artist, they must have participated in literary performance, spoken word or storytelling festivals and events and have been paid in the past for their public literary performances.

**Restrictions**

Playwrights may be eligible to the Travel Grants to Theatre Artists program if the event is not tied to a book launch or the type of event listed above.

Screenwriters may be eligible to the Travel Grants to Media Arts Professionals program.

Full-time undergraduate or high school students enrolled in a school, college or university are not eligible to apply.

Graduate students at the masters and doctoral levels are eligible to apply providing they demonstrate that they have sufficient time to carry out the proposed activities and that the travel remains distinct from their graduate work. A letter of confirmation from the university must accompany your request.

<p><b>Eligibility of Activities</b></p>	<p><b>Eligible activities</b></p> <p>Applications may include more than one destination as long as they are part of one trip (for example, travel from Toronto to the USA for one event and then to Europe for another, and return.) Applicants travelling to eligible events in multiple destinations must explain the reason and the costs requested for each travel portion.</p> <p>All eligible activities must be literary in nature.</p> <p>Applicants are encouraged to contact the program officer in advance of applying in order to confirm the eligibility of the proposed activities.</p> <p>Travel grants are for the following specific situations:</p> <ul style="list-style-type: none"> <li>• participating in a large literary international festival abroad</li> <li>• attending a writer’s residency in Canada or abroad</li> <li>• attending a foreign book launch of an eligible literary work by a foreign publisher</li> <li>• receiving a prize or official international honours awarded by an organization abroad</li> <li>• being the guest of honour at a book fair abroad</li> <li>• being a keynote speaker at a literary conference abroad. A keynote speaker delivers the opening and/or closing remarks and/or is clearly identified as a main presenter in the conference program. The applicant must be clearly identified as the keynote speaker in the letter of invitation submitted with the travel grant application.</li> </ul> <p>Professional literary performance, spoken word and storytelling artists:</p> <ul style="list-style-type: none"> <li>• performing at an arts festival abroad or a showcase abroad (a performance fee must be indicated in the letter of invitation)</li> <li>• attending a literary artist’s residency in Canada or abroad.</li> </ul> <p><b>Ineligible activities</b></p> <p>The following activities are not eligible:</p> <ul style="list-style-type: none"> <li>• travel related to self-published and privately printed publications, as well as writing published in community newspapers, free or student magazines, or newsletters of associations or other organizations</li> <li>• activities related to cookbooks, bibliographies, guides, manuals, indexes, catalogues, books on personal growth or practical works, reference or technical works, and commissioned works</li> <li>• attendance at academic events, conferences and symposiums</li> <li>• attendance at literary conferences, conventions and other similar events (unless you are invited as a keynote speaker)</li> <li>• travel related to a literary event organized for a sole guest speaker (unless in the context of receiving an award abroad or a foreign book launch abroad)</li> <li>• attendance at book fairs (unless you are invited as a guest of honour)</li> </ul>
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<p><b>Eligibility of Activities (continued)</b></p>	<ul style="list-style-type: none"> <li>• promotional tours, literary readings or performance tours (unless they are tied to a foreign book launch or part of a large festival or event program abroad)</li> <li>• book launches in Canada</li> <li>• travel related to attendance at a ceremony where you are a finalist or short-listed for an award</li> <li>• residencies for academic work or work toward a graduate or post-graduate degree</li> <li>• writer’s workshops or other professional development workshops whose primary purpose is training or upgrading in arts administration</li> <li>• travel related to research for a writing project</li> <li>• travel related to research for the creation or production of a literary performance, or a spoken word and storytelling performance.</li> </ul>
<p><b>Grant Amount</b></p>	<p><b>Amount available</b></p> <p>You may apply for one of the following fixed amounts: \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500. 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 North America or Europe. Grants contribute toward your travel costs, based on excursion fares.</p> <p>These grants cannot be used for travel that occurred before the date that the application is submitted.</p> <p>Travel allowances are based on the most economical available fares from applicants’ place of residence to the location where their project is taking place.</p> <p>The Canada Council for the Arts will fund projects that also receive funding from other public or private organizations, <b>but not to cover the same expenses.</b></p> <p><b>Eligible expenses</b></p> <p>The grant may cover:</p> <ul style="list-style-type: none"> <li>• air, train or bus fare</li> <li>• inter-city transportation for applicants travelling to eligible events in multiple destinations</li> <li>• taxis and shuttle bus fares to and from airports, or bus or train stations (only between the applicant’s home and the destination)</li> <li>• accommodation</li> <li>• meals.</li> </ul> <p><b>Ineligible expenses</b></p> <ul style="list-style-type: none"> <li>• insurance (travel, baggage, medical, etc.)</li> <li>• vaccines, passport and visa expenses</li> <li>• any other local transportation cost</li> <li>• registration fees.</li> </ul>

