



Canada Council Conseil des arts
for the Arts du Canada

PRIZES

Professional Prix de Rome in Architecture

Follow these three steps to apply for this prize:	
Step 1	Read the Prize Guidelines for details about the purpose of the prize, who is eligible, amount of the prize, application assessment process and criteria, etc.
Step 2	Read the Important Information section. If you still have questions about the prize or the application process, contact the program officer listed below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part F 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 is committed to equity and inclusion, and encourages applications and nominations from culturally diverse, Deaf, disability and official language minority artists, groups and organizations. The Canada Council recognizes and affirms the Aboriginal and treaty rights of the Indigenous peoples of this land and encourages applications and nominations from First Nations, Inuit and Métis individuals, groups, and organizations in all its programs. Measures are in place in all programs to support these commitments.

Deadline

1 March 2018

Your completed application form 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

Sarah Brown

Program Officer, Prizes
Canada Council for the Arts
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Ottawa ON K1P 5V8

sarah.brown@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 6004

TTY: 1-866-585-5559

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PRIZE GUIDELINES

<p>Prize Description</p>	<p>The Professional Prix de Rome in Architecture is awarded annually to either a young practitioner of architecture or an architectural firm that has completed its first built works and has demonstrated exceptional artistic potential.</p> <p>The prize encourages the development of artistic excellence in contemporary architectural practice by supporting the prize recipients to travel around the world to develop their skills and their creative practice, and to strengthen their position in the international architecture world.</p> <p>Candidates are to define the program of work and related travels that will best support the development and recognition of their practice. Travel can consist of multiple trips to a number of destinations, spread over a two-year period.</p> <p>Proposed activities can include:</p> <ul style="list-style-type: none"> • visits to outstanding buildings • participation in biennales, conferences, colloquiums, competitions and architectural workshops • meetings with editors, critics and curators of architecture.
<p>Eligibility</p>	<p>General criteria</p> <p>To apply for this prize as an individual, you must be a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada. You do not need to be living in Canada when you apply.</p> <p>Architects and architectural firms specializing in architecture, landscape architecture and/or urban design can submit their candidature.</p> <p>You must also meet one of the following definitions:</p> <p>Architect</p> <p>To be eligible as an architect, you must:</p> <ul style="list-style-type: none"> • have maintained a professional practice for a minimum of 2 years • have completed a professional body of work • have published or have presented at least 1 work in a public setting <p>Architectural firm</p> <p>Architectural firms can apply for projects that examine and present ideas on the Canadian contemporary build environment.</p> <p>To apply as an architectural firm, you must:</p> <ul style="list-style-type: none"> • be incorporated in Canada • have been in operation at least 2 years • be at least 75 % Canadian-owned • have your head office and executives in Canada • have maintained a professional practice for a minimum of 3 years • have completed a professional body of work • have been published or have presented work in a public setting <p>Other restrictions</p> <p>You may submit an application to the Professional Prix de Rome in Architecture and the Ronald J. Thom Award in the same year.</p>

Eligibility (continued)	<p>Applications to the Professional Prix de Rome in Architecture will be assessed first, followed by those for the Ronald J. Thom Award. If you are successful in the Professional Prix de Rome in Architecture, your application will be withdrawn from the Ronald J. Thom Award competition.</p>
Prize Amount	<p>The prize amount is \$50,000, which is intended to contribute to the costs of the proposed program of work and related travels. The funds cannot be used for activities and expenses that occur before the application deadline.</p>
Application Assistance	<p>Funds are available to pay for services to individuals who experience disability-related barriers within the application/nomination or final reporting processes of Canada Council programs. Individuals who are Deaf, have disabilities or who are living with mental illness, may apply for funding to contribute to costs for services to assist them specifically in completing a prize application, a prize nomination or in submitting a final report.</p> <p>Please submit your request at least four weeks prior to a deadline. Contact the officer responsible for this prize by phone or e-mail. For more information, please consult our website: http://canadacouncil.ca/commitments/equity/application-assistance.</p>
Access Support	<p>Access Support provides supplementary support to individual applicants who are Deaf, have disabilities or who are living with mental illness, as well as Deaf and disability arts groups and organizations. Funds are available to recipients who identify specific disability-related supports that are needed to carry out their proposed activities. For more information, please consult our website: http://canadacouncil.ca/funding/strategic-funds/access-support.</p>

Assessment of Applications

Assessment process

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 individuals who are recognized as professional artists by their peers and chosen for their specialized knowledge in contemporary architecture, landscape architecture and the urban environment. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada's two official languages, Indigenous peoples, and the cultural and regional diversity of Canada.

