



Canada Council for the Arts  
Conseil des arts du Canada

## PRIZES

### Jean A. Chalmers Fund for the Crafts

Follow these <b>three steps</b> to apply for this grant:	
<b>Step 1</b>	Read the <b>Guidelines</b> for details about the purpose of the fund, who and what is eligible, 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 fund 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 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, including people with disabilities.**

### Deadline

**1 March 2017**

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

Your completed application form and all required support material must be postmarked on or before the deadline date.

The Canada Council 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

150 Elgin Street, P.O. Box 1047

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

PRG7575E 02-17



## PROGRAM GUIDELINES

<p><b>Description of the Fund</b></p>	<p>Each year, an amount is available to the Canada Council for the Arts to support special initiatives in the Canadian crafts community. Awarded through the Jean A. Chalmers Fund for the Crafts, this sum represents the income from an endowment of \$500,000 made to the Canada Council by the late Mrs. Chalmers in 1985. The Chalmers Fund enables the Canada Council to assist non-profit, Canadian visual arts organizations and fine crafts professionals to undertake projects that contribute to the advancement and understanding of the fine crafts in Canada. The fund provides <b>partial funding</b> for one-time projects through three program components:</p> <ul style="list-style-type: none"> <li>• <b>Research and Policy Development Assistance</b> (this component is open to organizations and individuals)</li> <li>• <b>Special Project Assistance</b> (open to organizations)</li> <li>• <b>Pre-publication Assistance</b> (open to organizations).</li> </ul> <p><b>Candidates may apply to only ONE of the above components per deadline.</b></p>
<p><b>Applicant Eligibility</b></p>	<p><b>Eligible organizations</b></p> <p>Incorporated, non-profit Canadian visual arts and fine craft organizations, art museums, public art galleries, exhibition centres, artist-run centres, university art departments, art colleges, fine crafts colleges, service organizations and professional associations with a commitment to the professional fine crafts communities in Canada are eligible to apply.</p> <p><b>Eligible arts professionals</b></p> <p>Individual fine crafts professionals (for example, artists, curators, critics and writers) may apply to the Research and Policy Development Assistance component <b>only</b>. They must be Canadian citizens or permanent residents, as defined by Citizenship and Immigration Canada. Applicants do not need to be living in Canada when they apply.</p> <p>They must also meet the Canada Council’s definition of a <b>professional artist</b>, which is an artist who:</p> <ul style="list-style-type: none"> <li>• has completed his or her basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships)</li> <li>• is recognized as such by his or her peers (artists working in the same artistic discipline)</li> <li>• is committed to devoting more time to artistic activity, if feasible financially.</li> <li>• at least three publications to their credit (critics)</li> <li>• have produced at least three exhibitions or publications (curators).</li> </ul> <p>Meeting the eligibility criteria does not guarantee that you will be funded.</p> <p>To meet the definition of a <b>professional contemporary fine craft artist or curator</b>, you must also have:</p> <ul style="list-style-type: none"> <li>• produced an independent body of work</li> <li>• had at least three public presentations of work in a professional fine craft context over a three year period</li> </ul> <p>maintained an independent professional practice for at least three years.</p>

