# Canada Council for the Arts logoJean A. Chalmers Fund for the Crafts

## Identification form

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

### Identification of applicant

Choose one: I am applying as an [ ]  individual or [ ]  organization

Name [ ]  Ms. [ ]  Mr. [ ]  Other

Title (if applicable)

Name of organization (if applicable)

Complete address

Primary telephone (specify) Secondary telephone (specify)

Email Website

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

Do you wish to be on the Canada Council’s mailing list?\*  [ ]  Yes [ ]  No

\*This information will be used for Canada Council business only, including surveys.

### Declaration

To be eligible, you must confirm your agreement with all of the following statements:

* I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada.
* 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 (if applicable).
* I have carefully read the eligibility criteria for this prize, which are described in the [application guidelines](https://canadacouncil.ca/funding/prizes/jean-a-chalmers-fund-for-the-crafts/guidelines-jean-a-chalmers-fund-for-the-crafts), and I meet (or the organization I represent meets) these criteria.
* I understand that I am responsible for informing myself about and following any and 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 (if applicable).
* I confirm that I (or my organization) abide(s) 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 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 and Privacy Acts*](http://canadacouncil.ca/about/public-accountability/access-to-information-and-privacy-acts).
* I am authorized to sign this application on behalf of our organization (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

### Access Support (if applicable)

Applicants who are Deaf, have disabilities or are living with mental illness may apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible activities. Access support funds are separate from grant funds. Do not include the total amount requested above within your budget for the proposed activities.

#### Total access support amount requested

This amount must match the sum of the amounts requested in the description and cost breakdownbelow.

#### $

If successful, you might not be awarded the full amount requested.

#### Description and cost breakdown

Describe in detail the required services and supports and provide the cost breakdown. The description should include as much detail as possible and describe why the supports and/or services are required to carry out your activities.

|  |  |
| --- | --- |
| Description | Cost breakdown |
| Workshop leaders will require sign language interpretation to communicate with me during the workshop. I will need to hire 2 interpreters for 3 hours at $80 per hour each  | 3x $80 x 2 = $480 |
| Travel expenses for interpreters (2 return bus tickets from Montreal to Ottawa at $75 each). | $75 x 2 = $150 |
| Total request | **$630** |

Personal information collected on this form will be stored in the Personal Information Bank for the appropriate program
CC ART 202. Protected when completed.

# Jean A. Chalmers Fund for the Crafts

## Required documents and support material

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

### Required documents

#### Project description (1000 words maximum)

* The project description must relate to the assessment criteria. See the [guidelines](https://canadacouncil.ca/funding/prizes/jean-a-chalmers-fund-for-the-crafts/guidelines-jean-a-chalmers-fund-for-the-crafts) for details.
* If your proposed activity touches upon Indigenous traditional knowledge, linguistic or cultural intellectual property, please describe your relationship to this content and how appropriate protocols are/will be observed or addressed.

**Profile of organization (if applicable, 500 words maximum)**

**Include**:

* your organization’s mandate
* main goals or artistic objectives
* brief history – include date established and principal events or main accomplishments
* organizational structure
* type of incorporation
* names and titles of key personnel
* number of employees
* corporate affiliations
* geographic location and community served
* role of the organization within the arts community
* distribution network and other relevant information (optional)

**List of project collaborators (if applicable, 3 pages maximum)**

List the professionals who will be collaborators on the project. They may include staff, guest curators, artists, writers, editors and researchers. Include:

* a brief description of their previous work
* their anticipated role in the proposed activity

#### Curriculum vitaes for all collaborators (3 pages each maximum)

#### Curriculum vitae of applicant (3 pages maximum)

#### A budget (see application form) with any available quotes

* Include quotes for pre-publication costs, writers’ fees, reproduction rights, photography, translation, design and layout

#### Excerpts from catalogues or publications and/or writing samples (if applicable)

* Excerpts from recent catalogues or other publications published by the applicant (2 maximum)
* Recently published writing samples by curators and other writers (2 per author maximum)
* Organization’s current program of activity

Instructions

* Identify your written material clearly.
* 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; generally, this is up to 10 minutes.

