

# Walter Carsen Prize for Excellence in the Performing Arts

## Identification form

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

### Identification of nominator

Full legal name [ ]  Ms. [ ]  Mr. [ ]  Other

Alias, pseudonym, or professional name (if applicable)

Legal name of organization (if applicable)

Complete address

Primary telephone Secondary telephone

Email Website

### Identification of candidate(s)

For artistic partnerships, provide information for each member by copying and pasting this section.

Full legal name [ ]  Ms. [ ]  Mr. [ ]  Other

Alias, pseudonym or professional name (if applicable)

Complete address

Primary telephone Secondary telephone

Email Website

### Declaration of nominator

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

For your nomination to be eligible, you must confirm all of the following statements:

* I have carefully read the eligibility criteria for this prize, which are described in the [nomination guidelines](https://canadacouncil.ca/funding/prizes/walter-carsen-prize-for-excellence-in-the-performing-arts/guidelines-walter-carsen-prize-for-excellence-in-the-performing-arts), and confirm that the candidate meets the criteria.
* I confirm that I (or the organization I represent) am/is a member of the Canadian professional performing arts community.
* 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 agree to keep the results confidential until the date of the public announcement.

[ ]  **I confirm that:**

* I agree with the statements above.
* The statements in my nomination are complete and accurate, to the best of my knowledge.

Name Date

### Declaration of candidate - to be signed by the candidate

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

For your nomination to be eligible, you must confirm your agreement with all of the statements below.

As a proposed candidate, I confirm that:

* I am a Canadian citizen or Permanent resident as defined by Immigration, Refugees and Citizenship Canada.
* I have carefully read the eligibility criteria for this prize, which are described in the nomination guidelines, and I meet these criteria.
* 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 understand that all material submitted may be used in publicity or promotion for the prize.

If I receive the prize, I agree:

* to the use of my photograph, support material and public information on my professional practice or relevant activities for promotion of this prize and in other Canada Council promotional initiatives
* to participate fully in all prize-related activities
* that I cannot receive prize money until all overdue final reports for Canada Council grants and prizes have been submitted and approved
* to keep the results confidential until the date of the public announcement.

[ ]  **I confirm that**:

* I agree with the statements above.
* The statements in my nomination 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

#### Letter of nomination (2 pages maximum)

Describe:

* why you are nominating this individual or artistic partnership. Refer to the assessment criteria in the guidelines.
* the art form(s), style(s), genre(s) and/or expression(s) most relevant to this nomination. Examples include but are not limited to contemporary or traditional expressions of African, Indigenous, and South Asian dances, as well as contemporary, ballet, flamenco, urban, integrated dance and jazz forms.
* any other details that are essential to understanding this nomination. You may wish to explain specific requirements related to the artistic practice or the regional context in which the candidate works, for example.

#### Curriculum vitae (5 pages maximum for each candidate)

* Submit a curriculum vitae for the candidate or for each member of an artistic partnership
* Emphasize artistic achievements in their field

#### Biography (1 page maximum)

* Include a current biography for the candidate or for each member of an artistic partnership

#### Letters of support (3 maximum)

* Letters of support must be written and signed by professionals in the performing arts community in Canada or abroad. At least 1 letter of support should come from a professional in the same artistic tradition, form, or genre.
* Ideally, the nominator will share their nomination letter with those providing letters of support to avoid repetition.

#### Articles excerpts of articles, or reviews (10 pages maximum)

* Documents that describe the candidate’s work and achievements

#### Instructions

* Text files must be in .pdf, .doc, .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 nomination until deleted as per Canada Council’s Retention Policy.

Assessment committee members are instructed to view as much material as they need to make an informed decision.

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

#### Required support material

You may submit up to **5 items** of support material – images, audio-visual, text, as applicable. Support material should provide an overview of the candidate’s artistic work.

#### Instructions

* Name your files in this format: **01filename**
* 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.
	+ file sharing services such as Google Drive, WeTransfer and Dropbox.
* The item numbers must correspond to the ones in the table provided.

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/))
* be a maximum 60 FPS
* be 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.

Text files must be:

* .pdf, .doc, .docx, .txt, .rtf format.

# Canada Council logo

# Walter Carsen Prize for Excellence in the Performing Arts

## Nomination form

The information that you provide in this form will be submitted to the assessment committee.

### Identification of nominator

Full name, alias, pseudonym or professional name

Full name of organization (if applicable)

City and province / territory

### Identification of candidate

For artistic partnerships, provide information for each member by copying and pasting this section.

Full name, alias, pseudonym or professional name

City and province / territory

#### Description of support material

Complete the following table for the support material you are submitting.

| No | Year | Title of work  | Link (if applicable) | Password (if applicable) | Instructions for viewing |
| --- | --- | --- | --- | --- | --- |
| 01 |  |  |  |  |  |
| 02 |  |  |  |  |  |
| 03 |  |  |  |  |  |
| 04 |  |  |  |  |  |
| 05 |  |  |  |  |  |

## Checklist

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

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

#### [ ]  Identification form (confidential)

* Identification of nominator
* Identification of candidate
* Declaration of nominator
* Declaration of candidate

#### [ ]  Nomination form

* Identification of nominator
* Identification of candidate
* Description of support material

#### [ ]  Required documents

* Letter of nomination (2 pages maximum)
* Curriculum vitae (5 pages maximum for each candidate)
* Biography (1 page maximum for each candidate)
* Letters of support (3 maximum)
* Articles, excerpts of articles, or reviews (10 pages maximum)

#### [ ]  Support material

* Support material (5 maximum – images, audio-visual, text, as applicable)

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

* The total maximum file size including attachments is 25 MB.
* If you do not receive a confirmation email within 3 business days, please contact us.

Incomplete or late nominations will not be assessed.