# Canada Council for the Arts logo. Prix de Rome in Architecture – Professional

## Identification form

The information that you provide on the identification form will not be submitted to the assessment committee.

### Identification of applicant

**Individual practitioner** – architect or practitioner of architecture

Full legal name  Ms.  Mr.  Other

Alias (if applicable)

Complete address

Primary telephone Secondary telephone

Email Website

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

**Architectural firm** – architecture or landscape architecture

Full legal name of firm

Full legal name of contact person  Ms.  Mr.  Other

Alias (if applicable)

Complete address

Primary telephone Secondary telephone

Email Website

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

### Declaration

To be eligible, you must confirm your agreement with all of the following statements:

* I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada (for individuals).
* I have carefully read the eligibility criteria for this prize, which are described in the [application guidelines](https://canadacouncil.ca/funding/prizes/professional-prix-de-rome-in-architecture/guidelines-prix-de-rome-in-architecture-professional), and I meet (or the organization I represent meets) these criteria.
* I will act as the only representative of the organization. I will keep the other participants informed of the contents and outcome of this application (if applicable).
* I understand that I am responsible for informing myself about and following any and all applicable ethical and legal responsibilities and/or appropriate protocols related to linguistic or cultural intellectual property.
* I commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct.
* I confirm that I (or my organization) abides by all applicable municipal, provincial or territorial employment legislation, including, but not limited to that relating to employment standards, occupational health and safety, and human rights.
* I understand that I cannot receive prize money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.
* I accept the conditions of this prize and agree to accept the Canada Council’s decision.
* I am aware that the Canada Council is subject to the [*Access to Information Act*](https://laws-lois.justice.gc.ca/eng/acts/A-1/index.html) and [*Privacy Act*](https://laws-lois.justice.gc.ca/eng/acts/P-21/FullText.html)*.*

I am authorized to sign this application on behalf of our organization (if applicable).

**I confirm that:**

* I agree with the statements above.

The statements in my application are complete and accurate, to the best of my knowledge.

Name Date

### Access Support (if applicable)

Applicants who are Deaf, have disabilities or are living with mental illness may apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible activities. Access support funds are separate from prize funds. Do not include the total amount requested above within your budget for the proposed activities.

#### Total access support amount requested

This amount must match the sum of the amounts requested in the description and cost breakdownbelow.

#### $

If successful, you might not be awarded the full amount requested.

#### Description and cost breakdown

Describe in detail the required services and supports and provide the cost breakdown. The description should include as much detail as possible and describe why the supports and/or services are required to carry out your activities. For example:

|  |  |
| --- | --- |
| Description | Cost breakdown |
| Workshop leaders will require sign language interpretation to communicate with me during the workshop. I will need to hire 2 interpreters for 3 hours at $80 per hour each | 3x $80 x 2 = $480 |
| Travel expenses from Montreal – Ottawa (2 bus tickets at $75 each). | $75 x 2 = $150 |
| Total request | **$630 total** |

Personal information collected on this form will be stored in the Personal Information Bank for the appropriate program   
CC ART 202. Protected when completed.

## Required documents and support material

### Required documents

#### Curriculum vitae or history of firm (3 pages maximum)

Provide a recent curriculum vitae (for individual practitioners) or an outline of the firm’s history. Include information on relevant professional training and certification, projects, publications and awards.

#### Description of proposed project (4 pages/1000 words maximum)

Describe your architectural practice and the project you propose to undertake.Include the following items to address the assessment criteria outlined in the guidelines:

* the proposed activities, travel destinations and your capacity to undertake the project
* a budget outlining how you would use the funds
* how the proposed project would generate future opportunities for professional growth and advances the overall development of architecture in Canada
* your contributions toward considerations of accessibility and other social factors, and your contribution towards a more sustainable environment

#### Schedule (1 page maximum)

Outline the schedule of activities and the locations to be visited.

#### Letters of invitation (5 letters maximum, if applicable)

Submit letters of invitation to public events or professional studio visits in which you will participate.

