**PREVIEW Guidelines   
and Application Form**

Frankfurt 2020:  
Canada Guest of Honour Special Initiative  
for Canadian Artists

Canada will be the Guest of Honour country at the [Frankfurt Book Fair](https://www.buchmesse.de/en) 2020.  This international event is a unique opportunity to celebrate Canadian arts and culture, Canadian literature and Canadian publishers in Germany. From 16 October 2019 for a full year leading up to the Frankfurt Book Fair in 2020, the Canada Council for the Arts will support Canadian cultural programming in Germany in complement with the efforts of other partners through this special initiative.

The **Frankfurt 2020: Canada Guest of Honour Special Initiative for Canadian Artists** is a one-time initiative to support Canadian artists, groups and organizations with artistic engagements in Germany from 16 October 2019 through to 18 October 2020.

This initiative aims to support a wide range of cultural programming that reflects the diversity of the Canadian artistic landscape, including geographic regions, the engagement of[Aboriginal Peoples](https://canadacouncil.ca/glossary/aboriginal-peoples), [culturally diverse groups](https://canadacouncil.ca/glossary/culturally-diverse-groups), people who are [Deaf or have disabilities](https://canadacouncil.ca/glossary/deaf-and-disability), and [official language minority communities](https://canadacouncil.ca/glossary/official-language-minority-communities).

Individuals who are Deaf or who have disabilities, including those living with mental illness, and require accommodation at any stage of the application process may be eligible for [additional assistance](https://canadacouncil.ca/commitments/equity/application-assistance).

**Grant type** – [**project**](http://canadacouncil.ca/glossary/project?_ga=2.93909661.167744849.1497961466-331955508.1497961466)

**Deadline** – Any time **before** the start date of your project/activity until 3 June 2020.

**Grant amount**– Up to $200,000

**Notification of results** – Within 8 weeks of submitting your application

**Application limits** – There are no limits to the number of times you can apply until 3 June 2020, for grants totaling a maximum of $200,000.

Applications for this initiative do not count towards the [maximum number of applications](https://canadacouncil.ca/funding/grants/guide/apply-to-programs/annual-application-limits) that can be submitted to the Canada Council each year (from 1 March – 28/29 February).

# I want to apply – what else do I need to know?

**APPLICANTS — who can apply**

Types of potential applicants to this component include:

* artists and curators
* artistic groups and collectives
* artistic organizations
* cultural connectors and sector builders ([equity](https://canadacouncil.ca/commitments/equity) arts sector)
* First Nations, Inuit and Métis professional artists, groups, collectives and not-for-profit organizations
* media arts distribution centres and festivals
* Canadian and international visual arts festivals

Your eligibility to apply to this component is determined by a validated profile created in the portal.

**ACTIVITIES — what you can apply for**

Types of activities that result in a public presentation in Germany including:

* circulation and touring of artists, exhibitions, or artistic works to a minimum of one city
* build on an existing tour
* present artistic works
* participation in official showcases
* residency activities that include a public showing
* community engagement projects
* artistic co-productions of new works or exhibitions in collaboration with German arts organizations

You must provide an official letter of invitation from a German presenter, festival or host organization. These activities must take place in Germany between 16 October 2019 and 18 October 2020.

Projects that are self-presented or self-promoted are **not eligible.**

When determining your project start date, individuals should be aware that according to the Canada Revenue Agency (CRA), expenses incurred in the year immediately before a grant is received are only deductible from the grant if they are incurred after the artist has received notification that the grant will be paid.  For more information about income taxes and your grant, please refer to our [website](http://canadacouncil.ca/funding/grants/guide/if-you-receive-a-grant/income-taxes).

**EXPENSES — what is eligible**

100% of eligible expenses **directly related** to the project’s activities, including:

* transportation
* accommodation and per diem
* subsistence and per diem (residencies)
* a contribution towards freight, shipping or additional baggage costs
* touring production and exhibition expenses
* promotion and project management
* pre-tour artists’ fees and production expenses for remounting existing works (for   
  [performing arts](https://canadacouncil.ca/glossary/performing-arts) only)

**You cannot apply for** activities that occur before your project start date, those that receive funding from another Canada Council program or those on the [general list of ineligible activities](https://canadacouncil.ca/funding/grants/guide/apply-to-programs/general-list-of-ineligible-activities).

**ASSESSMENT — how decisions are made**

If eligible, your application will be assessed by an [**internal committee**](http://canadacouncil.ca/glossary/internal-committee) – which may include representatives from the Embassy of Canada in Germany – on the following weighted criteria, and must receive a minimum score **in each category** to be considered for a grant:

**Impact** **40%** (minimum score of 25 out of 40)

The potential of the project to:

* develop and enhance your international profile and that of Canadian arts practice
* build international connections and exchange knowledge
* generate future opportunities

**Relevance 40%** (minimum score of 25 out of 40)

* The rationale for the project, including the suitability of the work for destination markets
* The suitability of the event or involvement of the German partners or host organizations

**Feasibility** **20%** (minimum score of 10 out of 20)

* The capacity and experience you and your partners or host organizations have to undertake the project
* A reasonable budget, including professional conditions for artists

**REQUIRED INFORMATION AND SUPPORT MATERIAL – what you need to apply**

You will need to provide the following information:

* an official letter of invitation from a German presenter, festival or host organization
* your budget

**GRANT PAYMENT AND FINAL REPORTS**

If your application is successful, the first step to receiving your grant payment is to complete the Grant Acceptance Form. Click [**here**](http://canadacouncil.ca/funding/grants/guide/if-you-receive-a-grant) for more information on the responsibilities of grant recipients.

