**Program Guidelines
and Application Form**

Frankfurt 2020:
Canada Guest of Honour Special Initiative
for German Cultural Organizations

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 German Cultural Organizations** is a one-time initiative to support non-commercial German organizations to highlight Canadian arts and culture in Germany during the Guest of Honour year.

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).

**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 $300,000 CAD (approximately €200,000)

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

**Application limits** – You can submit up to 2 applications for grants totalling a maximum of $300,000 CAD

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

**APPLICANTS — who can apply**

Types of potential applicants to this initiative include German cultural institutions, organizations, presenters, festivals, and hosts of a non-commercial nature.

**ACTIVITIES — what you can apply for**

You can apply for a range of artistic activities that result in **public performances, presentations, exhibitions or screenings** of Canadian artists, groups and organizations. These activities must take place in Germany between 16 October 2019 and 18 October 2020.

Activities can include:

* artistic engagements
* presentation of artistic works
* residency activities that include a public showing
* community engagement projects
* showcases and market development activities
* gatherings, meetings, roundtables and panel discussions
* artistic co-productions of new works or exhibitions in collaboration with Canadian artists and organizations.

**EXPENSES — what is eligible**

70% of eligible expenses **directly related** to the activities up to $300,000 CAD (approximately €200,000) per applicant, including:

* transportation
* accommodation and per diem
* subsistence and per diem (residencies)
* a contribution towards freight, shipping or extra baggage costs
* 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 or those that receive funding from another Canada Council program.

**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** **60%** (minimum score of 38 out of 60)

The potential of the project to:

* develop and enhance the international profile of the invited Canadian artists
* enhance the German public’s appreciation of Canadian arts and culture
* build international connections and exchange knowledge
* generate future opportunities for Canadian artists
* contribute to showcasing the breadth of Canadian arts and culture in Germany

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

* The recognized quality of the Canadian artists or work to be shared with the German public
* The suitability of potential Canadian partners and/or advisors (if applicable)

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

* The capacity and experience you and your partners have to undertake the project
* A reasonable budget, including other revenue sources, efficient use of resources and professional conditions for artists

**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) is due within 3 months of the end of the proposed activities.

**HOW TO APPLY**

You must submit your completed application form and budget **in English or French** **as 1 attachment by email** to CanadaGermany2020@canadacouncil.ca.

Please write **“Frankfurt 2020: German Cultural Organization application”** as a subject line header. If you do not receive a confirmation email within 48 hours, please contact us.

Also note, the total maximum email size including attachments cannot exceed **25MB.**

**CONTACT INFORMATION**

Rochelle Hum

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

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Frankfurt 2020:
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**Identification of applicant**

Name of organization

Name of contact

Title

Email Telephone

**Mailing address**

Address

Postal code City

Country

Application form
Frankfurt 2020: Canada Guest of Honour Special Initiative for German Cultural Organizations

 = required

**GRANT DESCRIPTION**

1. **Provide the name of the contact person responsible for this application.** 
2. **Start date**

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

1. **End date**
2. **Provide a one-sentence summary of your project. If possible, use the format ACTIVITY, LOCATION and DATES.** (approximately 25 words) 
This summary will be used in the Canada Council’s official reporting or promotion of its funding programs.
3. **What art form(s), style(s), genre(s) and/or expression(s) are most relevant to this application?** (approximately 25 words)Some 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.
4. **Type of activity** (you may choose more than 1)

🞏 Artistic engagements
🞏 Presentation of artistic works
🞏 Residency activities that include a public showing
🞏 Community engagement projects
🞏 Showcases and market development activities
🞏 Gatherings, meetings, roundtables and panel discussions
🞏 Artistic co-productions of new works or exhibitions in collaboration with Canadian artists and
 organizations.

1. **Describe your proposed activities including timeline, artists and (if applicable) additional partners/advisors involved as well as related marketing and outreach strategies.** (approximately 1000 words)
2. **How will your activities enhance the international profile of the Canadian artists selected?** **How will they generate future opportunities for Canadian artists?** (approximately 500 words)
3. **Why have you selected this (these) Canadian artist(s)? How will your activities enhance the German public’s appreciation of Canadian arts and culture?** (approximately 250 words)
4. **Briefly describe the past experience you or your partner(s) have in supporting Canadian artists or groups, or how you are ready to undertake these activities.** (approximately 250 words)
5. **Describe the working conditions for artists (for example, fees paid and safe working conditions.** (approximately 100 words) 

You must pay professional artist fees.

1. **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.

**BUDGET AND ACTIVITY OVERVIEW DOCUMENTS**

1. **Complete the Budget (see Appendix I).**Do not include expensesthat are not eligible in this initiative.
2. **Grant amount requested** (maximum $300 000 CAD, approximately €200,000)

This amount must match the requested amount in your completed budget.

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

1. **Provide the list of titles of the work, production, exhibition or activity that will be presented, and the name of the creator, producer or owner of the work, production, exhibition or activity (e.g. artist, curator, group, organization).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated date/period** | **Type of event**  | **City**(include state or region if known) | **Title of work, production, exhibition or activity that will be presented** | **Name of the creator, producer or owner of the work, production, exhibition or activity**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Declaration**

**As representative of the applicant organization,**

* I understand that, for the **Frankfurt 2020: Canada Guest of Honour Special Initiative for German Cultural Organizations,** my organization can apply twice for a maximum of $300,000 CAD (approximately €200,000).
* I am aware that the Canada Council is subject to the [*Access to Information Act and Privacy Act*](http://canadacouncil.ca/about/public-accountability/access-to-information-and-privacy-acts)*.*
* I understand that we are responsible for informing ourselves about and following any and all applicable ethical and legal responsibilities that may apply to our activities.
* I commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct.
* I confirm that my organization will abide by all applicable legislation, including but not limited to that relating to employment standards, occupational health and safety, and human rights.
* I understand that all granting decisions are final. We agree to abide by the Canada Council’s decision.
* I understand that, if this grant application is successful, we will be subject to the terms and conditions of the grant.
* I understand that, if my grant application is successful, we will be required to submit a final report for this grant.
* I am authorized to sign this application on behalf of the group or organization and assume the responsibilities of the grant.

**I confirm that:** 

* I agree with the statements above.
* The statements in this application are accurate and complete to the best of my knowledge.

**Name**

**Signature** **Date**

Appendix I: Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses** | **Budget** | **Actual** | **Budget Notes** |
|  |  |  |  |
| Transportation | **$** | **$** |  |
| Accommodation and per diem | **$** | **$** |  |
| A contribution towards freight, shipping or extra baggage |  |  |  |
| Other travel costs |  |  |  |
|  |
| Commissioning fee | **$** | **$** |  |
|  | **$** | **$** |  |
|  | **$** | **$** |  |
| Performance fee | **$** | **$** |  |
|  | **$** | **$** |  |
|  |  |  |  |
|  |
| Other expenses | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | $ | $ |  |
|  | **$** | **$** |  |
| **Total Expenses**  | **$** | **$** |  |
|  |  |  |  |
| **Revenues** | **Budget** | **Actual** | **Budget Notes** |
| Amount requested from the Frankfurt 2020: Canada Guest of Honour Special Initiative German Cultural Organizations  | **$** | **$** |  |
| Other revenue | **$** | **$** |  |
| Other revenue | **$** | **$** |  |
|  |  |  |  |