



Canada Council  
for the Arts      Conseil des arts  
du Canada

### Prix de Rome in Architecture for Emerging Practitioners

Follow these <b>three steps</b> to apply for this prize:	
<b>Step 1</b>	Read the <b>Prize Guidelines</b> for details about the purpose of the prize, who and what is eligible, prize amount, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information</b> section. If you still have questions about the prize or the application process, contact the program officer below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>Checklist</b> (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

**2 October 2018**

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

The Canada Council for the Arts will not accept applications postmarked after the deadline date, incomplete applications, or those submitted by fax or email.

### Further Information

**Sarah Brown**

Program Officer, Prizes  
Canada Council for the Arts  
150 Elgin Street, P.O. Box 1047  
Ottawa ON K1P 5V8  
sarah.brown@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 6004  
TTY: 1-866-585-5559

PRG8142bE 08-18



## GUIDELINES

<p><b>Prize Description</b></p>	<p>The Canada Council for the Arts Prix de Rome in Architecture for Emerging Practitioners is awarded to a recent graduate of a Canadian school of architecture who demonstrates exceptional potential in contemporary architectural design.</p> <p>The prize recipient will have the opportunity to broaden his or her knowledge of contemporary architecture culture by visiting a selection of works of architecture. The recipient will also be able to expand her or his professional skills through an internship at an internationally acclaimed architectural firm, anywhere in the world.</p> <p>Applicants must define a program of work and related travels. The project can involve multiple trips to a number of destinations spread over a one-year period. Upon returning to Canada, the recipient must share his or her experience through public conferences, publications and/or exhibitions.</p>
<p><b>Eligibility</b></p>	<p><b>Eligible applicants</b></p> <p>To apply for this prize, you must:</p> <ul style="list-style-type: none"> <li>• be a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada</li> <li>• have received a professional Bachelor or Master degree from a Canadian school of architecture that is certified by the Canadian Architectural Certification Board within 14 months prior to the deadline for submitting applications</li> <li>• be recommended by the director of the school of architecture that issued the degree.</li> </ul>
<p><b>Prize Amount</b></p>	<p>The prize is \$34,000, to contribute towards the costs of the proposed program of work and related travels, and of the proposed public presentation.</p>
<p><b>Application Assistance</b></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 four weeks prior to a deadline. Contact by phone or e-mail the officer responsible for this prize. For more information, please consult our website: <a href="http://canadacouncil.ca/commitments/equity/application-assistance">canadacouncil.ca/commitments/equity/application-assistance</a></p>
<p><b>Access Support</b></p>	<p>Access Support provides supplementary support to individual applicants who are Deaf, have disabilities or who are living with mental illness, as well as Deaf and disability arts groups and organizations. Funds are available to recipients who identify specific disability-related supports that are needed to carry out their proposed activities. For more information, please consult our website: <a href="http://canadacouncil.ca/funding/strategic-funds/access-support">canadacouncil.ca/funding/strategic-funds/access-support</a></p>

## **Assessment of Applications**

### **Assessment process**

Peer evaluation is fundamental to the Canada Council's decision-making process. Eligible applications will be evaluated by a peer assessment committee, composed of experienced individuals who are recognized as professional artists by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada's two official languages, Indigenous peoples, and the cultural and regional diversity of Canada.

All the peer assessment committee recommendations are final.

For further information on this subject, please consult the Canada Council's website at [canadacouncil.ca](http://canadacouncil.ca)

### **Assessment Criteria**

The peer assessment committee will evaluate your application based on the following criteria:

- artistic merit of your architectural projects
- quality of the proposed program of work and its relevance to your artistic and professional development

## IMPORTANT INFORMATION

<b>Processing the Application</b>	<p><b>Application preparation</b></p> <ul style="list-style-type: none"><li>• You are responsible for providing all the information and support material requested.</li><li>• The Canada Council will make decisions about your eligibility based on the information you provide in your application.</li><li>• Submit only the material requested. Extra material will not be shown to the peer assessment committee.</li><li>• Carefully choose the material you submit in support of your application as committee members have limited time in which to study each grant application.</li><li>• Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.</li><li>• It is important to inform the Canada Council of any changes to your contact details.</li></ul> <p><b>Format and layout</b></p> <p>All the documents requested and the application form must be submitted:</p> <ul style="list-style-type: none"><li>• printed on one side only</li><li>• on separate sheets of <b>white</b> paper (letter format, 8½ x 11 inches)</li><li>• with a <b>black</b> font size of 11 points or larger</li><li>• with paper clips (documents cannot be bound, placed under plastic or stapled).</li></ul> <p>Avoid unusual formatting as it can make documents hard to read.</p> <p><b>Response time</b></p> <p>You will be informed of the result of your application approximately <b>four months</b> after the application deadline.</p> <p><b>Previous Winners</b></p> <p>Please consult the Canada Council’s website at <a href="http://canadacouncil.ca">canadacouncil.ca</a> for the list of past winners.</p>
<b>Personal Information</b>	<p>The <i>Privacy Act</i> gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the <i>Privacy Act</i>. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the <i>Access to Information Act</i>.</p> <p>For this program, the Canada Council for the Arts requests that you indicate your year of birth on the application form. The personal information that is provided by you on this application form will not be used to assess your application and will not be passed on to the peer assessors.</p> <p>The Canada Council may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.</p>

