



Canada Council
for the Arts Conseil des arts
du Canada

John Hirsch Prize

Follow these three steps to nominate a candidate for this prize:	
Step 1	Read the Nomination Guidelines for details about the purpose of the prize, who may nominate and other eligibility criteria, prize amount, assessment process and criteria, etc.
Step 2	Read the Important Information section. If you still have questions about the prize or the nomination process, contact the appropriate program officer as indicated below.
Step 3	Complete all sections of the attached nomination form . Be sure to use the Checklist (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 is committed to equity and inclusion, and encourages applications and nominations from culturally diverse, Deaf, disability and official language minority artists, groups and organizations. The Canada Council recognizes and affirms the Aboriginal and treaty rights of the Indigenous peoples of this land and encourages applications and nominations from First Nations, Inuit and Métis individuals, groups, and organizations in all its programs. Measures are in place in all programs to support these commitments.

Deadline

1 October 2019

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

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

The Canada Council will not accept nominations postmarked after the deadline, incomplete submissions, or those submitted by fax or email.

Further Information

Lori Knoll
Program Officer, Prizes
Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

1-800-263-5588 (toll-free) or 613-566-4414, extension 5573

TTY: 1-866-585-5559

lori.knoll@canadacouncil.ca

PRG7775E 07-19



GUIDELINES

<p>Description of the Prize</p>	<p>The John Hirsch Prize was created in 1995 to recognize new and developing theatre directors who have demonstrated great potential for future excellence and exciting artistic vision. Two \$6,000 prizes are awarded every two years, one for each of the English-language and French-language theatre communities.</p> <p>On his death in 1989, the distinguished theatre director John Hirsch left a bequest to the Canada Council to assist and encourage Canadian directors. The John Hirsch Prize is a tribute to the extraordinary contribution Mr. Hirsch made to theatre in Canada, most notably as founder of the Manitoba Theatre Centre, head of television drama for the CBC and artistic director of the Stratford Festival.</p>
<p>Eligibility</p>	<p>Nominees</p> <p>Nominees must have no more than 10 years of experience as a professional theatre director. They must also be Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada. They do not need to be living in Canada.</p> <p>They must also meet the Canada Council’s definition of a professional artist, which is an artist who:</p> <ul style="list-style-type: none"> ● has specialized training in the field (not necessarily in academic institutions) ● is recognized as such by his or her peers (artists working in the same artistic tradition) ● is committed to devoting more time to artistic activity, if possible financially ● has a history of public presentation. <p>Nominees must confirm their eligibility in the Declaration and in the curriculum vitae (as requested in Part B) detailed chronologically.</p> <p>An individual may receive this award only once in a lifetime.</p> <p>Nominators</p> <p>Nominators must also be Canadian citizens or have permanent resident status, as defined by Citizenship and Immigration Canada. They must be members of the Canadian professional theatre community.</p>
<p>Amount of the Prize</p>	<p>Two prizes of \$6,000 may be awarded in 2019-20, one for each of the English-language and French-language theatre communities.</p>
<p>Application/ Nomination Assistance</p>	<p>Funds are available to pay for services to individuals who experience disability-related barriers within the application/nomination or final reporting processes of Canada Council programs. Individuals who are Deaf, have disabilities or who are living with mental illness, may apply for funding to contribute to costs for services to assist them specifically in completing a prize application, a prize nomination or in submitting a final report.</p> <p>Please submit your request at least 4 weeks prior to a deadline. Contact the officer responsible for this prize by phone or e-mail. For more information, please consult our website: canadacouncil.ca/commitments/equity/application-assistance.</p>

<p>Nomination Process</p>	<p>Candidates may not apply for the prize. They must be nominated by an eligible nominator.</p> <p>Nominators are responsible for gathering the required documentation and submitting it with the attached nomination form. They must ensure that the documents meet the requirements set out in these guidelines and the attached form.</p>
<p>Assessment of Nominations</p>	<p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible nominations will be evaluated by a peer assessment committee, composed of experienced theatre professionals who are selected for their expertise. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Indigenous peoples, and the cultural and regional diversity of Canada.</p> <p>An English-language committee assesses nominations submitted by the English-language theatre community, and a French-language committee assesses nominations submitted by the French-language theatre community.</p> <p>The peer assessment committee may decide not to award one or both of the prizes in a given year.</p> <p>All peer assessment committee recommendations are final.</p> <p>Assessment criteria</p> <p>The peer assessment committee will assess the nominations on the basis of each candidate’s artistic vision and demonstrated potential for future excellence as a theatre director.</p>