All peer assessment committee recommendations are final.

For further information on this subject, please consult the Canada Council's website at canadacouncil.ca.

Assessment criteria

The peer assessment committee will base its review of applications on the fund's objectives and the assessment criteria listed below. The committee's 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.

Applications will be evaluated based on the following criteria:

- artistic merit of the applicant's built works;
- quality of the program of work proposed for the use of the prize;
- relevance of the proposed program of work to the artistic development and professional recognition of the applicant.

IMPORTANT INFORMATION

Processing the Application	<p>Application preparation</p> <ul style="list-style-type: none">• You are responsible for providing all the information and support material requested.• The Canada Council will make decisions about your eligibility based on the information you provide in your application.• Submit only the material requested. Extra material will not be shown to the peer assessment committee.• Carefully choose your support material as committee members have limited time in which to study each application.• Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.• It is important to inform the Canada Council of any changes to your contact details. <p>Format and layout</p> <p>All the documents requested and the application form must be submitted:</p> <ul style="list-style-type: none">• printed on one side only• on separate sheets of white paper (letter format, 8½ x 11 inches)• with a black font size of 11 points or larger• with paper clips (documents cannot be bound, placed under plastic or stapled). <p>Avoid unusual formatting as it can make documents hard to read.</p> <p>Response time</p> <p>You will be informed of the result of your application approximately four months after the application deadline.</p> <p>Previous winners</p> <p>Please consult our website for the list of past winners at canadacouncil.ca.</p>
Personal Information	<p>The <i>Privacy Act</i> 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 <i>Privacy Act</i>. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the <i>Access to Information Act</i>.</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 peer 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>Prize Terms and Conditions</p>	<p>If your application is successful, the terms and conditions will be outlined in the notification letter.</p> <p>Please note that winners cannot receive the prize money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.</p> <p>Prize payment</p> <p>The Canada Council will send you the prize money after it has received your acknowledgement form, which will be provided with your notification letter.</p> <p>Tax status</p> <p>The Professional Prix de Rome in Architecture is taxable and a T4A slip 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>Expiry date of the prize</p> <p>The prize funds will be available for your use 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 prize.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council program officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your award that has not been paid to you by the expiry date, or you may be required to return a portion of the award you have already received.</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 prize. Details about the acknowledgement policy will be included with the notification letter.</p> <p>Final report</p> <p>You will be required to submit a final report by the date identified in your notification letter.</p>
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2018 Professional Prix de Rome in Architecture

The information you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT		
Indicate whether you are applying as an individual or firm, and provide the applicant's full legal name:		
<input type="checkbox"/> Individual practitioner - architect or practitioner of architecture (your full legal name) _____ Last name _____ First and middle names <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Other _____ Year of birth: _____	<input type="checkbox"/> Architectural firm (architecture or landscape architecture) _____ Name of firm _____ Contact person (full legal name) <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Other _____	
CONTACT INFORMATION FOR ALL APPLICANTS		
Permanent address: _____ Street address and apartment or suite number _____ City Province or territory Postal code	Mailing address (if different from permanent address): _____ Street address and apartment or suite number _____ City Province or territory Postal code	
_____ Email _____ Website	_____ Telephone (residence) Telephone (business)	
DECLARATION		
In which language do you prefer to communicate with the Canada Council? <input type="checkbox"/> English <input type="checkbox"/> French Will you permit the Canada Council for the Arts to include your 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 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 Immigration, Refugees and Citizenship Canada (applies to individual practitioners only). • I have carefully read the eligibility criteria for this prize, which are described in the application guidelines, and I meet (or the firm I represent meets) these criteria. • I will act as the only representative of the applicant firm. I will keep the other participants informed of the contents and outcome of this application (if this applies). • I understand that winners are not eligible to receive funds 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 for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines. 		
I confirm that the statements in my application are complete and accurate, to the best of my knowledge.		
_____ Signature (an original signature is required)	_____ Date	