<p><b>Prize Terms and Conditions</b></p>	<p><b>Before you apply</b>, please note that winners cannot receive the award money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.</p> <p><b>If your application is successful</b>, the terms and conditions will be outlined in the notification letter. These are some of the conditions:</p> <p><b>Prize payment</b> The Canada Council will send you the money after it has received your Acknowledgement Form, which will be provided with your notification letter.</p> <p><b>Promotion</b> Winners must also allow photographs and public information about themselves to be used for promotion of the awards and in other Canada Council promotional initiatives.</p> <p><b>Tax status</b> The Prix de Rome in Architecture for Emerging Practitioners is taxable, and a T4A slip will be issued, at the appropriate time, for grants and awards paid to individuals. You should contact the <b>Canada Revenue Agency</b> or your provincial or territorial revenue department with any tax-related questions.</p> <p><b>Changes to proposed projects</b> Any changes to funded projects must be approved by the appropriate program officer <b>before you carry them out</b>.</p> <p><b>Expiry date of the prize</b> The prize funds will be available for your use for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your prize.  If you require an extension to the expiry date, please contact the appropriate Canada Council Program Officer, in writing. If you do not request an extension, the Canada Council will cancel the part of your award that has not been paid to you by the expiry date, or you may be required to return a portion of the award you have already received.</p> <p><b>Acknowledgement of Canada Council for the Arts support</b> You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the prize. Details about the acknowledgement policy will be included with the notification letter.</p> <p><b>Final report</b> You will be required to submit a final report on how you used the prize. This report must be submitted by the date identified in your notification letter.</p>
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## 2018 Prix de Rome in Architecture for Emerging Practitioners

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

### IDENTIFICATION OF APPLICANT

Name of applicant (please provide your **full** legal name):

Ms.  Mr. Other \_\_\_\_\_

Year of birth \_\_\_\_\_

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First and middle names

**Permanent address:**

**Mailing address** (if different from permanent address):

\_\_\_\_\_  
Street address and apartment or suite number

\_\_\_\_\_  
Street address and apartment or suite number

\_\_\_\_\_  
City Province or territory Postal code

\_\_\_\_\_  
City Province or territory Postal code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Website

\_\_\_\_\_  
Email

### DECLARATION

I permit the Canada Council for the Arts 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

**To be eligible for consideration, you must sign below to 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 have carefully read the eligibility criteria for this prize, which are described in the application guidelines, and I meet these criteria.
- I understand that winners cannot receive the award 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 for the Arts is subject to the *Access to Information Act* and *Privacy Act*, as described in the application guidelines.

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

\_\_\_\_\_  
Signature **(an original signature is required)**

\_\_\_\_\_  
Date





## Prix de Rome in Architecture for Emerging Practitioners

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

- The Canada Council for the Arts requires only one copy of the application form.
- Do not bind your completed application form
- If you are completing the form on a computer, use the following format.

### PART A1 – NAME AND LOCATION OF APPLICANT

Name of applicant (please provide your **full** legal name):

Last name

First and middle names

City (permanent residence)

Province or territory

### PART A2 – ALMA MATER

Name of the school of architecture that issued your degree

Date of your graduation: \_\_\_\_\_

### PART B – PROGRAM OF WORK

Summary of proposed project (10 to 20 words):

Proposed project timeline (it must start after the program deadline date and end within one year of the start date):

From \_\_\_\_\_ to \_\_\_\_\_  
(day/month/year) (day/month/year)

Describe the proposed program of work in 1,000 words or less. Include the following:

- a description of your architectural design interests
- a list of buildings or sites you wish to visit
- brief information on the architectural firm where you would like to intern
- information about the public presentation you would make at the end of your Prix de Rome in Architecture for Emerging Practitioners, if you were the prize winner.

Use separate sheets of 8½ x 11 inch white paper. Print on one side only of the paper, and insert the description following this page.



