# Canada Council for the Arts logo.Prix de Rome in Architecture – Professional

## Identification form

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

### Identification of applicant

[ ] **Individual practitioner** – architect or practitioner of architecture

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

Alias, pseudonym or professional name (if applicable)

Complete address

Primary telephone Secondary telephone

Email Website

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

[ ] **Architectural firm** – architecture or landscape architecture

Full legal name of firm

Full legal name of contact person [ ]  Ms. [ ]  Mr. [ ]  Other

Alias, pseudonym or professional name (if applicable)

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 of the following statements:

* I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada (for individuals).
* I have carefully read the eligibility criteria for this prize, which are described in the [application guidelines](https://canadacouncil.ca/funding/prizes/professional-prix-de-rome-in-architecture/guidelines-prix-de-rome-in-architecture-professional), and I meet (or the organization I represent meets) these criteria.
* I will act as the only representative of the organization. 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 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.
* I confirm that I (or my organization) 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 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 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 prize 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. For example:

|  |  |
| --- | --- |
| 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 from Montreal – Ottawa (2 bus tickets at $75 each). | $75 x 2 = $150 |
| Total request | **$630 total** |

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

This information will be submitted to the assessment committee.

### Required documents

#### Curriculum vitae (CV) or history of firm (3 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.

#### Description of proposed activities (4 pages maximum)

Describe your architectural practice and the activities you propose to undertake.Include the following items to address the assessment criteria outlined in the guidelines:

* the proposed activities, travel destinations and your capacity to undertake the project
* how the proposed activities would generate opportunities for professional growth and advance the overall development of architecture in Canada
* your contributions toward considerations of accessibility and other social factors, and your contribution towards environmental sustainability

#### Schedule (1 page maximum)

Outline the schedule of activities and the locations to be visited.

#### Budget (1 page maximum)

Outline how you would use the funds.

Eligible expenses:

* Travel costs (including transportation, accommodation and per diem)
* Costs related to meetings, tickets, and registration fees

Costs associated with sharing and distributing your research

#### Letters of invitation (5 letters maximum, if applicable)

Submit letters of invitation to public events or professional studio visits in which you will participate.

#### Critical texts, articles or catalogues (15 pages maximum)

Include **1 to 3** texts or excerpts of professional published texts about your practice, firm or projects.

#### 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; generally, this is up to 10 minutes.

Support material must document your past work; it may include images of the proposed sites or buildings to be visited.

You must submit your support material by email attachment (**PDFs are preferred**).

#### Required support material (PDF collages of images are accepted)

* Digital images (20 pages maximum), **OR**

Digital images (15 pages maximum ) and 1 video (3 minutes maximum)

#### Instructions

* Name your files in this format: **01initialsyeartitle** (image number, applicant’s initials, year of the work, title of the work)
* 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, htm, or .html or executable files such as .exe, .com etc. or file sharing services such as Google Drive, WeTransfer and Dropbox.

Images files must be:

* JPEG (.jpg, .jpeg) or PDF 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)

no larger than 1 GB

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.



# Prix de Rome in Architecture – Professional

## Application Form

This information will be submitted to the assessment committee.

### Identification of applicant

Full name, alias, pseudonym, professional name, or name of firm

City and province / territory

Brief description of activities (10-15 words), example: title and/or subject of activities and the primary destinations.

Proposed timeline – the start date must be after the application deadline, and the timeline must not exceed a maximum of 2 years.

Start date (dd/mm/yyyy) End date (dd/mm/yyyy)

#### Support material

Complete the following tables for the digital images and/or video you are submitting.

If further descriptive information is necessary, include the additional details in a separate document. For works created as part of a collaboration or within a professional firm, clearly indicate your role.

#### Description of digital images

| No | Name of architectural work | Creator/Role  | Client or owner | Date |
| --- | --- | --- | --- | --- |
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| 20 |  |  |  |  |

#### Description of video (if applicable)

| Name of architectural work | Creator/Role | Year | Running time | Format |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Link (if applicable): |

## 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 applicant
* Declaration of applicant

Access Support (if applicable)

#### [ ]  Application form

* Identification of applicant
* Description of digital images
* Description of video (if applicable)

#### [ ]  Required documents

* Curriculum vitae or history of firm (3 pages maximum)
* Description of proposed activities (4 pages maximum)
* Schedule (1 page maximum)
* Budget (1 page maximum)
* Letters of invitation (5 letters maximum, if applicable)
* Critical texts, articles or catalogues about your practice, firm or projects (15 pages maximum)

#### [ ]  Support material

* Digital images (20 pages maximum) **OR**,

Digital images (15 pages maximum) and 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 maximum file size including attachments is 25 MB.