<p><b>Project Eligibility</b></p>	<p><b>Research and Policy Development Assistance</b></p> <p>Funding from this component contribute to the direct costs of investigating or documenting historical or contemporary developments in the fine crafts, as well as issues that arise from the practice of the art form. Institutions may also apply for funds to engage the services of short-term development consultant curators, to develop acquisition policies and exhibition programs for contemporary fine crafts.</p> <p><b>Special Project Assistance</b></p> <p>Special Project Assistance funds contribute to the direct costs of conferences, seminars, symposiums, lecture series and artists’ workshops designed to advance knowledge about and understanding of crafts in Canada.</p> <p><b>Pre-publication Assistance</b></p> <p>These funds contribute to the pre-printing costs of publications on the fine crafts. Project examples include anthologies, monographs or the results of research, which should be intended for national or international distribution. Assistance is also available for special issues of Canadian craft periodicals. Organizations may apply for support in collaboration with a publisher or independently. Proposals for the use of film, videos, audio, CD-ROMs or the Internet to address contemporary issues in the fine crafts may also be submitted.</p> <p><b>NOTE:</b> All applications must indicate the payment of fees to professionals contributing to the project. These fees must be accounted for in the final report and financial accounting, which all successful applicants are required to submit.</p> <p><b>Ineligible projects</b></p> <ul style="list-style-type: none"> <li>• Projects in the field of commercial, industrial and fashion design.</li> <li>• Projects organized by students, or featuring student works or works produced in a training or academic context.</li> <li>• Beginners’ workshops or art education courses.</li> <li>• Projects related to the presentation and documentation of an exhibition.</li> </ul>
<p><b>Funding Amount</b></p>	<p>There are no minimum or maximum amounts that may be requested or received through this program. Generally, funding will vary between \$5,000 and \$7,000, according to the requests received and the peer assessment committee’s evaluations. Successful applicants may or may not be awarded the full amount requested.</p> <p>These funds cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline.</p>

<p><b>Access Support</b></p>	<p>Individual applicants who are Deaf or have disabilities may apply for additional funds to cover expenses for specific services and supports which are required to apply to the prize, and if applicable, carry out the proposed eligible activities. The Canada Council may contribute toward the access-related expenses.</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>Requests are reviewed on a case-by-case basis and are not shared with the assessment committee. 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>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible applications will be evaluated by a peer assessment committee. The committee will be composed of five experienced crafts professionals (such as artists, administrators, curators, critics, writers and /or educators) who are recognized as such by their peers. 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.</p> <p>All peer assessment committee recommendations are final.</p> <p>For further information on this subject, please consult the Canada Council website at <a href="http://www.canadacouncil.ca">www.canadacouncil.ca</a>.</p> <p><b>Assessment criteria</b></p> <p>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.</p> <p>Applications are assessed according to:</p> <ul style="list-style-type: none"> <li>• the impact of the proposal on the development of fine crafts regionally, provincially or nationally</li> <li>• the quality of the work of the contributors to the project</li> <li>• the appropriateness of the budget and the applicant’s ability to carry the project to a successful conclusion.</li> </ul>

## IMPORTANT INFORMATION

<b>Processing the application</b>	<p><b>Application preparation</b></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 peer 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 information.</li></ul> <p><b>Format and layout</b></p> <p>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>Response time</b></p> <p>You will be informed, of the result of your application approximately <b>four months</b> after it has been received.</p> <p>Please consult our website at <a href="http://www.canadacouncil.ca">www.canadacouncil.ca</a> for the list of past winners.</p>
<b>Personal Information</b>	<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 peer 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>

**Fund Terms  
and  
Conditions**

**Before you apply**, please note all the following conditions:

- 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.
- Students are not eligible.

**If your application is successful**, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:

**Payment of funds**

The Canada Council will send you the money after it has received your Acknowledgement Form, which will be provided with your notification letter.

**Tax status**

The Jean A. Chalmers Fund for the Crafts is 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.

**Changes to proposed projects**

Any changes to funded projects must be approved by the appropriate program officer **before you carry them out**.

**Expiry date of the fund**

The 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.

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 fund that has not been paid to you by the expiry date, or you may be required to return a portion of the funds you have already received.

**Final report**

You will be required to submit a final report by the date identified in your notification letter.