#### Digital images (if applicable, 20 maximum)

File names must be in the following format:

* 01initialsyeartitle.jpg (image number, applicant’s initials, year of the work, title of the work).
* The image numbers must correspond to the ones in the “Description of digital images” table below.

Images files must be:

* JPEG (.jpg, .jpeg) format
* RGB colour mode
* no larger than 1.5 MB

Instructions

* If you wish to submit your images by URL, 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.
* 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.
* If you wish to present your audiovisual support material in any other format, check with the program officer before the deadline date to see if it can be accommodated.



# Jean A. Chalmers Fund for the Crafts

## Application Form

### Identification of applicant

Name of applicant or contact person

Name of organization (if applicable)

City and province / territory

### Description of the fund request

**Project type**

[ ]  Research and Policy Development Assistance [ ]  Special Project Assistance

[ ]  Pre-publication Assistance

**Amount requested** (round to the nearest hundred) $

**Project title** (15 words maximum)

**Brief project description** (30 words maximum)

**Project start date:** (day/month/year) **End date:** (day/month/year)

### Budget

Provide budget details for your project. Total expenses must equal total revenues.

|  |  |  |
| --- | --- | --- |
| Revenues | Confirmed | Pending |
| Canada Council grants from other programs | $ | $ |
| Federal grants (other than Canada Council) | $ | $ |
| Provincial or territorial grants | $ | $ |
| Municipal or regional grants | $ | $ |
| Private or corporate donations | $ | $ |
| Cost-sharing with other institutions (provide details) | $ | $ |
| Registration fees | $ | $ |
| Ticket sales | $ | $ |
| Other (specify) | $ | $ |
| Applicant contribution | $ | $ |
| Amount requested (rounded to nearest hundred) | $ | $ |
| Subtotal | $ | $ |
| Total revenues |  |
| $$ |
| Expenses (choose one category) | **Cost** | **Amount requested** |
| Research and Policy Development$$ |
| Honoraria | $ | $ |
| Meals and incidentals | $ | $ |
| Transportation | $ | $ |
| Accommodation | $ | $ |
| Other (specify) |  |  |
| Other (specify) |  |  |
| Other (specify) | $ | $ |
| Total expenses | $ | $ |
| Special Project$$ |
| Honoraria | $ | $ |
| Meals and incidentals | $ | $ |
| Transportation | $ | $ |
| Accommodation | $ | $ |
| Equipment rental | $ | $ |
| Facilities rental | $ | $ |
| Conference supplies | $ | $ |
| Printing | $ | $ |
| Documentation | $ | $ |
| Administration (telephone, Internet, postage) | $ | $ |
| Other (specify) | $ | $ |
| Other (specify) | $ | $ |
| Other (specify) | $ | $ |
| Total expenses | $ | $ |
| Pre-publication$$ |
| Honoraria | $ | $ |
| Research and documentation | $ | $ |
| Photography | $ | $ |
| Copyright payments | $ | $ |
| Graphic design | $ | $ |
| Translation | $ | $ |
| Other (specify) | $ | $ |
| Other (specify) | $ | $ |
| Other (specify) | $ | $ |
| Total expenses | $ | $ |

#### Description of digital images

Complete the following table for the digital images you are submitting.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Artist or artists | Title | Medium and dimensions | Date |
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| 20 |  |  |  |  |

## Checklist

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

#### [ ]  Identification form (confidential)

* Declaration

#### [ ]  Application form (for committee)

* Description of the fund request
* Budget
* Description of digital images

#### [ ]  Required documents (as applicable)

* Project description (1000 words maximum)
* Organization profile (if applicable, 500 words maximum)
* List of project collaborators (3 pages maximum)
* Curriculum vitaes of collaborators (3 pages each maximum)
* Curriculum vitae of applicant (3 pages maximum)
* Excerpts from recent catalogues or other publications published by the applicant (2 maximum)
* Recently published writing samples by curators and other writers (2 per author maximum)
* Organization’s current program of activity
* Quotes for pre-publication costs, including reproduction rights, writers’ fees, photography, translation, design and layout

#### [ ]  Support material (if applicable)

* Digital images (20 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 chalmers-prizes@canadacouncil.ca.

