



Canada Council
for the Arts Conseil des arts
du Canada

Walter Carsen Prize for Excellence in the Performing Arts

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 submit nominations 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 program officer indicated below.
Step 3	Complete all sections of the attached nomination form . Be sure to use the Checklist (Part C of the form) to confirm that you have completed all relevant sections of the form and have included all required documents.

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

30 April 2019

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

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

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

Further Information

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Canada Council for the Arts

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NOMINATION GUIDELINES

<p>Description of Prize</p>	<p>The Walter Carsen Prize for Excellence in the Performing Arts is an annual prize that recognizes the highest level of artistic excellence and distinguished career achievement by a Canadian professional artist in music, theatre or dance. The prize is awarded on a four-year cycle – in dance, theatre, dance and music – and is up to the amount of \$50,000. The prize to be awarded in 2019 will be in the field of theatre.</p> <p>Walter Carsen established the endowment fund for the prize in February 2001 through a generous donation of \$1.1 million to the Canada Council. The Canada Council administers and promotes the prize.</p>
<p>Eligibility</p>	<p>Eligible nominees</p> <p>Nominees must be professional artists who are Canadian citizens or permanent residents of Canada as defined by Immigration, Refugees and Citizenship Canada. They do not need to be living in Canada when their nomination is submitted.</p> <p>The Canada Council defines a professional artist as someone who:</p> <ul style="list-style-type: none"> • has specialized training in the field (not necessarily in academic institutions) • is recognized as such by her or his 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 in the current competition must have created, as creative and/or interpretive artists, an outstanding and distinguished body of work in theatre.</p> <p>The nominee must be actively involved in the performing arts in Canada or have spent the majority of his or her artistic career in Canada. The nominee’s career will likely have covered a significant period of time. Ideally, the nominee’s work will have been recognized and respected for its artistic excellence by the nominee’s peers at the national and international levels.</p> <p>This prize is designed to recognize individual achievement rather than the work of an organization, but it may also recognize artistic partnerships. An artistic partnership brings together up to three individuals to develop a singular artistic practice. Each artist must meet the eligibility requirements for the prize.</p> <p>Eligible nominators</p> <p>Nominators must be members of the Canadian professional performing arts community. They can be an individual or an organization.</p> <p>Restrictions</p> <ul style="list-style-type: none"> • No posthumous awards will be given. • Members of the Board of the Canada Council are not eligible for this prize during the course of their term as members and for six months following the end of their term. • No individual may be awarded this prize more than once.

<p>Application 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 four 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 do not apply for the prize, but must be nominated by an eligible individual or organization.</p> <p>Nominators are responsible for gathering the required documentation and submitting it with the attached nomination form. They must ensure that the documentation complies with the requirements set out in these guidelines and form.</p>
<p>Assessment of Nominations</p>	<p>Peer evaluation is fundamental to the Canada Council’s decision-making process. A peer assessment committee, composed of experienced professionals selected by the Canada Council for their expertise in their field of practice, will assess the eligible nominations and choose the winner. The committee may include one expert from outside Canada. 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.</p> <p>All peer assessment committee recommendations are final. The committee may decide not to award the prize in a given year.</p> <p>For further information on this subject, please consult the Canada Council website at canadacouncil.ca.</p> <p>Assessment criteria</p> <p>The principal assessment criteria for the prize will be the artistic excellence of the artist’s work (including originality, creativity, innovation, technical mastery and impact in the milieu) and the significance of the artist’s achievements over the course of his or her career.</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 you provide in the nomination.• Submit only the material requested. Extra material will not be shown to the peer assessment committee.• Carefully choose the support material as committee members have limited time in which to study each nomination.• Except for the nomination statement and the signed letters of support, do not submit originals. The Canada Council is not responsible for the loss or damage of required documents submitted.• It is important that you inform the Canada Council of any changes to your contact information. If you have an account in the Canada Council’s portal, please update changes directly through your account.• See the application form for instructions on how to submit your application and required documents.• Declaration pages must be submitted on paper with an original signature. <p>Response time</p> <p>The winner of the prize will be notified, within 5 months of the nomination deadline date. His or her nominator will be notified in writing shortly after that.</p> <p>The nominators of non-winning nominees will be notified of the results in writing, shortly before the public announcement of the winner (which may take place somewhat later than 5 months after the nomination deadline).</p> <p>The Canada Council does not release results by telephone or email.</p> <p>Previous winners</p> <p>Please consult our website at canadacouncil.ca for the list of past winners.</p>
Personal Information	<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 prize, the Canada Council requests that you indicate the year of birth of the nominee(s) on the nomination form. The personal information that is provided by you on this form will not be used to assess the nomination and will not be passed on to the peer assessors.</p>

<p>Personal Information (cont'd)</p>	<p>The Canada Council may share personal information, such as contact and project information, from applications and awards with officials in other arts and cultural industry funding agencies and government institutions, on a confidential basis, to assist with research, reporting, program planning and evaluation, to provide networking or economic opportunities, or respond to federal “government reviews”. For more information, see our Privacy Notice on the Canada Council website at canadacouncil.ca/about/public-accountability/privacy-notice</p>
<p>Prize Terms and Conditions</p>	<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>In order to receive your payment, all overdue final reports for Canada Council grants and prizes must be submitted and approved.</p> <p>Once the winner has been contacted, he or she must confirm acceptance of the prize and agree to keep the results of the competition confidential until the Canada Council makes its public 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 winner must agree to allow his or her photographs and public information to be used for promotion of the prize and in other Canada Council promotional initiatives. He or she is expected to participate in all the prize-related activities, such as media conferences, ceremonies, receptions and other related events.</p>



2019 Walter Carsen Prize for Excellence in the Performing Arts

The information that you provide on the first 3 pages will not be submitted to the peer assessment committee.