If you do not receive a confirmation email within 3 business days, please contact us to make sure we have received your application.

Incomplete or late applications will not be assessed.

## Canada Council for the Arts logo

## Voluntary self-Identification

The Canada Council for the Arts encourages you to complete this voluntary self-identification form to help determine whether its programs and services are representative of the individuals and communities it serves.

This information is collected for analysis and reporting at an aggregate level for research, evaluation, and performance measurement. The information you provide on this form will not be used to assess your application.

Note that completing this form is optional.

Please complete this form even if you have provided self-identification information in the Canada Council’s online portal.

**If you are an individual, group or organization from one or more of the following groups, please check any boxes that apply.**

**Note for groups:** Your group must meet the following criteria:

* Your group's members are from one or more of the groups listed below.
* Your group's artistic activities are focused on the expressions, perspectives or lived experiences of one or more of these groups.

**Note for organizations:** Your organization must meet the following criteria:

* The focus of your organization's mandate is to create, produce, distribute, or collect art by one or more of the groups listed below, or to provide resources for one or more of these groups. In the case of First Nations, Inuit or Métis organizations, your mandate is focused on supporting the artistic and cultural practices of First Nations, Inuit or Métis peoples.
* Your organization's board of directors or equivalent governance group has individuals from one or more of these groups.
* Your organization directs most of its financial or human resources to one or more of these groups.

[ ]  First Nations, Inuit or Métis peoples

[ ]  Black communities

[ ]  Racialized (culturally diverse) communities

Refers to people of African, Asian, Latin American, West or Central Asian, Pacific Islander, or mixed heritage that includes one or more of these groups who have been historically disadvantaged as a group and may experience discrimination based on colour, culture and race.

[ ]  Deaf communities

Refers to people with hearing loss, or who are hard-of-hearing, oral-deaf, deaf-blind and late-deafened, many of whom identify as culturally Deaf - sharing distinct sign languages, traditions, histories, and values.

[ ]  Disability communities

Refers to people with physical or intellectual disabilities, mental or chronic illness, or neurodivergence who experience discrimination and disadvantage. Disabilities can be long-term, temporary or fluctuating.

[ ]  Anglophone official language minority communities

Refers to English speakers in Quebec.

[ ]  Francophone official-language minority communities

Refers to French speakers outside Quebec.

[ ]  2SLGBTQI+ communities

Refers to Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex and additionally sexually-diverse and gender-diverse people.

[ ]  Gender-diverse communities

Refers to transgender, non-binary, Two-Spirit, genderqueer, agender and additionally gender-diverse people.

[ ]  Women

[ ]  Youth

Refers to people under 35 years of age.

[ ]  None of the above

[ ]  Prefer not to answer

#### Consent to share information

1. Please check **one** of the options below:

[ ]  I consent to have the Canada Council for the Arts share my information with other Canadian government departments and organizations 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 and organizations 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.

Privacy Notice

The personal information collected via this form is used to determine whether its programs and services are representative of the individuals and communities it serves. It is collected pursuant to subsection 8(1) of the [*Canada Council for the Arts Act*.](https://laws-lois.justice.gc.ca/eng/acts/C-2/FullText.html) Your personal information which is under the control of the Canada Council for the Arts is protected by the [*Privacy Act*](https://laws-lois.justice.gc.ca/eng/ACTS/P-21/index.html), and you have the right to request access to it and to request its correction. You also have the right to file a complaint with the [Privacy Commissioner of Canada](https://www.priv.gc.ca/en/) regarding the collection and handling of your personal information by the Canada Council for the Arts. This personal information is associated with personal information bank [CC PPU 203](https://canadacouncil.ca/about/public-accountability/info-source).

To request access to your information or to have corrections made to it, contact the Access to Information and Privacy (ATIP) coordinator by email at atip-aiprp@canadacouncil.ca or by phone at 1-800-263-5588 or 613-566-4414, ext. 4015.

### Questions

If you have any questions, please contact Prizes at prizes@canadacouncil.ca or 1-800-263-5588. If you are Deaf, hard of hearing or a TTY user, please use your preferred MRS (Message Relay Service) or IP (Internet Protocol) service to contact us. Canada Council also welcomes VRS (Video Relay Service) calls. For more information, please visit the VRS Canada website (<http://srvcanadavrs.ca/en/>).

Personal information collected on this form will be stored in [Personal Information Bank](https://canadacouncil.ca/about/public-accountability/info-source) CC PPU 020 and CC PPU 203. Protected B when completed.