# Canada Council for the Arts logoCanada-Korea Co-Creation Fund

## Identification Form

**The information 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 [ ]  organization [ ]  group or collective

Legal name [ ]  Ms. [ ]  Mr. [ ]  Other

Alias (if applicable)

Title (if applicable)

Name of organization, group or collective (if applicable)

Mailing address

Primary telephone Secondary telephone

Email Website

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

### Declaration

As an individual applicant or representative of an organization, group, or collective, you must confirm your agreement with each of the following statements:

* I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada - OR - I am authorized to sign this application on behalf of a Canadian organization, group or collective for which I will act as the sole representative, keeping the other participants informed of the contents and outcome of this application.
* I have carefully read the eligibility criteria for this fund, which are described in the [Canada-Korea Co-creation Fund guidelines](https://canadacouncil.ca/initiatives/canada-korea-connections/guidelines-canada-korea-co-creation-fund), and I, or the organization, group, or collective I represent, meet 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 and/or the organization, group, or collective I represent commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct (if applicable).
* I confirm that I and/or the organization, group, or collective I represent abide 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 and/or the organization, group, or collective I represent cannot receive fund money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.
* I accept the conditions of this fund 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 understand that, if this application is successful, the first step in receiving payment will be to complete the Grant Acceptance Form (click here for more information on the responsibilities of grant recipients).

I understand that a final report will be due 3 months after the project is complete, and that failure to provide such a report will limit my capacity and/or that of the organization, group or collective I represent to apply for further funding at Council.

#### [ ]  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)

There are two types of support available to applicants who are Deaf or living with a disability, or who face other barriers and require accommodation.

1. You may be eligible for [**Application Assistance**](https://canadacouncil.ca/funding/application-assistance) to pay for someone to help you with the application process if you are experiencing difficulty and self-identify as:
* An artist who is Deaf, hard of hearing, has a disability or is living with a mental illness; or
* A First Nations, Inuit or Métis artist facing language, geographic and/or cultural barriers.

To obtain Application Assistance for a Canada-Korea Co-creation Project, contact the officer in charge at least 2 weeks before the deadline at international.coordination@canadacouncil.ca.

1. [**Access Support**](https://canadacouncil.ca/funding/strategic-funds/access-support)funds individual applicants who self-identify as [Deaf, having disabilities or living with mental illness](https://canadacouncil.ca/glossary/deaf-and-disability), as well as [groups and organizations](https://canadacouncil.ca/glossary/deaf-and-disability-arts-organizations) that dedicate the majority of their resources towards supporting these communities. This supplementary grant provides a contribution towards costs for specific services and supports required to carry out a project funded through a Canada Council program. The supplement may not cover all of these costs but may be a contribution towards these types of expenses. Access support must be linked directly to the project activities; it does not fund daily living expenses.

To request Access Support your Canada-Korea Co-creation Fund application must either be in progress or have been submitted within the past 90s days.

To obtain Access Support for a Canada-Korea Co-creation Project, contact the officer in charge at international.coordination@canadacouncil.com for an application form.

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



# Canada-Korea Co-Creation Fund

## Application Summary

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

### Identification of applicant

Name of applicant or contact person

Name of organization (if applicable)

City and province / territory

### Summary description of the fund request

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

**Project title** (15 words maximum)

**Korean Collaborator** (name)

**Brief project snapshot** (30 words maximum; what/where/when/with whom/why)

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

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

## Required Documents

#### Applicant profile (500 words maximum)

Describe your:

* professional artistic practice (ie: field of practice, focus, approach, etc.)
* artistic objectives and/or organization’s mandate
* brief history – include principal events or main accomplishments
* international and/or co-creation experience

connection to/reason to deepen ties with Korean arts and culture

* organizational structure (e.g.: artist collective, non-profit, size, reach, etc) (if applicable)

#### Curriculum vitae or brief bio of applicant (1-3 pages maximum)

 *Note that applicant can refer to an individual, organization, group or collective.*

#### Collaboration description (500 words maximum)

Describe the collaboration, including:

* your key Korean collaborator(s) and a brief description of their previous work (including any international or co-creation work, if applicable)
* the inspiration, appeal, and anticipated benefit for this particular collaboration
* your existing knowledge of or connections with Korean arts and culture
* how you plan to work together:
	+ your anticipated respective roles in the project,
	+ how you will address opportunities and/or challenges commonly encountered in international co-creation (e.g. cross cultural-understanding, language barriers, geographical distance, visas, time zones, environmental impacts, etc…),
* a list of other professionals who will participate on the project and their roles (ie: staff, curators, artists, writers, editors and researchers in Canada and/or Korea) (if applicable).

#### A curriculum vitae and/or brief bio for the primary collaborator(s) (1-3 pages each maximum)

#### Signed letter of interest from your Korean collaborator(s)

The letter should indicate interest in and commitment to participate in the project as a full co-creator and/or co-developer, with an understanding of the intent, scope, and potential impact of the project.

#### Project description (1000 words maximum)

Describe the project you plan to undertake together:

* the intended accomplishments and outcomes of the collaborative project
* your project timeline
* why you want to undertake the activity
* the public presentation or exhibit this project could lead to and how you hope to get there
* how the project will leverage, build on and/or strengthen your connection to Korean arts and culture and/or the connection between you and your collaborator,
* the potential of the project to develop your capacity for international co-creation
* how the project might contribute to strengthening ties between the Canadian and Korean arts sectors and/or generate future Canada-Korea opportunities (for yourself or others).
* how the project will increase capacity in and/or advance conversations around environmental sustainability and/or equity, diversity, and inclusion.

Note that:

* the project description must relate to the assessment criteria in [the guidelines](https://canadacouncil.ca/initiatives/canada-korea-connections/guidelines-canada-korea-co-creation-fund).
* 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.

## Budget Form

Provide budget details for your project. Total expenses must equal total revenues. Be sure to note:

* In-kind resources
* Whether you will draw on additional funding or resources for your project.
* If any other Canada Council for the Arts or Arts Council Korea funds will be used to support distinct, but complimentary, work this this must be declared, and you will need to clearly demonstrate that there will be no overlap of expenses.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revenues | Confirmed | Pending | Total | Budget notes |
| Amount requested (rounded to nearest hundred) | $ | $ | $ |  |
| Access support grant for this project | $ | $ | $ |  |
| Other Canada Council grants | $ | $ | $ |  |
| Other federal grants | $ | $ | $ |  |
| Provincial or territorial grants | $ | $ | $ |  |
| Municipal or regional grants | $ | $ | $ |  |
| Private or corporate donations | $ | $ | $ |  |
| In-kind donations or cost-sharing (provide details in the budget notes) | $ | $ | $ |  |
| Ticket sales | $ | $ | $ |  |
| Other revenue (provide details in the budget notes) | $ | $ | $ |  |
| Applicant contribution | $ | $ | $ |  |
| Total revenues | $ | $ | $ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Professional Fees | Cost | Amount requested | Budget notes |
| Amount you pay yourself (individual applicant) or yourselves (members of a group/collective applicant). Artistic fee or compensation and/or personal costs. Provide details in the budget notes. | $ | $ |  |
| Royalties and copyright | $ | $ |  |
| Indicate the artistic fees for others involved in the project, including the Korean collaborator and any artists you will hire (ie: actor, choreographer, collaborator, composer, conductor, curator, dancer, editor, illustrator, librettist, mentor, musician, writer, etc.) Provide details in the budget notes. | $ | $ |  |
| Indicate the technical fees you will pay technical staff: music technicians, engineer, director of photography, stage manager, technical director, technicians, film editor, etc.Provide details in the budget notes. | $ | $ |  |
| Subtotal Professional Fees | **$** | **$** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Project Costs | Cost | Amount requested | Budget notes |
| Pre-Production (research, development, early creation)e.g. Research materials, software license, facilities, technical experimentation, rights acquisition, location scouting, studio or space rental for project development, etc. | $ | $ |  |
| Productione.g. Sound equipment, lighting equipment, camera package, presentation or performance venue, exhibition space, etc. Include public accessibility costs such as sign language interpretation, captioning, audio description, etc. | $ | $ |  |
| Production/Technical Materialse.g. Instrument maintenance, costumes, props, sets, special effects, etc. | $ | $ |  |
| Postproductione.g. Mixing, mastering, packaging, lab costs, materials, sound, music, editing, manufacturing, packaging, printing, shipping, installation, subtitling, etc. | $ | $ |  |
| Travel Costse.g. Personnel travel, freight, shipping, travel insurance, etc.  | $ | $ |  |
| Per Diem and Accommodation (maximum $150/per person/day) | $ | $ |  |
| Administration personnel and costsProvide details in the budget notes. | $ | $ |  |
| Other project costsProvide details in the budget notes. | $ | $ |  |
| Subtotal Project Costs | **$** | **$** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Total Project Costs | $ | $ |  |