A [final report](https://canadacouncil.ca/funding/grants/reports) will be due 3 months after you complete the project.

**CONTACT INFORMATION**

[Rochelle Hum](mailto:rochelle.hum@canadacouncil.ca)

Program Officer, Project Lead for Frankfurt 2020

Partnership and International Coordination

Canada Council for the Arts

1-800-263-5588 or 613-566-4414 ext. 4501

[rochelle.hum@canadacouncil.ca](mailto:rochelle.hum@canadacouncil.ca)

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PREVIEW: Application form

This is not an official application form. You must use the portal to apply.

Use simple text formatting if you prepare your application outside of the portal. Formatted text uses additional characters, and some formatting may be lost when copied over.

réponse obligatoire = required

**GRANT DESCRIPTION**

1. **Name of application.** (approximately 10 words)réponse obligatoire
2. **For groups and organizations, provide the name of the contact person responsible for this application.** (approximately 10 words)
3. **Provide a one-sentence summary of your project. If possible, use the format ACTIVITY, LOCATION and DATES.** (approximately 25 words)mandatory question   
   For example: “To perform at ABC event in Frankfurt from day/month/year to day/month/year.” This summary will be used in the Canada Council’s official reporting.
4. **Project start date**mandatory question

This date must be after the date you submit your application.

1. **Project end date**mandatory question
2. **Type of activity** (which results in a public presentation in Germany – you may choose more than 1)mandatory question

🞏 Circulation and touring of artists, exhibitions, or artistic works to a minimum of one city  
🞏 Build on an existing tour  
🞏 Present artistic works  
🞏 Participation in official showcases  
🞏 Residency activities that include a public showing  
🞏 Community engagement projects  
🞏 Artistic co-productions of new works or exhibitions in collaboration with German arts   
 organizations

1. **What art form(s), style(s), genre(s) and/or expression(s) are most relevant to this application?** (approximately 25 words)mandatory questionSome examples include: hip hop, experimental music, theatre for young audiences, throat singing, documentary film, fine craft, new media, circus aerial acrobatics, transdisciplinary arts, Deaf theatre.

This information helps the Canada Council collect examples of art forms and practices in Canada and will not be used for assessing your application.

1. **Describe your project, your art form and the activities you wish to undertake**. (approximately 750 words)mandatory question
2. **Activity overview - Chronological summary of activities**mandatory question

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activities (for example):  - exhibition  - presentation  - workshop  - showcase  - residency activities that include a public showing  - community engagement project  - other (specify) | Approximate start date | Approximate end date | Country | City  (include state or region  if known) |

1. **Consent to share my contact information** mandatory question

* Through a coordinated approach, Global Affairs Canada (GAC), Canadian Heritage (PCH), and the Canada Council for the Arts have agreed to share information related to Canadian artists travelling abroad with projects supported by the Canada Council through Frankfurt 2020 Canada Guest of Honour Special Initiative for Canadian Artists. This initiative was developed in an effort to maximize Canadian participation in key international events and identify opportunities for consular presence at these events and/or other activities to recognize visiting Canadian artists.
* If my project is successful, I consent to sharing my contact information and project overview with GAC and PCH. The Council or GAC may share this information with Canadian embassies and consulates in the countries related to my project.

🞏 yes, I consent 🞏 no, I do not consent

1. **Why do you wish to complete this project at this location? Why is it relevant at this time? If you have undertaken similar activities in this region in the past, how will the proposed project give you additional benefits.** (approximately 250 words)mandatory question
2. **How will this project:** (approximately 250 words) mandatory question

* develop or enhance your international profile and that of Canadian arts practice?
* build international connections and exchange knowledge?
* generate future opportunities?

1. **Describe the presenters, partners or host organizations you are working with and their capacity to undertake this project.** (approximately 250 words) mandatory question
2. **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.** (approximately 100 words)
3. **If there is anything that has not been asked that is essential to understanding your application, provide it here.** (approximately 250 words)

Do not use this space to provide additional information related to earlier questions.

1. **If you have applied to a different component for overlapping activities or expenses, please indicate the component and submission date.** (approximately 10 words)

**BUDGET AND APPENDICES**

1. **Complete the budget and appendices document.mandatory question**
2. **Grant amount requested** (maximum $200 000)mandatory question

This amount must match the requested amount in your completed budget.   
**Do not include expenses** that are not eligible in this initiative.

If your application is successful, you might not be awarded the full amount requested.

**REQUIRED DOCUMENTS**

1. **Attach the following information:** mandatory question

* an **official letter of invitation** from a German presenter, festival or host organization **(required)**
* **additional information** about the partners, presenter, festival or host organizations,   
  if applicable.