## 2017 Jean A. Chalmers Fund for the Crafts

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

<b>IDENTIFICATION</b>	
<b>Name of applicant</b> (provide your registered or full legal name): <span style="float: right;"> <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.         </span> <span style="float: right;">Year of birth _____</span>	
<b>Mailing address:</b> <hr/> Street address and apartment or suite number <hr/> City <span style="margin-left: 50px;">Province or territory</span> <span style="margin-left: 50px;">Postal code</span> <hr/> Telephone <span style="margin-left: 150px;">Fax</span> <hr/> Email <span style="margin-left: 100px;">Website</span>	<b>Name of contact person</b> (if this applies): <hr/> Name <hr/> Position <hr/> Telephone <span style="margin-left: 100px;">Fax</span> <hr/> Email
<b>DECLARATION</b>	
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 <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>• For individuals only – I confirm that I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.</li> <li>• For representatives of organizations only – I will act as the only representative of the organization, and I will keep the other participants informed of the contents and outcome of this application.</li> <li>• I have carefully read the eligibility criteria for this fund, which are described in the application guidelines, and I meet (or the organization that I represent meets) these criteria.</li> <li>• I understand that my application will not be eligible to apply to this fund if any overdue final reports for Canada Council grants or prizes have not been submitted and approved.</li> <li>• I accept the conditions of the fund, and agree to accept the Canada Council for the Arts' 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> <p><b>I confirm that the statements in my application are true and complete, to the best of my knowledge.</b></p> <hr/> Name (Please print)	
<hr/> Signature of applicant or applicant's contact person <b>(an original signature is required)</b>	<hr/> Date

**ACCESS SUPPORT (if this applies)**

Individual applicants who are Deaf or have disabilities may apply for additional funds to cover expenses for specific services and supports which are required to apply to the prize, and if applicable carry out the proposed eligible activities. Please see the Access Support section in the program guidelines for details.

**Are you requesting funds to cover expenses for access support?**

No  Yes, Total amount requested: \$ \_\_\_\_\_

**Please describe the services and support required and indicate the cost**

1. Services or support required (provide details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_

2. Services or support required (provide details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_

3. Services or support required (provide details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_

4. Services or support required (provide details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \$ \_\_\_\_\_



### Jean A. Chalmers Fund for the Crafts

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. Type or print in black ink to make your submission easier to photocopy.
- 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	
Last name of individual applicant	First and middle names
Name of applicant (registered or legal name)	Name and position of contact person
City (permanent residence or location)	Province or territory
Website	
PART A2 – DESCRIPTION OF THE FUND REQUEST	
<b>Project type</b> (please check the appropriate box): <input type="checkbox"/> Research and Policy Development Assistance <input type="checkbox"/> Special Project Assistance <input type="checkbox"/> Pre-publication Assistance	
<b>Amount requested from this fund:</b> \$ _____ (rounded to the nearest hundred)	
<b>Project title and description</b> (maximum of 30 words): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
The project will begin _____ and finish _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>(day/month/year)</span> <span>(day/month/year)</span> </div>	

**PART A3 – PROFILE OF ORGANIZATION**

**Note:** Individual applicants are not expected to complete this section.

On separate sheets of paper, please describe your organization in point form in **500 or fewer words**.

Address each of the following points:

- mandate of your organization
- main goals or artistic objectives
- brief history (include date established and principal events or main accomplishments)
- structure (give type of incorporation, names and titles of key personnel, number of employees, and the relationship of your organization to any other organizations that it has a corporate affiliation with)
- geographic location and community served
- role of the organization within the arts community
- distribution network and other relevant information (**optional**).

**PART B1 – PROJECT DESCRIPTION**

The peer assessment committee considers this to be the most important section when assessing applications. Ensure that the description of the project is directly related to the assessment criteria for this fund, which are:

- the impact of the proposal on the development of fine crafts regionally, provincially or nationally
- the quality of the work of the contributors to the project
- the appropriateness of the budget and the applicant's ability to carry the project to a successful conclusion.

**This section must not exceed 1,000 words.**

**PART B2 – PROJECT CONTRIBUTORS**

List the professionals who will be contributing to the project. Contributors may include staff or guest curators, artists, writers, editors and researchers. Support your selection of contributors by providing a brief description of their previous work and a mention of their role in the proposed activity.

Include résumés of contributors (**maximum of three pages each**).

**PART C1 – FINANCIAL INFORMATION: REVENUES (relating to this project only)**

Present the budget planned for your proposed project. It is important that all budgets be balanced, which means that the total expenses must equal the total revenues. Clearly indicate, in the appropriate section or column, the expenses to be covered by this program of the Canada Council for the Arts.

