# Canada Council LogoRonald J. Thom Award for Early Design Achievement

## Identification form

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

### Identification of applicant

Indicate whether you are applying as an individual or firm.

**Individual practitioner (architect or professional in** architecture)

Full name

[ ]  Ms. [ ]  Mr. [ ]  Other Year of birth

Complete address

Primary telephone Secondary telephone

Email Website

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

**OR**

#### Architectural firm (architecture, landscape architecture or urban planning)

Name of firm (full legal name)

Contact person (full legal name)

[ ]  Ms. [ ]  Mr. [ ]  Other

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 the following statements:

I am a Canadian citizen or a permanent resident of Canada, as defined by Immigration, Refugees and Citizenship Canada (if applicable – 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 firm. 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 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 firm) 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 (or my firm) 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 firm (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

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

#### Description of practice (1000 words maximum)

Describe your practice, previous work, and interests in architectural design, including how your work is aligned with the allied arts, crafts and professions, your contributions towards a more equitable, diverse, and inclusive society as well as a more sustainable environment.

#### Curriculum vitae or history of firm (4 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.

#### 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

You must submit your digital support material by email attachment or link (links are preferred).

#### Required support material

* 20 digital images (maximum), and/or

1 video (maximum 3 minutes)

Support material must document your past work.

#### Instructions

* Name your files in this format: **01filename**

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 etc., htm, or .html or executable files such as .exe, .com etc.

Images files must be:

* JPEG (.jpg, .jpeg) 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)

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.
* The Canada Council does not take responsibility for links that do not work.

# Canada Council logo

# Ronald J. Thom Award for Early Design Achievement

## Application form

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

### Identification of applicant

Full name of applicant (individual or firm)

City and province / territory

#### Description of support material

Complete the following tables for the digital images and/or video you are submitting. For works created as part of a collaboration or within a professional firm, clearly indicate your role.

#### Digital images

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Name of work of architecture | Creator | Client or owner | Date |
| 01 |  |  |  |  |
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| 03 |  |  |  |  |
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| 20 |  |  |  |  |

#### Video (if applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of work of architecture | Creator | Year | Running time | Format |
|  |  |  |  |  |

## 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)

* Declaration

#### [ ]  Application form

* Identification of applicant
* Description of support material

#### [ ]  Required documents

* Description of practice (1000 words maximum)

Curriculum vitae or history of firm (4 pages maximum)

#### [ ]  Support material

* Digital images (maximum of 20)

Digital video (if applicable – 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.

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

If you do not receive a confirmation email within 3 business days, please contact us.

Incomplete or late applications will not be assessed.

PROTECTED B (when completed) PIB CC PPU 020

## Self-identification (optional)

The Canada Council encourages you to complete this voluntary self-identification form to help determine whether our programs and services are reaching a diverse range of Canadian artists. The Canada Council aims to support a vital and diverse arts ecology that enriches the lives of Canadians, and equity is a critical means to achieve this. All citizens deserve to benefit from a vibrant, accessible and pluralistic arts sector, in which all creative expressions have the same chance to flourish.

Anyone applying to the Canada Council, participating on a peer assessment committee, being nominated or accepting a prize is invited to complete this form. Completion of this form is entirely voluntary. The information that you provide will not be used to assess application.

The Canada Council may use the information collected to increase equity of access to grants and other opportunities, and to ensure that these opportunities reach groups which represent Canada’s diverse artistic community. This information may also be used to evaluate the outreach efforts of the Canada Council and for other research purposes.

* Please complete this revised form even if you have provided self-ID information in the past.

Please do not complete this form if you are already registered with the Canada Council Portal. In that case, you have already had the opportunity to answer our questions.

### Name

#### Year of birth

We use this information to better understand generational representation within our programs.

### Place of birth, citizenship, and immigration

We use this information to better understand the geographical diversity within our programs.

#### Place of birth

[ ]  Canada [ ]  Outside Canada

If you were not born in Canada, please specify your country of birth

#### Home

“Home” refers to a place where you have roots, knowledge, and connection.

Home city, town, hamlet, reserve or other place

City, town, hamlet, First Nation or Inuit community, Métis Settlement or other place

#### Citizenship and immigration status

Please select your status as defined by [Immigration, Refugees and Citizenship Canada](https://www.canada.ca/en/immigration-refugees-citizenship.html)

[ ]  Canadian citizen [ ]  Permanent resident [ ]  Non-resident

If you were not born in Canada, please indicate the year you first arrived in Canada

### Gender

This information is used to inform our understanding of the experiences of applicants and peers from gender diverse communities with our programs.

Please select all that apply:

[ ]  Trans [ ]  Woman [ ]  Man [ ]  Non-binary [ ]  Two-spirit

[ ]  Genderqueer [ ]  Agender [ ]  Or, please specify

### Sexual orientation

#### Official languages

We use this information to better understand sexual diversity within our programs.