<p><b>Access Support</b></p>	<p>Applicants who are Deaf or have disabilities may apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible travel activities. The Canada Council may contribute toward the access-related expenses, subject to available funds.</p> <p><b>Eligible expenses</b></p> <p>Eligible expenses may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• sign language interpretation</li> <li>• a personal attendant</li> <li>• a guide</li> <li>• rental of specialized equipment.</li> </ul> <p><b>Ineligible expenses</b></p> <ul style="list-style-type: none"> <li>• major capital expenses (e.g. purchase of wheelchair, vehicle, computer, renovations, etc.)</li> <li>• services and supports for which an individual is already receiving funding</li> <li>• services and supports which are not directly tied to the activities supported by the grant.</li> </ul> <p>If you wish to apply for access support, fill out the Access Support form. The information that you provide is confidential and will not be submitted to the assessment committee. Your request will be reviewed on a case-by-case basis by Council staff only. Please contact the Program Officer if you have any questions about your request.</p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment process</b></p> <p>For this program, eligible applications will be assessed internally by a committee of program officers from the Writing and Publishing Section. 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><b>Assessment criteria</b></p> <p>The assessment committee will base its review of applications on the assessment criteria listed below.</p> <ul style="list-style-type: none"> <li>• the demonstrated merit and relevance of the events, festivals, facilities or other host organizations to be visited.</li> <li>• the demonstrated importance, anticipated impact and promotional value of the travel to your artistic development and career.</li> <li>• for all activities except residencies, the importance, impact and promotional value of the travel to the dissemination of Canadian literature.</li> <li>• for residencies, the appropriateness of the match between your needs and objectives and those offered by the host organization. If applicable, the availability of qualified professionals such as mentors, advisors or resource persons will also be considered.</li> </ul>

## IMPORTANT INFORMATION

<b>Processing the application</b>	<p><b>Application preparation</b></p> <p>You may submit your application by mail or electronically using GO! Grants Online.</p> <p>Note that you <b>must</b> 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.</p> <ul style="list-style-type: none"><li>• You are responsible for providing all the information and support material requested.</li><li>• The Canada Council will make decisions about your eligibility based on the information you provide in your application.</li><li>• Submit only the material requested. Extra material will not be shown to the assessment committee.</li><li>• Carefully choose your support material as committee members have limited time in which to study each application.</li><li>• Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.</li><li>• It is important to inform the Canada Council of any changes to your contact details.</li></ul> <p><b>Format and layout</b></p> <p>For paper submission and where this applies, all the documents requested and the application form must be submitted:</p> <ul style="list-style-type: none"><li>• printed on one side only</li><li>• on separate sheets of <b>white</b> paper (letter format, 8½ x 11 inches)</li><li>• with a <b>black</b> font size of 11 points or larger</li><li>• with paper clips (documents cannot be bound, placed under plastic or stapled).</li></ul> <p>Avoid unusual formatting as it can make documents hard to read.</p> <p><b>Acknowledgement of receipt</b></p> <p>The Canada Council for the Arts will send you a notice acknowledging that your application has been received. It does not confirm that your application is eligible.</p> <p><b>Response time</b></p> <p>You will be informed of the result of your application within <b>three months</b> of it being 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 assessors.</p>
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<p><b>Personal Information</b></p>	<p>The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in Info Source, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>For this program, the Canada Council for the Arts requests that you indicate your year of birth on the application form. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the assessors.</p> <p>The Canada Council may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>
<p><b>Grant Terms and Conditions</b></p>	<p><b>Before you apply for a travel grant</b>, please note all the following conditions:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• You may apply for only one Canada Council travel grant per year (1 March to 28 February).</li> </ul> <p><b>If your application is successful</b>, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p><b>Grant payment</b></p> <p>The Canada Council will send you the grant money after it has received your grant acknowledgement form and after you have satisfied any conditions that are provided with your grant notification letter.</p> <p><b>Tax status</b></p> <p>Canada Council grants are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p> <p><b>Changes to proposed projects</b></p> <p>The program officer must approve any changes to funded activities <b>before you carry them out</b>.</p> <p><b>Acknowledgement of Canada Council for the Arts support</b></p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p><b>Final report</b></p> <p>You will be required to submit a final report on how you used the grant. This report must be submitted by the date identified in your grant notification letter.</p>



## Travel Grants for Professional Writers

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

IDENTIFICATION OF APPLICANT					
Name of applicant (your full legal name): <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.					
Last name		First and middle names		Year of birth	
<b>Permanent address:</b>			<b>Mailing address, if different from permanent address:</b>		
Street and apartment number			Street and apartment number		
City	Province or territory	Postal code	City	Province or territory	Postal code
Telephone (residence)		Telephone (business)	Telephone (residence)		Telephone (business)
Email			Website		
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.) <input type="checkbox"/> Yes <input type="checkbox"/> No					
I prefer to communicate with the Canada Council for the Arts in: <input type="checkbox"/> English <input type="checkbox"/> French					
<b>To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:</b>					
<ul style="list-style-type: none"> <li>• I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.</li> <li>• I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.</li> <li>• I understand that I may apply for only one Canada Council travel grant per year (1 March to 28 February).</li> <li>• 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.</li> <li>• I accept the conditions of this program and agree to abide by the Canada Council's decision.</li> <li>• 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.</li> </ul>					
<b>I confirm that the statements in my application are complete and accurate, to the best of my knowledge.</b>					
_____			_____		
Signature (an original signature is required)			Date		





Canada Council    Conseil des arts  
for the Arts        du Canada

## Travel Grants for Professional Writers

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. Type or print in black ink to make your submission easier to photocopy.
- Do not bind your completed application form (in other words, do not use spiral binding, mount it in plastic, staple it, etc.)
- If you are completing the form on a computer, use the following format.