 **Costs (provide details in budget notes)**

## Checklist

**Use this list to ensure you submit a complete application, with all the necessary forms and documents.**

#### [ ]  Identification Form (confidential)

* Identification of applicant
* Declaration
* Access Support (if applicable)

#### [ ]  Application Summary

* Identification of applicant
* Summary description of the fund request

#### [ ]  Required Documents

* Applicant profile (500 words maximum)
* Curriculum vitae or bio of applicant (1-3 pages maximum)
* Collaboration description (500 words maximum)
* Curriculum vitae and/or bio for the primary collaborator(s) (1-3 pages each maximum)
* Project description (1000 words maximum)
* Signed letter of interest from your Korean collaborator(s)

#### [ ]  Budget Form

#### [ ]  Consent to share information

### To submit your application

### **Organize your files:**

* Identify your material clearly with headings corresponding to the required documents, as listed in the Checklist.
* Text files must be in .pdf, .doc or .docx, .txt or .rtf format.
* No punctuation, spaces, special characters, or more than 45 characters in your file names.

**Send your completed application as 1 email on or before the deadline by 11:59 pm (local time) to** **international.coordination@canadacouncil.ca****.**

* The maximum file size including all attachments is 25 MB. Zip files will not be accepted.
* Applications and required documents must be submitted in either English or French.
* If you do not receive a confirmation email within 3 business days, please contact us.

The Canada Council will make decisions about your eligibility based on the information you provide.

* You are responsible for providing all the information and required documents requested.
* Submit only the material required. Additional material will not be shown to the assessment committee.
* Incomplete or late applications will not be assessed.

*PROTECTED B (when completed) PIB CC PPU 020*



Consent to share information

Select **one** of the following two options:

[ ]  I consent to have the Canada Council for the Arts share my information with other Canadian government departments, organizations and contractors 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, organizations and contractors 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, the Canada-Korea Co-creation Guidelines, 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.

Name Date

Privacy Notice

The personal information collected via this form is collected pursuant to the Canada Council for the Arts Act, and refusal to provide the required elements may result in the refusal of your application, except as otherwise provided.

The personal information which is under the control of the Canada Council for the Arts is subject to the [*Privacy Act*](https://laws-lois.justice.gc.ca/ENG/ACTS/P-21/FullText.html), which establishes the requirements for its collection, creation, accuracy, use, disclosure, retention and protection. It is associated with Personal Information Bank number [CC ART 202](https://canadacouncil.ca/about/public-accountability/info-source).

In accordance with the Privacy Act, you have a right to request access to any personal information which is kept about you by the Canada Council for the Arts as well as to request its correction. You also have the right to complain to the [Privacy Commissioner of Canada](https://www.priv.gc.ca/en/contact-the-opc/) regarding any of the aspects referred to above.

Contact Information

You can request access to your information or to have corrections made to your information by contacting the ATIP coordinator:

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.

The Canada Council also welcomes VRS (Video Relay Service) calls. For more information, please visit the [VRS Canada website (http://srvcanadavrs.ca/en/)](http://srvcanadavrs.ca/en/)

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