IDENTIFICATION OF NOMINATOR (to be completed by the nominator)
Name of nominator: (for organizations, the registered name is required) [] Ms. [] Mr. [] Other ____
Mailing address:
Street and apartment or suite number
City Province or territory Postal Code
Telephone (residence) Telephone (business) Email
IDENTIFICATION OF NOMINEE (to be completed by the nominator)
Name of nominee: [] Ms. [] Mr. [] Other ____ Year of birth (optional): _____
Mailing address of nominee:
Street and apartment or suite number
City Province or territory Postal Code
Telephone (residence) Telephone (business) Email
For the nomination of an artistic partnership, provide this information for each member.
Name of artistic partner: [] Miss [] Mrs. [] Ms. [] Mr. Year of birth (optional): _____
Mailing address of artistic partner:
Street and apartment or suite number
City Province or territory Postal Code
Telephone (residence) Telephone (business) Email

NAME OF NOMINEE:

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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 the following statements:

As a nominator for the Walter Carsen Prize for Excellence in the Performing Arts (for theatre in 2019),

- I have carefully read the criteria for the prize, which are described in the nomination guidelines, and confirm that the nominee 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 the prize as outlined in the nomination guidelines and agree to abide by the Canada Council's decision.
- I am aware that the Canada Council is subject to the *Access to Information Act and Privacy Act*, as described in the nomination guidelines.
- I agree to keep the results confidential until the date of the public announcement.

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

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

Date

NAME OF NOMINEE:

Walter Carsen Prize for Excellence in the Performing Arts / 3

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

Will you permit the Canada Council to include your name, address and email on its mailing list?

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

In which language do you prefer to communicate with the Canada Council? English French

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

As a nominee for the Walter Carsen Prize for Excellence in the Performing Arts (for theatre in 2019)

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

If I receive the prize,

- I agree that all documentation submitted becomes the property of the Canada Council for use in publicity or promotion for the award.
- I agree to the use of my photograph and public information on my professional practice or relevant activities for promotion of these awards and in other Canada Council promotional initiatives.
- I agree to participate fully in all award activities, including media conferences and interviews, ceremonies, receptions and other related events.
- **I agree to keep the results confidential until the date of the public announcement.**

Signature of nominee (an original signature is required)

Date



Walter Carsen Prize for Excellence in the Performing Arts

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 your nomination form.
- Do not bind your completed application form.
- If you are completing your form on a computer, use the following format.

PART A – NAME AND LOCATION OF NOMINATOR AND NOMINEE	
Name of nominator (for organizations, the registered name is required):	
Contact name	
City	Province or territory
Name of nominee:	
Last name	First and middle names
City (permanent residence)	Province or territory
For the nomination of an artistic partnership, provide this information for each member.	
Name of artistic partner:	
Last name	First and middle names
City (permanent residence)	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 by nominator)

Describe in two pages or less why you are nominating this individual or artistic partnership for a Walter Carsen Prize for Excellence in the Performing Arts.

Please pay special attention to :

- the artistic achievements of the nominee and
- the significance of these achievements over the course of his or her career.

For a nomination involving more than one person (an artistic partnership), provide the same information for each member. **The nominator must sign and date the nomination statement.**

Curriculum vitae and biography of nominee

Submit a current professional curriculum vitae of the nominee, with emphasis on his or her artistic achievements in theatre. For a nomination involving an artistic partnership, provide the same information for each member of the artistic partnership. Submit also a current one-page biography of the nominee or of the members of the artistic partnership.

Letters of support

Please include with your nomination a **minimum of one** and a **maximum of three signed** letters of support for the nomination from professionals in the performing arts community in Canada and/or abroad.

Articles, excerpts of articles, or reviews

You may include articles, excerpts of articles, or reviews pertaining to the nominee's work and achievements, to a total maximum of 10 pages.

Instructions for submitting required documents

- Required 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 – 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.

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

- Identification of nominator
- Identification of nominee
 - For artistic partnerships, an identification form is required for each member
- Declaration of nominator **(an original signature is required)**
- Declaration of acceptance of nomination **(an original signature is required, completed by the nominee)**
 - For artistic partnerships, a declaration of acceptance with an original signature is required for each member
- Part A – Name and location of nominator and nominee
- Part B –Required documents
 - Nomination statement **(maximum of two pages, an original signature is required)**
 - Curriculum vitae of nominee **(or per member of artistic partnership)**
 - Biography of nominee **(maximum of one page per nominee or per member of an artistic partnership)**
 - One to three** letters of support for the nomination **(original signatures are required)**

Send your nomination 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 Street, 2nd floor
Ottawa ON K2P 1L4