Please select all that apply:

[ ]  Heterosexual [ ]  Two-spirit [ ]  Lesbian [ ]  Gay [ ]  Bisexual

[ ]  Pansexual [ ]  Queer [ ]  Questioning [ ]  Asexual [ ]  Or, please specify

### Linguistic diversity

We use this information to better understand linguistic diversity within our programs.

#### First language

#### Official-language minority communities

Official language minority communities are groups of people whose first language or chosen official language is not the majority language in their province or territory—in other words, Anglophones in Quebec and Francophones outside of Quebec.

Select the option below if you identify as a member of an official language minority community

[ ]  Anglophone official-language minority (English speaker in Quebec)

[ ]  Francophone official-language minority (French speaker outside Quebec.)

#### Languages

Select all the language(s) you have learned and still understand:

[ ]  English [ ]  French

[ ]  anishinaabemowin / Ojibwe   [ ]  anishininiimowin / Oji-Cree   [ ]  Dene

[ ]  Innu-aimun   [ ]  Inuktitut [ ]  Ojibwe [ ]  Nêhiyawêwin / Cree

[ ]  Other Indigenous languages, (please specify):

[ ]  Arabic [ ]  Cantonese [ ]  Punjabi (Panjabi)   [ ]  Mandarin

[ ]  Spanish [ ]  Tagalog (Pilipino, Filipino)

[ ]  Other languages (please specify)

[ ]  ASL (American Sign Language) [ ]  ISL (Indigenous Sign Languages)

[ ]  LSQ (Langue des signes québécoise)

[ ]  Other sign languages (please specify)

### Deaf and disability

We use this information to better understand the participation of people who are Deaf and/or have disabilities in our programs. Please indicate if you identify as a person who:

[ ]  is Deaf, partially deaf, hard of hearing

[ ]  has a disability (e.g., blindness, visual impairment, physical impairment, reduced mobility, learning disability, intellectual impairment, living with a mental or chronic illness)

### First Nations, Inuit and Métis

We use this information to better understand the participation of Indigenous Peoples in our programs.

The Council supports Indigenous arts and cultures in the spirit of self-determination and is opposed to appropriation. This means that the cultural and artistic practices of Indigenous Peoples must remain in the control of their communities.

**Please indicate if you identify as belonging to one of the following Indigenous Peoples in Canada:**

[ ]  First Nations [ ]  Inuit [ ]  Métis

First Nations, Inuit and Métis persons may also describe their Indigenous identity in their own words:

### In the next section, you can also describe your racial and ethnic identity or select any other identities that apply.

### Racial and ethnic identity

We use this information to better understand racial and ethnic diversity within our programs. To help us compare applicant and peer assessor demographics with the general population, **please select all that apply:**

[ ]  Black, Caribbean (e.g., Jamaican, Haitian, Trinidadian/Tobagonian)

[ ]  Black, African (e.g., Nigerian, Ethiopian, Congolese)

[ ]  Black, not listed above

[ ]  North African (e.g., Egyptian, Moroccan, Algerian)

[ ]  South Asian (e.g., Indian, Pakistani, Sri Lankan, Indo-Caribbean)

[ ]  East Asian (e.g., Chinese, Korean, Japanese, Taiwanese)

[ ]  Southeast Asian (e.g., Filipinx, Vietnamese, Cambodian)

[ ]  Pacific Islander (e.g., Samoan, Fijian, Native Hawaiian)

[ ]  West or Central Asian (e.g., Iranian, Lebanese, Afghan)

[ ]  Latin American or Latinx (e.g., Colombian, Salvadoran, Peruvian)

[ ]  Indigenous to outside of Canada (e.g., Māori, Sámi, Maasai, Maya)

[ ]  Mixed race or ethnicity, including one or more of the identities listed above

[ ]  White (e.g., English, French, Swedish)

[ ]  Another racial or ethnic identity

### Agreement to provide personal information

#### Consent to share information

Select **one** of the options below:

[ ]  I consent to have the Canada Council for the Arts share my information with other Canadian government departments, organizations and contractors with whom the Council has a data sharing agreement.

[ ]  I do not consent to have the Canada Council for the Arts share my information with other Canadian government departments, organizations and contractors with whom the Council has a data sharing agreement.

**I 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 in the [Canada Council's Privacy Notice.](http://canadacouncil.ca/about/public-accountability/privacy-notice)

[ ]  The information I have provided is accurate and complete.

Name Date

### Contact information

You can request access to your information or to have corrections made to your information by contacting the ATIP coordinator: Access to Information and Privacy (ATIP) Coordinator
Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

atip-aiprp@canadacouncil.ca | 1-800-263-5588 or 613-566-4414, ext. 4015

For people who are Deaf, hard of hearing or TTY users, please use your preferred MRS (Message Relay Service) or IP (Internet Protocol) service to contact us.

The Council also welcomes VRS (Video Relay Service) calls. For more information, please visit the [VRS Canada website (http://srvcanadavrs.ca/en/)](http://srvcanadavrs.ca/en/)

Personal information is stored in a series of Canada Council for the Arts data banks described in *Info Source*.