



Canada Council    Conseil des arts  
for the Arts        du Canada

## VISUAL ARTS SECTION

### Ronald J. Thom Award for Early Design Achievement

Follow these <b>three steps</b> to apply for this award:	
<b>Step 1</b>	Read the <b>Award Guidelines</b> for details about the purpose of the award, who is eligible, amount of the award, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information</b> section. If you still have questions about the award 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.**

### Deadline

**1 March 2016**

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all required support material must be postmarked on or before the deadline date.

The Canada Council will not accept applications postmarked after the deadline, incomplete applications, or those submitted by fax or email. You will not be contacted if your application is incomplete.

### Further Information

#### **Brigitte Desrochers**

Program Officer

Visual Arts Section

Canada Council for the Arts

150 Elgin Street, P.O. Box 1047

Ottawa ON K1P 5V8

[brigitte.desrochers@canadacouncil.ca](mailto:brigitte.desrochers@canadacouncil.ca)

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5270

TTY: 1-866-585-5559

VAG15E 07-15



## AWARD GUIDELINES

<p><b>Mandate of the Visual Arts Section</b></p>	<p>To contribute to the advancement of ideas and practices in the visual arts and architecture, and to encourage their presentation and public enjoyment.</p>
<p><b>Award Description</b></p>	<p>The Ronald J. Thom Award for Early Design Achievement is awarded to either a practitioner of architecture or an architectural firm. The successful candidate must be in the early stages of a career or practice and must demonstrate both outstanding creative talent and exceptional potential in architectural design.</p> <p>The successful candidate must demonstrate sensitivity to architecture’s allied arts, crafts and professions within the context of an integrated built environment. These include landscape architecture, interior design, furniture design, graphic design and decorative arts.</p> <p>The award was established in 1990, in collaboration with the Canada Council for the Arts, by friends and colleagues of the eminent Canadian architect Ronald J. Thom. The award, which honours Mr. Thom’s life and work, reflects the qualities of his legacy to Canada. This legacy includes both his buildings and the encouragement and inspiration he gave his colleagues in architecture and its allied arts and professions.</p>
<p><b>Eligibility</b></p>	<p><b>General criteria</b></p> <p>To apply for this award as an individual, you must be a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada.</p> <p>You do not need to be living in Canada when you apply.</p> <p>To apply as an architectural firm, your firm must be at least 75% Canadian-owned and have its head office and executive located in Canada.</p> <p>You must also meet the Canada Council’s definition of a <b>professional artist</b>, defined as someone who:</p> <ul style="list-style-type: none"> <li>• has specialized training in the field (not necessarily in academic institutions)</li> <li>• is recognized as a professional artist by peers (artists working in the same artistic tradition)</li> <li>• has a history of presenting work publicly or being published</li> </ul> <p>To meet the above definition as a professional <b>practitioner of architecture or architecture firm</b> you must:</p> <ul style="list-style-type: none"> <li>• have produced a professional body of work</li> <li>• have maintained a professional practice for at least three years after you completed your specialized training</li> <li>• specialize in architecture, landscape architecture, and/or urban design</li> </ul> <p><b>Other restrictions</b></p> <p>You may submit an application to the Professional Prix de Rome in Architecture, the Ronald J. Thom Award, and the Architecture: Grants to Individuals and Firms program in the same year.</p>

<p><b>Eligibility (continued)</b></p>	<p>Applications to the Professional Prix de Rome in Architecture will be assessed first, followed by those for the Ronald J. Thom Award, and finally the Architecture: Grants to Individuals and Firms program. If you are successful in any of the competitions listed above, your application will be withdrawn from subsequent competitions.</p> <p>All final reports due for previous Canada Council grants must be submitted before the application deadline for this award. If you or your firm has not submitted all final reports that are due, your application will not be eligible.</p>
<p><b>Award Amount</b></p>	<p>The award amount is \$10,000.</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, composed of individuals who are recognized as experienced professionals 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, Aboriginal peoples, and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>All peer assessment committee recommendations are final.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes its Decisions,” posted on the Canada Council’s website.</p> <p><b>Assessment criteria</b></p> <p>Applications will be evaluated based on the quality of the candidate’s previous work in terms of architectural design and integration of architecture’s allied arts, crafts and professions.</p>

## 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 grant 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>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 approximately <b>four months</b> after the application deadline. The Canada Council does not release results by telephone or email.</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 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>Award Terms and Conditions</b></p>	<p><b>Before you apply</b>, please note that all your overdue final reports for Canada Council grants must be submitted and approved.</p> <p><b>If your application is successful</b>, the terms and conditions will be outlined in the notification letter.</p>
<p><b>Previous Winners and Peer Assessment Committee Members</b></p>	<p>Visit <a href="http://canadacouncil.ca/en/council/prizes/cumulative-list">http://canadacouncil.ca/en/council/prizes/cumulative-list</a> for the cumulative list of winners of the Ronald J. Thom Award for Early Design Achievement. You can also find out who the peer assessors were on the Canada Council's website.</p>