#### Critical texts, articles or catalogues (15 pages maximum)

Include **1 to 3** texts or excerpts of professional published texts about your practice, firm or projects.

#### Instructions

* Text files must be in .pdf, .doc or .docx, .txt or .rtf format.
* Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.

### Support material

The support material you submit will be retained with your application until deleted as per Canada Council’s Retention Policy.

Assessment committee members are instructed to view as much material as they need in order to make an informed decision; generally, this is up to 10 minutes.

Support material must document your past work; it may include images of the proposed sites or buildings to be visited.

You must submit your support material by email attachment (**PDFs are preferred**).

#### Support material (PDF collages of images are accepted)

* Digital images (20 pages maximum), **OR**

Digital images (15 pages maximum ) and 1 video (3 minutes maximum)

#### Instructions

* Name your files in this format: **01initialsyeartitle** (image number, applicant’s initials, year of the work, title of the work)
* The image numbers must correspond to the ones in the tables provided.
* Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.
* 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.

We do not accept compressed files such as .zip, .rar, .7zip, htm, or .html or executable files such as .exe, .com etc. or file sharing services such as Google Drive, WeTransfer and Dropbox.

Images files must be:

* JPEG (.jpg, .jpeg) or PDF format
* RGB colour mode

no larger than 1.5 MB

Audiovisual files must be:

* viewable with VLC media player (for more information, consult [videolan.org/vlc/](http://www.videolan.org/vlc/))
* a maximum 60 FPS
* a maximum resolution of 1080P (or frame size of 1920 x 1080)

no larger than 1 GB

Links

* Only URLs uploaded to [SoundCloud](http://www.soundcloud.com/), [Vimeo](http://www.vimeo.com/) or [YouTube](http://www.youtube.com/) are accepted.
* Links must go directly to your support material and should not require further navigation or a file to be downloaded. URLs must be accessible throughout the assessment process.



# Prix de Rome in Architecture – Professional

## Application Form

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

### Identification of applicant

Full name of applicant (individual or firm)

Alias (if applicable)

City and province / territory

Brief project description (10-15 words), example: title and/or subject of project and the primary destinations.

Proposed timeline – the start date must be after the application deadline, and the timeline must not exceed a maximum of 2 years.

Start date (dd/mm/yyyy) End date (dd/mm/yyyy)

#### Support material

Complete the following tables for the digital images and/or video you are submitting.

If further descriptive information is necessary, include the additional details in a separate document. For works created as part of a collaboration or within a professional firm, clearly indicate your role.

#### Description of digital images

| No | Name of architectural work | Creator/Role | Client or owner | Date |
| --- | --- | --- | --- | --- |
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| 20 |  |  |  |  |

#### Description of video (if applicable)

| Name of architectural work | Creator/Role | Year | Running time | Format |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Link (if applicable): | | | | |

## Checklist

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material.

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

#### Identification form (confidential)

* Identification of applicant
* Declaration of applicant

Access Support (if applicable)

#### Application form

* Identification of applicant
* Description of digital images
* Description of video (if applicable)

#### Required documents

* Curriculum vitae or history of firm (3 pages maximum)
* Description of proposed project (4 pages/1000 words maximum)
* Schedule (1 page maximum)
* Letters of invitation (5 letters maximum, if applicable)
* Critical texts, articles or catalogues about your practice, firm or projects (15 pages maximum)

#### Support material

* Digital images (20 pages maximum) **OR**,

Digital images (15 pages maximum) and 1 video (3 minutes maximum)

Send your completed application form, required documents and support material **as 1 email** on or before the deadline by 11:59 pm (local time) to [architecture-prizes@canadacouncil.ca](mailto:architecture-prizes@canadacouncil.ca).

* Please include the name of the prize in the subject line.
* The maximum file size including attachments is 25 MB.

If you do not receive a confirmation email within 3 business days, please contact us to make sure we have received your application.

Incomplete or late applications will not be assessed.