### PART A1 – NAME AND LOCATION OF APPLICANT

Name of applicant (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

Describe your field of specialization or the specific art form or artistic tradition in which you work (in a maximum of 15 words).

Grant Amount Requested (see the application guidelines for details):

\$500

\$750

\$1,000

\$1,500

\$2,000

\$2,500

### PART A3 – DESCRIPTION OF TRAVEL ACTIVITY

Describe the travel you wish to undertake (in a maximum of 15 words).

Event: \_\_\_\_\_

Destination (please indicate both the city and country): \_\_\_\_\_

Dates: \_\_\_\_\_

<b>PART B – BUDGET</b>		
<p>Please fill out the budget summary below, including all expenses and all sources of revenue (indicate whether they are confirmed or pending) and a breakdown of costs covered, where applicable, by the Canada Council for the Arts and other public or private funding agencies. Please ensure that total revenues equal total expenses.</p>		
REVENUES	Confirmed	Pending
Travel Grants for Professional Writers:	<del>                    </del>	\$
Other Grants (please specify):		
	\$	\$
	\$	\$
Support from Event:		
	\$	\$
	\$	\$
Self-Generated Revenue:		
	\$	\$
<b>Total Revenues</b>	\$	\$
EXPENSES	To be covered by the Canada Council Travel Grant	To be covered by other revenue sources
Air, train or bus fare:		
	\$	\$
	\$	\$
Inter-city transportation (for eligible event at multiple destinations only):		
	\$	\$
	\$	\$
Taxis and shuttle bus fares (between the home and destination only):		
	\$	\$
	\$	\$
Accommodation:		
	\$	\$
Meals:		
	\$	\$
Other Expenses (please specify):		
	<del>                    </del>	\$
<b>Total Expenses</b>	\$	\$

**PART C – SUPPORT MATERIAL**

In addition to the completed application form, you must provide the support material indicated below. Your support material will be used to determine the eligibility of your application and in the evaluation of your application by the committee. The support material will not be returned to you.

- **for writers:** a copy of the letter of invitation from the host organization(s), addressed to the applicant, signed and on letterhead
- **for literary performers, spoken word artists and storytellers artists:** a document from the host confirming the performance and your artist's fee.

**For all candidates:**

- a detailed proposal (maximum of **three pages**) in which you elaborate on the following points:
  - the mandate and relevance of the event you will be attending OR the location and profile of the host organization of the residency (if applicable, include the mentors, advisors or resource persons who will be available during your residency) OR the profile of the foreign publisher (for a book launch)
  - the proposed program of activities
  - the importance, anticipated impact and promotional value of the activities for your artistic development and career
  - a description of how you plan to use the travel to increase presentation and/or circulation opportunities for your work and for the dissemination of Canadian literature (except for residencies)
  - for residencies, a description of the relevance of the proposed residency to your artistic practice and the appropriateness of the match between your needs and objectives and those offered by the host organization.
- a travel itinerary that includes your dates of travel and schedule of events
- a literary curriculum vitae or literary résumé (maximum of **3 pages**). This document should be a summary of your professional literary experience.
- a list of publications (maximum of **3 pages**). The list should include the titles of the books or articles, the number of pages, the names of the publishers or magazines, and the dates and locations of publication. Only books must be listed in full; the list of articles may be selective.
- a sample of your published work (maximum of **10 pages**, including the title page of the publication(s)). Clear one-sided photocopies, not books or original manuscripts, are required on 8½ x 11 inch white sheets of paper.
 

For literary artists working in the oral traditions, you may instead submit a sample of your current written work (maximum of **10 pages**), or a DVD, CD-ROM or USB Key of non-written material, published or unpublished.
- For graduate students only: you must provide a letter from the university you attend to confirm you will have sufficient time to proceed with the proposed travel and, that the projet remains distinct from your graduate work.

**Without all the documentation requested above, the application will be considered incomplete and will not be assessed.**

**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 on all items.

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

- Identification of applicant
- Declaration (an **original signature** is required)
- 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 (in a maximum of **15 words**)
- Part B – Budget
- Part C – Support material
  - Copy of letter of invitation, as described
  - Detailed proposal (maximum of **3 pages**) as per Part C.
  - Travel itinerary
  - Literary curriculum vitae or literary résumé (maximum of **3 pages**)
  - List of publications (maximum of **3 pages**)
  - Sample of work (maximum of **10 pages**) or a DVD, CD-ROM or USB Key)
  - For graduate students only: a letter of confirmation from your university

**Submit your application to:**

**Writing and Publishing 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 (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](mailto: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](mailto: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: \_\_\_\_\_