* The 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 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 the eligibility or the merit of your 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

This information is used to provide information on Canada’s emerging or senior artistic population, and to ensure generational representation in Peer Assessment Committees.

#### Gender

This information is used to inform our understanding of gender and gender parity in our applicant base.

[ ]  Female [ ]  Male [ ]  Transgender [ ]  Inter-sexed [ ]  Two-spirited

#### Region

Do you consider a province or territory, apart from where you live, to be your home (a place where you have roots, knowledge and connection)? If yes, please specify:

Home province/territory

Home city, town, hamlet, reserve or other place

Place of residence

Province or territory

City, town, hamlet, reserve or other place

Postal code

### Citizenship and immigration

#### Citizenship and immigration status

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

[ ]  Canadian citizen [ ]  Permanent resident [ ]  Foreigner

[ ]  Check this box if you are a newcomer (i.e. less than 5 years in Canada) or immigrant to Canada

This data is essential to the development of policies and programs aimed at the integration of immigrant artists into the professional arts milieu of Canada.

Indicate the year you immigrated to Canada

### Linguistic diversity

#### Official languages

This information is used to estimate the potential demand for programs in one or the other of these languages.

Select the first official language you spoke/learned:

[ ]  English [ ]  French [ ]  English and French

[ ]  ASL (American Sign Language) [ ]  LSQ (Langue des signes québécoise)

#### Official-language minority communities

Official language minority communities (OLMCs) are groups of Canadians whose maternal or chosen official language is the minority language in their province or territory.

Select the option below if you identify as a member of an OLMC:

[ ]  Anglophone official-language minority (e.g. English speaker in Québec)

[ ]  Francophone official-language minority (e.g. French speaker in Manitoba, Nova Scotia, etc.)

#### Linguistic diversity

Check one or more of the boxes below indicating the language(s) you first learned and still understand:

[ ]  English [ ]  French [ ]  Cree [ ]  Inuktitut [ ]  Ojibwe

[ ]  Other Aboriginal language (please specify):

[ ]  Arabic [ ]  Cantonese [ ]  Punjabi [ ]  Spanish

[ ]  Other languages (please specify)

[ ]  ASL (American Sign Language)

[ ]  LSQ (Langue des signes québécoise)

[ ]  Other sign languages (please specify)

### Deaf and disability

Please indicate if you identify as a person who:

[ ]  is Deaf, partially deaf, hard of hearing

[ ]  has a disability (includes blind, visually impaired, physically impaired, mobility issues, learning disability, intellectual impairment, living with mental or chronic illness)

### Aboriginal/First Peoples of Canada

Do you identify as: [ ]  First Nations [ ]  Métis [ ]  Inuit

### Culturally Diverse

Do you identify as a:

[ ]  person of African, Asian, Middle Eastern, Latin American or mixed heritage that includes at least one of these groups. (Note that the above corresponds to ['visible minority'](http://laws-lois.justice.gc.ca/eng/acts/e-5.401/), as defined in the [*Employment Equity Act of Canada*](http://laws-lois.justice.gc.ca/eng/acts/e-5.401/)). Please specify:

### Agreement to provide personal information

#### Consent to share information

Select **one** of the options below:

[ ]  I consent to the sharing of my information with other Canadian government departments, organizations and contractors that the Canada Council has a data sharing agreement with.

[ ]  I do not consent to the sharing of my information with other Canadian government departments, organizations and contractors that the Canada Council has a data sharing agreement with.

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 true and complete.

Name Date

### Contact information

If you have additional questions regarding this form or want access to or corrections made to your personal information, please contact:

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.

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