IMPORTANT INFORMATION

Processing the Nomination	<p>Nomination preparation</p> <ul style="list-style-type: none">• The nominator is responsible for providing all the information and support material requested.• The Canada Council will make decisions about eligibility based on the information provided in the nomination.• Submit only the material requested. Extra material will not be shown to the peer assessment committee.• Carefully choose the material to submit as committee members have limited time in which to study each nomination.• It is important to inform the Canada Council of any changes to contact information. Nominators and nominees that have an account in the Canada Council's portal must update changes directly through their account.• See the nomination form for instructions on how to submit your nomination and support material.• The declaration pages for the nominator and the nominee must be submitted on paper with an original signature in ink. <p>Response time</p> <p>The winners of the prizes will be notified, by telephone, approximately four months after the deadline date.</p> <p>The nominators of non-winning nominees will be notified of the results, by letter, shortly before the public announcement of the winners (which may take place later than 4 months after the nomination deadline).</p> <p>Except for the notification of the winners, results will not be released over the telephone or by email.</p> <p>Previous winners</p> <p>Please consult the Canada Council's website at canadacouncil.ca for the list of past winners.</p>
Personal Information	<p>Personal information collected in this nomination shall be used for business purposes or for a purpose related directly to the program, service or activity of the Canada Council.</p> <p>For this program, the Canada Council requests that the nominee provide his/her year of birth on the nomination form. This personal information will not be passed on to the peer assessors.</p> <p>The Canada Council may share personal information from applications and awards with officials in other arts and cultural industry funding agencies and government institutions on a confidential basis. Shared information is limited to your name, contact information, field of practice and project description, and is provided to assist with research, reporting, program planning and evaluation, to present networking or economic opportunities, or to respond to federal reviews. For more information of how your personal information is protected, see our Privacy Notice on the Canada Council website at canadacouncil.ca/about/public-accountability/privacy-notice.</p>

Prize Terms and Conditions	<p>If the nomination is successful, the terms and conditions will be outlined in the notification letter. These are some of the conditions:</p> <p>Once the winners have been contacted, they must confirm acceptance of the prize and agree to keep the results of the competition confidential until the Canada Council makes its official announcement.</p> <p>All the documentation submitted becomes the property of the Canada Council for use in any publicity or promotion accompanying the prize.</p> <p>The winners must agree to allow their photographs and public information to be used for promotion of the prize and in other Canada Council promotional initiatives. They are expected to participate fully in all prize-related activities, such as media conferences, ceremonies, receptions and other related events.</p> <p>In order to receive payment, all overdue reports for Canada Council grants and prizes must be submitted and approved.</p>
-----------------------------------	---



John Hirsch Prize

The information you provide on the first 2 pages will not be submitted to the peer assessment committee.

IDENTIFICATION OF NOMINATOR (to be completed by the nominator)

Name of nominator: Ms. Mr. Other _____

Last name

First and middle names

Mailing address:

Street address and apartment or suite number

City

Province or territory

Postal code

Primary Telephone

Secondary Telephone

Email

IDENTIFICATION OF NOMINEE (to be completed by the nominator)

Name of nominee: Ms. Mr. Other _____ Year of birth : _____

Last name

First and middle names

Mailing address:

Street address and apartment or suite number

City

Province or territory

Postal code

Primary Telephone

Secondary Telephone

Email

DECLARATION OF NOMINATOR

I permit the Canada Council to include my name, address and email on its mailing list:

(This information will be used for Canada Council business only, including surveys.) Yes No

I prefer to communicate with the Canada Council in English French

You must sign below to confirm your agreement with all of the following statements.

As a nominator for the John Hirsch Prize, I:

- have carefully read the eligibility criteria for the prize, which are described in the nomination guidelines, and confirm that the nominee meets the criteria.
- am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada and am a member of the Canadian professional theatre community.
- accept the conditions of the prize as outlined in the nomination guidelines and agree to abide by the Canada Council's decision.
- am aware that the Canada Council is subject to the *Access to Information Act* and *Privacy Act*, as described in the nomination guidelines.

I confirm that the statements in this application are complete and accurate, to the best of my knowledge.

Signature (an original signature in ink is required)

Date

DECLARATION OF ACCEPTANCE OF NOMINATION (to be completed by the nominee)

I permit the Canada Council to include my name, address and email on its mailing list:

(This information will be used for Canada Council business only, including surveys.) Yes No

I prefer to communicate with the Canada Council in English French

You must sign below to confirm your agreement with all of the following statements.

As a nominee for the John Hirsch Prize, I:

- am a Canadian citizen or have permanent resident status, as defined by Citizenship and Immigration Canada and am a member of the Canadian professional theatre community.
- have carefully read the eligibility criteria for the prize, which are described in the nomination guidelines, and confirm that I meet the criteria.
- accept the conditions of the prize as outlined in the nomination guidelines and agree to abide by the Canada Council's decision.
- am aware that the Canada Council is subject to the *Access to Information Act* and *Privacy Act*, as described in the nomination guidelines.
- understand that I cannot receive award money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.

I confirm that the statements in this application are complete and accurate, to the best of my knowledge.

Signature (an original signature in ink is required)

Date



Canada Council for the Arts
Conseil des arts du Canada

John Hirsch Prize

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

- The Canada Council requires only one copy of the nomination form.
- Do not bind your completed nomination form (ie. no spiral binding, mounted plastic, staples, etc.).
- If you are completing the form on a computer, use the following format.