**REVENUES**

	Confirmed	Pending	Amount
Canada Council grants <b>from other programs</b>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Federal grants (other than Canada Council)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Provincial or territorial grants	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Municipal or regional grants	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Private or corporate donations	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Cost-sharing with other institutions (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Registration fees	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Ticket sales	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Other (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Contribution of Applicant			\$ _____
Amount requested from the Jean A. Chalmers Fund for the Crafts (you must round your fund request to the <b>nearest hundred</b> )			\$ _____
<b>Total revenues</b>			\$ _____

<b>PART C2 – FINANCIAL INFORMATION: EXPENSES</b>		
<b>EXPENSES</b>		
	<b>Cost</b>	<b>Request to Jean A. Chalmers Fund</b>
<b>Research and Policy Development Assistance:</b>		
Honoraria	\$	\$
Meals and incidentals	\$	\$
Transportation	\$	\$
Other (provide details)	\$	\$
	\$	\$
	\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>
<b>OR</b>		
<b>Special Project Assistance:</b>		
Honoraria	\$	\$
Meals and incidentals	\$	\$
Transportation	\$	\$
Accommodation	\$	\$
Equipment rental	\$	\$
Facilities rental	\$	\$
Conference supplies	\$	\$
Printing	\$	\$
Documentation	\$	\$
Administration (telephone, fax, postage)	\$	\$
Other (provide details)	\$	\$
	\$	\$
	\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>
<b>OR</b>		
<b>Pre-publication Assistance:</b>		
Honoraria	\$	\$
Research and documentation	\$	\$
Photography	\$	\$
Copyright payments	\$	\$
Graphic design	\$	\$
Translation	\$	\$
Other (provide details)	\$	\$
	\$	\$
	\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>

Please ensure that total expenses equal total revenues.

**PART D1 – SUPPORT MATERIAL**

Please provide one copy only of each support material item.

It is important that you identify your support material clearly so the peer assessment committee will understand how it relates to your request. Indicate your name as applicant and, if pertinent, identify the appropriate pages in the publications you are submitting. Please note that the Canada Council will not return the support material to you.

**Print Material** (as appropriate)

- Recent catalogues or other publications published by the applicant (**maximum of two**).
- Recently published writing samples by curators and other writers (**maximum of two per author**) presented on 8½ x 11 inch pages.
- Organization's current program of activity
- Quotations for pre-publication costs, including writers' fees, photography, translation, design and layout

**Digital Images**

Submit a maximum of **20 digital images** on CD.

Complete Part D3 of this application form, which requests details about the digital images you are submitting.

**PART D2 – GUIDELINES FOR SUBMITTING DIGITAL IMAGES**

**IMPORTANT NOTICE: If the digital support material submitted with your application does not follow the guidelines below, your application will be considered incomplete. It will, therefore, be withdrawn from the competition.**

**Digital images** must be submitted on CD or a USB key. Image files must be:

- PC-compatible
- in jpg file format
- a maximum of 1 MB file size
- a maximum resolution of 1024 x 768 pixels
- RGB or greyscale colour mode files only (no CMYK)

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 the "Detailed description of digital images" which is Part D3 of this form.

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 D3 – DETAILED DESCRIPTION OF DIGITAL IMAGES**

Complete the following form. If further descriptive information is necessary, include the details on a separate page (one page maximum).

Image 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					

**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 name and the title of the proposed project on all items.

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

- Identification
- Declaration (an **original signature** is required)
- Access support, if this applies
- Part A1 – Name and location of applicant
- Part A2 – Description of the fund request
- Part A3 – Profile of organization (maximum **500** words)
- Part B1 – Project description (maximum **1,000** words)
- Part B2 – Project contributors
- Part C1 – Financial information: Revenues
- Part C2 – Financial information: Expenses
- Part D1 – Support Material
  - Résumés of participating artists and other project contributors (maximum of **three** pages per contributor)
  - Recent catalogues or other publications by applicant, if applicable (maximum of **two**)
  - Recently published writing samples by curators and other writers (maximum of **two** per author)
  - Applicant organization current program of activity, if applicable
  - Quotations for pre-publication costs, if applicable
  - Digital images on CD or USB key (maximum of **20**, see Part D2 for restrictions)
- Part D3 – Detailed description of digital images

**Submit your application to:**

Prizes  
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: \_\_\_\_\_