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**PART C1 – SUPPORT MATERIAL**

**Submit the following required support material with your application:**

- a letter of recommendation from the director of the school of architecture that issued your degree
- a letter of offer of employment from the foreign firm where you plan to intern
- a curriculum vitae (CV). Your CV must be a maximum of three pages, on 8½ x 11 inch white sheets of paper, printed on one side only. Do not staple or bind it.
- a maximum of 20 images on a USB Key, CD or DVD.
  - 1) Of these 20 images, 15 should illustrate your past architectural works.
  - 2) The final 5 images should illustrate your proposed use of the prize. These images may include:
    - buildings or sites that you intend to visit
    - works by the firm where you intend to intern
    - architectural works that relate to your research interests.
  - 3) You may substitute 5 images for a digital video of a maximum of 3 minutes.
- A brief one sentence description of each submitted image or video, inserted after Part C3. For images of projects done in collaboration or within a professional firm, you must also clearly describe your role.

**PART C2 –SUPPORT MATERIAL : PRESENTATION GUIDELINES****Identification of support material (all categories)**

Please complete parts C3 of this form. Clearly indicate your name and the item number on each item, using a label or by writing directly on the material.

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.

**Audiovisual specifications**

Title each file (image) with a number, your initials, the year and the title of the work. Ensure that the numbers for the first nine images begin with a zero (for example: **01initialyeararticle.jpg**, **02initialyeartitletitle.jpg** ...**20initialyeararticle.jpg**). This will ensure that they are presented in the correct order, following your image list. The image numbers must correspond to your information on form C3. Do not use punctuation, spaces, more than 45 characters per file name or special characters in your file names.

**Image 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/](http://www.videolan.org/vlc/))
- a maximum 60 FPS
- a maximum resolution of 1080P (or frame size of 1920 x 1080)
- no larger than 4 GB

**Media must be:**

- either DVD, CD or USB key (files must be organized in a single folder)
- NTSC-region 1 compliant (DVD video)

If you must 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.

Please note that the Canada Council **will not return** the support material to you.

NAME OF APPLICANT: \_\_\_\_\_

**PART C3 – IDENTIFICATION OF IMAGES AND VIDEO**

Submit a maximum of 20 digital images on USB Key, CD or DVD. You may substitute 5 images for a 3-minute digital video.

**IMAGES**

No.	Name of the project or site	Creator/Role	Date
01.			
02.			
03.			
04.			
05.			
06.			
07.			
08.			
09.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

**VIDEO – Maximum of 3 minutes (if this applies)**

No.	Name of the project or site	Creator/Role	Year	Running time	Format

**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 your name on all items.

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

- Identification of applicant
- Declaration (an **original signature** is required)
- Part A1 – Name and location of applicant
- Part A2 – Alma mater
- Part B – Program of work
- Part C1 – Support material
  - Letter of recommendation
  - Letter of offer of employment
  - Curriculum vitae
  - Digital images on USB Key, CD or DVD and, if applicable, video
- Part C3 – Identification of images and, if applicable, video
  - Descriptions of images and, if applicable, video

**Submit your application to:**

**By mail:**

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

**By courier:**

Prizes  
Canada Council for the Arts  
150 Elgin St, 2nd Floor  
Ottawa ON K2P 1L4

**Voluntary Self-Identification form (see the attached form)**

You are encouraged to fill out the attached Voluntary Self-identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The Canada Council also welcomes any individual connected with the submission of a grant application to complete the form. The information that you provide will not be used to assess the eligibility or the merit of your application.



## Voluntary Self-identification form

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The Canada Council for the Arts 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. Anyone applying to the Canada Council for the Arts, participating on a peer assessment committee or being nominated or accepting a prize is invited to complete this form.

The Canada Council for the Arts 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, and all creative expressions should have the same chance to flourish.

**Note:** This information is not used to assess your application.

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

### 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 [www.cic.gc.ca/english/department/](http://www.cic.gc.ca/english/department/)

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 Québécois)

### Official-Language Minority Communities

Official Language Minority Communities are groups of Canadians whose maternal or chosen Official Language is the minority language in their province or territory.

Do you identify as a member of an Official Language Minority Community:

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 Québécois) \_\_\_\_\_

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                       Metis                       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’, 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 for the Arts 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 for the Arts 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 located here: <http://canadacouncil.ca/about/public-accountability/privacy-notice>
- The information I have provided is true and complete.

Signature\*: \_\_\_\_\_

Date\*: \_\_\_\_\_

## **Access to your information**

**You may ask to have access to or corrections made to your personal information by submitting a request to:**

Access to Information and Privacy (ATIP) Coordinator  
Canada Council for the Arts  
150 Elgin Street, P.O. Box 1047  
Ottawa ON K1P 5V8

- Email: [atip-aiprp@canadacouncil.ca](mailto:atip-aiprp@canadacouncil.ca)
- Telephone: 1-800-263-5588 or 613-566-4414, ext. 4696
- TTY machine: 1-866-585-5559  
*TTY is a telecommunication device for people who are Deaf, hard of hearing or speech-impaired*

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