NAME OF APPLICANT: _____

ACCESS SUPPORT (if this applies)	
<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 activities. Please see the Access Support section in the program guidelines for details.</p> <p>Total amount requested: \$ _____</p> <p>As access support funds are separate from grant funds, do not include the total amount requested above within your budget for the proposed activities.</p>	
DESCRIPTION	Amount Requested
Describe in detail the required services and supports and provide the cost breakdown.	
For example: Workshop leaders will require sign language interpretation to communicate with me during the workshop. I will need to hire two interpreters for 3 hours at \$80 per hour each and their travel expenses from a nearby town (two bus tickets at \$75 each). Total amount: $(3 \times 80 \times 2) + (75 \times 2) = \630	\$630
<p>Total amount requested</p> <p>You must round your total amount requested to the nearest hundred dollars.</p>	



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Professional Prix de Rome in Architecture

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

- 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 A – NAME AND LOCATION OF APPLICANT

Name of applicant (individual or firm)

City

Province or territory

PART B – PROGRAM OF WORK SUMMARY

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

Proposed timeline:

From _____
(day/month/year)

to _____
(day/month/year)

(The start date must be after the application deadline, and the timeline must not exceed a maximum of 2 years.)

PART C – PROGRAM OF WORK

On separate sheets of white paper, provide the requested information in a maximum of **1,000 words**. Use 8½ x 11 inch white paper, one side only, and single space your description. Limit your description to the information required, as given below.

Describe your architectural practice and the program of work you propose to undertake. Include the following:

- your creative interests as an architect
- the proposed activities and travel destinations
- the relevance of the program of work to your artistic development and professional recognition.

NAME OF APPLICANT: _____

PART D – SUPPORT MATERIAL

On separate sheets of paper, provide the following support material. Submit only the material requested.

- **Schedule** (maximum of **one page**)
Outline the schedule of activities and the locations to be visited.
- **Curriculum vitae or history of firm** (maximum of **three pages**)
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.
- **Letters of invitation** (maximum of **five letters**, if this applies)
Submit letters of invitation to public events or professional studio visits in which you will participate.
- **Critical texts, articles or catalogues** (maximum of **15 pages in total**)
Include **one to three** texts or excerpts of professional published texts dealing with your work.

PART E1 – VISUAL SUPPORT MATERIAL

Submit a maximum of **20** digital images, or **15** digital images and **1** video (maximum **three minutes**) documenting your past work. This may include images of the proposed sites or buildings to be visited.

Please do not submit originals. Support materials will not be returned.

All visual support material must be submitted as digital images and videos (if applicable) on CD, USB or DVD and must conform to the following guidelines. Test your material before submission to ensure that it is formatted correctly.

Guidelines for submitting digital support material:

Image files must be:

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

Video files must be:

- in .avi, .mov, .mpg, .mpeg format
- maximum **3 minutes** running time
- viewable with QuickTime, RealPlayer, Windows Media Player or VLC.

Files must be named according to 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.

NAME OF APPLICANT: _____

PART E2 – DETAILED DESCRIPTION OF DIGITAL MATERIAL

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

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

DIGITAL STILL IMAGES

No.	Name of Work of Architecture	Creator	Client or Owner	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.	Name of Work of Architecture	Creator	Year	Running Time	Format

NAME OF APPLICANT: _____

PART F – 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 include the applicant's name on all items.

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

- Identification and contact information for all applicants
- Declaration (an **original signature** is required)
- Access Support (if this applies)
- Part A – Name and location of applicant
- Part B – Program of work summary
- Part C – Program of work (maximum of **1,000 words**)
- Part D – Support material
 - Schedule (maximum of **one page**)
 - Curriculum vitae or history of firm (maximum of **three pages**)
 - Letters of invitation (maximum of **five letters**, if this applies)
 - Critical texts, articles or catalogues (**one to three**, maximum of **15 pages in total**)
- Part E1 – Visual support material
 - Digital still images (maximum of **20** images, on a CD, USB or DVD)
 - Digital video (optional – **one** only, 3 minutes maximum, on CD, USB or DVD)
- Part E2 – Detailed description of digital material
 - Additional description of digital support material (optional - maximum of **one page**)

Submit your application to:

Prizes

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