PART A – NAME AND LOCATION OF NOMINATOR AND NOMINEE

Name of nominator:

Last name	First and middle names
City (permanent residence)	Province or territory

Name of nominee:

Last name	First and middle names
City	Province or territory

PART B – REQUIRED DOCUMENTS

Please note that the Canada Council will not return the required documents to you.

Nomination statement (to be completed and signed by the nominator)
Describe why you are nominating this individual for the John Hirsch Prize (maximum **1,500 words**). Be sure to sign your statement (a signature is required).

Please also include the following in your statement:

- how long you have known the nominee and in what capacity
- the achievements of the nominee and the significance of these achievements over the course of her or his career

Curriculum vitae of nominee
Submit a current professional curriculum vitae for the nominee, **detailed chronologically**, with emphasis on their artistic achievements in theatre.

The curriculum vitae must include a short statement from the nominee indicating when and in what capacity the nominee would define the beginning of their experience as a professional theatre director (no more than 10 years before the date of this nomination).

PART B – REQUIRED DOCUMENTS (cont'd)**Artistic statement of the nominee**

Provide a statement outlining your personal artistic goals, clearly explaining what you believe is necessary for you to achieve your potential as a theatre director (**maximum 1,500 words**). Please be as specific as you can about the path of development you would like to pursue in the future. Be sure to sign your statement; **a signature is required**.

Letter of support

Please provide one signed letter of support from another Canadian theatre professional (**maximum 1,500 words**). **A signature is required**.

Instructions for submitting written documents

- Written documents may be submitted on a USB key, CD, DVD or in paper format.
- Text files submitted on a USB key, CD, DVD 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.
- Avoid unusual formatting as it can make documents hard to read.

All paper documents must be:

- printed on one side only
- on separate sheets of white paper (letter format, 8½ x 11 inches)
- with a black font size of 11 points or larger
- with paper clips (documents cannot be bound, placed under plastic or stapled).

PART C – DIGITAL SUPPORT MATERIAL (optional)

Please note that the Canada Council will not return the support material to you. The support material you submit will be retained with your nomination until deleted as per Canada Council's Retention Policy.

Digital support material

Nominations may include the following:

- a maximum of 10 images of your work as a theatre director AND/OR
- audiovisual excerpts of the nominee's work as a theatre director (**maximum 5 minutes** combined total)

Only submit good quality selections that highlight the best of the nominee's work to date.

Instructions for submitting digital support material

- You must submit digital support material on USB key, CD or DVD.
- Do not use punctuation, spaces, special characters, or more than 45 characters in file names.
- Internet 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 takes no responsibility for links that do not work.
- Test the 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.
- The total combined size of all files you submit cannot exceed 4GB.

PART C – DIGITAL SUPPORT MATERIAL (cont'd)**Instructions for submitting digital support material** (cont'd)**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 images" which is Part C1 of this form.

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 www.videolan.org/vlc/)
- a maximum 60 FPS
- a maximum resolution of 1080P (or frame size of 1920 x 1080)
- no larger than 1 GB

PART C1 – DESCRIPTION OF IMAGES (if applicable)

If you are submitting images with the nomination (**up to a maximum of 10**), please provide the information requested below and label all support material according to the instructions in Part C.

No.	Title of the work	Year	Brief description (if required)
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

PART C2 – DESCRIPTION OF AUDIOVISUAL MATERIAL (if applicable)

Please provide the information requested below and label all support material according to the instructions in Part C (maximum combined total **5 minutes**). If you have more than 3 audiovisual works to submit, please photocopy or reproduce this template.

No. 1

Title of work: _____ Year: _____ Total length (if applicable): _____

Total length of excerpt: _____ Time cues from _____ to _____

Number of chapter, menu, track, section to examine: _____

Remarks or special instructions:

USB was formatted using a (if applicable): MAC PC

No. 2

Title of work: _____ Year: _____ Total length (if applicable): _____

Total length of excerpt: _____ Time cues from _____ to _____

Number of chapter, menu, track, section to examine: _____

Remarks or special instructions:

USB was formatted using a (if applicable): MAC PC

No. 2

Title of work: _____ Year: _____ Total length (if applicable): _____

Total length of excerpt: _____ Time cues from _____ to _____

Number of chapter, menu, track, section to examine: _____

Remarks or special instructions:

USB was formatted using a (if applicable): MAC PC

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 the nominee's name on all items.

Include the following items in the order shown below.

 Identification

- Nominator
- Nominee

 Declaration: The nomination form, including **original signatures in ink** on the declarations, must be submitted **in paper format**.

- Nominator
- Acceptance of nomination

 Part A – Name and location of nominator and nominee **Part B – Required documents**

- Nomination statement (maximum of 1,500 words, signature required)
- Curriculum vitae of nominee
- Artistic statement of nominee (maximum of 1,500 words, signature required)
- Letter of support (maximum of 1,500 words, signature required)

 Part C – Digital support material (optional)

- C1 – Description of images (if applicable)
- C2 – Description of audiovisual material (if applicable)

Send your nomination to:

By mail:

By courier:

Prizes

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

Prizes

Canada Council for the Arts
150 Elgin Street, 2nd floor
Ottawa ON K2P 1L4