**Ronald J. Thom Award for Early Design Achievement**

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

IDENTIFICATION OF APPLICANT	
<b>Indicate whether you are applying as an individual or firm, and provide the applicant's full legal name:</b>	
<input type="checkbox"/> <b>Individual practitioner</b> (architecture or landscape architecture)  _____ Last name  _____ First and middle names <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. Year of birth: _____ <b>Permanent address:</b>  _____ Street address and apartment or suite number  _____ City Province or territory Postal code  _____ Email  _____ Website	<input type="checkbox"/> <b>Architectural firm</b> (architecture or landscape architecture)  _____ Name of firm  _____ Contact person <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <b>Mailing address</b> (if different from permanent address):  _____ Street address and apartment or suite number  _____ City Province or territory Postal code  _____ Telephone (residence) Telephone (business)  _____ Fax
DECLARATION	
<p>I permit the Canada Council for the Arts to include my name, address and email on its mailing list:  <b>(This information will be used for Canada Council business only, including surveys.)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I prefer to communicate with the Canada Council in: <input type="checkbox"/> English <input type="checkbox"/> French</p> <p><b>To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:</b></p> <ul style="list-style-type: none"> <li>• I am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada (applies to individual practitioners only).</li> <li>• I have carefully read the eligibility criteria for this award, which are described in the application guidelines, and I meet (or the firm I represent meets) these criteria.</li> <li>• 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).</li> <li>• I understand that I am not eligible to apply to this program until all of my overdue final reports for Canada Council grants have been submitted and approved.</li> <li>• I accept the conditions of this award 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> <p><b>I confirm that the statements in my application are complete and accurate, to the best of my knowledge.</b></p>	
_____ <b>Signature (an original signature is required)</b>	_____ <b>Date</b>



## Ronald J. Thom Award for Early Design Achievement

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		
<hr/>		
Name of applicant (individual or firm)	City	Province or territory
<hr/>		
PART B – DESCRIPTION OF APPLICANT AND PRACTICE		
<p>On separate sheets of paper, provide the following support material:</p> <ul style="list-style-type: none"><li>• <b>Description of practice</b> (maximum 750 words) Describe your practice, previous work and particular interests in architectural design and the integration of architecture's allied arts, crafts and professions.</li><li>• <b>Curriculum vitae or history of firm</b> (maximum of four 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.</li></ul>		
PART C1 – VISUAL SUPPORT MATERIAL		
<p>Submit a maximum of <b>20 digital images</b> and/or <b>1 video</b> documenting your past work.</p> <p>After applications are assessed, all support material sent by mail will be returned to the address given by the applicant.</p> <p>All visual support material must conform to the following guidelines. Test your material before submission to ensure that it is formatted correctly.</p> <p><b>Audiovisual specifications:</b></p> <p>Files must be named according to the following format: <b>01initialsyeartitle.jpg</b> (image number, applicant's initials, year of the work, title of the work). The image numbers must correspond to the ones in the Detailed description of visual support material. Do not use punctuation, spaces, more than 45 characters per file name or special characters in your file names.</p> <p><b>Image files</b> must be:</p> <ul style="list-style-type: none"><li>• JPEG (.jpg, .jpeg) format</li><li>• RGB colour mode</li><li>• no larger than 1.5 MB per image</li></ul> <p><b>Audiovisual files</b> must be:</p> <ul style="list-style-type: none"><li>• viewable with VLC media player (for more information, consult <a href="http://www.videolan.org/vlc/">www.videolan.org/vlc/</a>)</li><li>• a maximum 60 FPS</li><li>• a maximum resolution of 1080P (or frame size of 1920 x 1080)</li><li>• no larger than 4 GB</li></ul> <p><b>Media</b> must be:</p> <ul style="list-style-type: none"><li>• either DVD, CD or USB key (files must be organized in a single folder)</li><li>• NTSC-region 1 compliant (DVD video)</li></ul>		

**NAME OF APPLICANT:** \_\_\_\_\_

**PART C2 – DETAILED DESCRIPTION OF VISUAL SUPPORT 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 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 (with an **original signature**)
- Part A – Name and location of applicant
- Part B – Description of applicant and practice
  - Description of practice (maximum of 750 words)
  - Curriculum vitae or history of firm (maximum of four pages)
- Part C1 – Visual support material
  - Digital still images (maximum of 20 images)
  - Digital video (if this applies – one only)
- Part C2 – Detailed description of visual support material
  - Additional description of images and video (optional – maximum of one page)

**Send your application to:**

**Visual Arts Section**

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

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**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, 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: \_\_\_\_\_